

# Time Management Tips

## **Divide projects/programs into smaller manageable sub tasks**

- Distributed tasks—work out over a given period
- Affords grant seeker a sense of control over work
- Provides grant seeker with sense of accomplishment

## **Keep a master calendar for each fiscal year**

- Use large wall-size calendar—list all fixed commitments i.e., responsibilities, meetings, etc.
- List all projects/program start and completion dates.

## **Create weekly schedules**

- Determine hour-by-hour schedule for the week
- Highlight project/program application and follow-ups due
- Each day look at weekly calendar and formulate a prioritized “to do” list.
- Establish priorities and set time accordingly

## **Set aside project/program assessment and writing time**

### **Long-range project planning**

- Count backwards from the due date and estimate time needed for each phase of the project/program
- Always allow more time than is actually needed

### **Unscheduled time**

- Use it for organizing project/program assessment
- Summarize project/program
- Make up evaluation sheets for a project/program to utilize community feedback

