

Time Management Tips for the Regulatory Professional

Regulatory work is deadline driven, so good time management is an essential survival skill. Are you usually punctual or late? Are you a good time manager? See the tips below to improve your skills.

Plan your day and try to stick to it. Use one central tool to organize your to-do lists, meetings and projects.

Know your deadlines and aim to finish early.



Keep a clock visibly in front of you to avoid losing track of time.

Set reminders 15 minutes before meetings.

Leave a buffer time in between tasks to finish one task before moving on to the next one.

Focus. Close browser and applications that you are not using.
Block out distractions and eliminate time wasters. Turn off the phone.





Prioritize. Do what is important first.

Don't panic when things go wrong. Successful people know they can't control everything. Be a problem solver. Anticipate mistakes and deal with them rationally as they arise.



Delegate. If some tasks can be done better by others or things that are not so important, try to get their help. Be a team player. Work well with others and learn to compromise and accept other ideas.

