

SURVEY TIME MANAGEMENT – GUIDELINES

The Surveyor

1. Set SMART goals – specific, measurable, attainable, realistic, and timely
2. Rank the urgency of daily tasks (A through F) and prioritize accordingly.
3. Plan tasks to minimize interruptions. For example, manage email in blocks of time, not throughout the day.
4. Don't procrastinate. Figure out why you do, and create incentives to stop.
5. Create a schedule that focuses on high-priority items and includes contingency time for unavoidable interruptions.

The Survey

1. Be aware of the "80-20 Rule." Focus on the 20% that yields peak results.
2. Use effective scheduling to get more information out of your time.
3. Use goal setting and critical thinking to make your survey more efficient.
4. Use prioritization to target the most important tasks first.
5. Use an Activity Log to keep track of how you actually spend your time and monitor key concerns.
6. Prioritize a "To-Do" list to make an Action Plan.
7. Concentrate on results, not just on being busy.
8. Avoid procrastination, including the facility-assisted variety.