

# Time management and the non-profit professional: how do you make it all fit?

1. Don't leave email sitting in your in box.
2. Admit multitasking is bad. Sometimes.
3. Know when you work best.
4. Organize your to-do list every day.
5. Do the most important thing first.
6. Dare to be slow.
7. Schedule time for interruptions.
8. Take five minutes before every call and task to decide what result you want to attain.
9. Practice not answering the phone just because it's ringing. Practice not responding to e-mails just because they show up.
10. "No." is a complete sentence.

