

# TIME MANAGEMENT



*Time management is crucial skill and a difficult one. Time is set. There are only 24hrs in a day, 168 hours in a week, 365 days in a year. How well do you manage your time? Well managed time can result in productivity, happier moods, rewards, and even fun. Here are a few tips to help make time work for you.*

## 1. FIGURE OUT WHAT NEEDS TO BE DONE

Using a to-do list is a great to see what needs to be done and prioritize the tasks. Sometimes it is a matter of setting personal goals: next week, six-month, and next year projects. Remember not to take on too much; avoid unnecessary activities. Too many projects/commitments can lead to poor performance, stress and low morale. Focus on what is important now and tomorrow. Eliminate the rest.

## 2. BUILD IN BREAKS

Plan ahead, think about projects or activities with deadlines and work backwards to “reverse engineer” a timeline. It’s nice to think that you can work for 8-10 hours straight, especially when you are working to a deadline. However, it’s impossible for anyone to focus and produce high-quality work without time to rest and recharge. Don’t let life be all business. Utilize your relationships, stress management, high quality sleep, and other aspects of self-care to keep yourself operating at peak performance.

## 3. MULTITASKING

Multitasking decreases performance. Avoid working on multiple projects at the same time, switching between them. You may do more, but you’ll do it poorly. Instead, consider organizing your time, see number 1. Create time in your schedule to plan in a focused manner, dedicating time for each activity.

## 4. AVOID PROCRASTINATION

Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven’t started key tasks; you come to dread doing them; eventually, everything catches up with you, and you fail to complete them on time. Don’t feel that you have to complete a task from start to finish in a single go. Instead, focus on devoting a small amount of time to just starting. That’s all!

## 5. MANAGE DISTRACTIONS

If you want to gain control of your day and do your best work, it’s vital to know how to minimize distraction and manage interruptions effectively. Maintain boundaries. For instance, turn off your cell when you need to focus, shut your door, and let people know if they are distracting you too often. A well-managed environment will help you apply the other skills in time management.

