

**Tools for Efficiency – Time Management CoDE**

1. **Co**ntrol – working and planning ahead
	1. Actively manage schedules
	2. Protect time
	3. Schedule time to work on things
	4. Timelines
2. **D**elegation – Do things only you can do or that you want to do
	1. Delegate anything anyone else can do
	2. Does it give you joy? Delegate or keep?
3. **E**fficiency – eliminate distractions
	1. Use support systems
	2. Email folders
	3. Reminders
	4. When does something need to be good vs great
	5. Be organized
	6. Team meetings

Efficiency Tips:

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