**2018 Proven TIME MANAGEMENT TIPS**

**from Around the World**

* *Do Not Multi-Task*! It wastes time, decreases focus, and creates stress. (United States)
* *Manage every day* by learning to use your Calendar and Task tools effectively. (China)
* *Make appointment with yourself* on your Calendar to address important work and treat these appointments the same as you would treat a meeting with others. (Columbia)
* Make common rules for filing documents and knowledge – follow the rules! This is knowledge management and saves lots of time, difficulties and disappointments. (Denmark)
* *Wrap up your week* every Friday with a plan for the following week. (Hong Kong)
* Take back control over your devices instead of letting them interrupt you constantly. (Luxembourg)
* *Do it right the first time*. Be efficient and make it a habit. (Malaysia)
* *Improve your collaboration* by filing common documents in a shared drive. Share documents with a hyperlink instead of a copy in the email. (Netherlands)
* *Ask why before starting* a piece of work - what value is add and is it the best use of time. (New Zealand)
* Create awareness of your area of responsibility. This will help you to ensure that you are spending sufficient tie and energy in the areas that are really important to you. (Norway)
* *Progress is taking actions promptly.* Use your calendar proactively. (Philippines)
* *Do not duplicate your work!* Once you touch an email bring it forward, because it does not matter where you opened it – either your computer or smartphone. (Poland)
* *Catch it while small.* Don’t let things to get out of hand. Stop procrastinating. (Singapore)
* *Prioritize.* Do what’s important and value adding to your organization. (Taiwan)
* *Dedicate the first 45 minutes* of your day to a Major Priority before opening email. (UK)
* *Stay focused on the end result.* Don’t be distracted with the “noise.” Switch off your mobile phone if you must concentrate to complete a task promptly. (Vietnam)