

Time management

Keeping and maintaining a schedule and/or calendar book is the minimum requirement. Maintaining an electronic calendar (preferably through a cell/smart phone) demonstrates the capability to stay current with technology.

Make a daily list and prioritize your activities.

A tasks – most important/pressing;
need to be done right away

B tasks – important but can take a back
seat to A tasks

C tasks – can be completed as time
allows

Always work on A1, A2, A3, etc.

20% of the tasks will get you 80% of the
results.