

Time Management

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project development as it determines the project completion time and scope.

Time management is necessary because –

- Available time is limited,
- Time cannot be stored: if unused it is lost forever,
- One's goals are usually multiple, sometimes conflict, and not all goals are of equal priority,
- Goals cannot be accomplished without the application of effort, which requires the use of time.

The major themes arising from the literature on time management include the following:

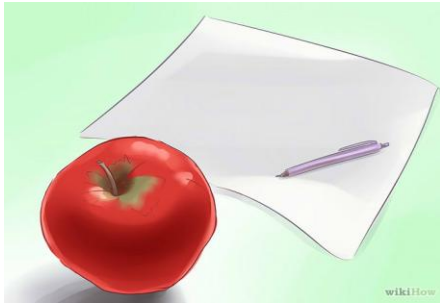
- Creating an environment conducive to effectiveness
- Setting of priorities
- Carrying out activity around those priorities
- The related process of reduction of time spent on non-priorities

Better Time Management in the Life skills

Time management is a skill that you need in order to succeed in the workplace. Whether you are a newbie or a battle-scarred veteran, managing time is important. It will not only help your productivity but it will set the tone for work-life balance. The inability to manage your time could be one huge source of stress and anxiety.

- ***Plan your tasks***
- ***Prioritize the important tasks first***
- ***Think before you accept***
- ***Analyze how you spend time***
- ***Do not procrastinate***
- ***Don't waste time***

Time management in the workplace includes the focus in being conscious on how you spend time. The longer breaks when added up could be time spent in working on difficult tasks. A person that aims to climb the corporate ladder should know better or else kiss promotion chances goodbye.



1. **Prepare yourself first, by taking 30 minutes of your time to fix yourself something to eat and relax.** Then Make a list of the tasks you need to accomplish. But before you can manage your time, you need to know what it is you must manage. A list of tasks, from the mundane to the critical, will help you get a handle on what needs to get done.

Assign realistic priorities to each task:

- Priority 1: due today by 6pm
- Priority 2: due tomorrow by 6pm
- Priority 3: due by the end of the week
- Priority 4: due during next week

You can further prioritize tasks within this grouping by adding a decimal place. For example, a Priority 1.0 task needs to be done immediately, whereas a Priority 1.5 task simply needs to be done by the end of day.

2



Balance your effort. Work on small portions every day of work that will be due by the end of the week, starting with the most important tasks first.

- Do today's tasks. Concentrate On what is at hand, do not allow yourself to lose focus. Then move on to the next daily task. Once today's tasks are completed, mark them as such, and proceed to tomorrow's tasks.

- When tomorrow's tasks will complete, work on the other tasks due by the end of the week, and when those are complete, work on the tasks due early next week. A small portion of each is better than one huge, laborious task and will keep your time managed more efficiently and reduce stress and eliminate burn-out.
- Make one of your final daily tasks the completion of *tomorrow's* task list. Each day should be ended with a new task sheet for tomorrow to keep you on track.

3



Focus on your most productive time of day. Some people work better in the morning, and some are more focused in the evening.

4



Manage time in increments. Play a game with yourself by competing against the clock.

- Work in fifteen minute, half hour or hour intervals, scientifically it is known that 45 minutes work followed by a 10 minutes rest is the best for the average studier.
- Give yourself a time goal to complete a portion of a task or the entire task.

5



Take a break. Clear your mind and refresh yourself to refocus.

- Decide beforehand on a 5, 10 or 15 minute break and stick to that decision.
- Breaks provide incentive by giving you something to look forward to having.

6



Keep track of your progress.

- Cross things off the list as they are completed.
- You'll feel more relieved and **relaxed** just by getting through the daily tasks. Not only will you be getting things done, finishing tasks will give you a sense of accomplishment and spur motivation.

7



Reassess the list. Rewrite and prioritize your list on a regular basis.

- Add new tasks to the list. This should be done on a daily basis, especially when you are just getting started with a time management regimen.

- Eliminate or adjust tasks that are completed, or fall in priority.
- Delegate tasks to others. Contrary to popular belief, you don't need to do it all. You can be much more effective if you can delegate tasks as necessary.
- Use technology to complete tasks more quickly, efficiently or accurately. Today's mobile technology features dozens, if not hundreds of apps that will help you manage—and even accomplish—your tasks efficiently.

8



Leave time for fun. While there are times when we just need to power through a large project, it's important to give yourself time to let loose. Not only will it refresh your mind, it's good for your body, too. It doesn't have to be a lot of time but make sure that you do!

9



Sleep for 6-8 hours every night. Getting the proper amount of sleep will help keep you alert and energetic, able to think clearly, and function at a high level

Tips for Better Time Management in the Workplace

Time management is a skill that you need in order to succeed in the workplace. Whether you are a newbie or a battle-scarred veteran, managing time is important. It will not only help your productivity but it will set the tone for work-life balance. The inability to manage your time could be one huge source of stress and anxiety.

Plan your tasks

If you plan your day you can accomplish more tasks and take control of your time. If you have a to-do list you can prioritize the more important tasks ahead. Keeping a schedule will minimize rushes and conflicts that could ruin your day and create stress. Take a look at your schedule and consider delegating some to others. Include in your plans the breaks that you need to take. Having regular breaks allows you to free your body from stress build-up.

Prioritize the important tasks first

Unimportant tasks may take up time that you should be devoting to more important tasks. If you prioritize tasks first, you are focusing time and energy on those that are truly important thus reducing stress and anxiety. Make sure that you adhere to project timelines and make an effort to finish each step ahead of time. Pushing yourself to finish things with plenty of time to spare allows you to have the luxury of reviewing your work. Not to mention the fact that finishing tasks ahead of time will impress your boss. Thus, you will have more chances of getting a raise or promotion.

Think before you accept

Before accepting non-essential tasks take a look at your pending important tasks. You need to consider your targets and schedule before agreeing to take non-essential tasks for other people. If they insist on giving such tasks to you, be sure to let them know that you can only work on it after all your priority tasks have been completed. This way, they will not be expecting too much from you. This will also help them realize that you are open about the thought of helping them on some tasks but your time is just too limited for your own work loads. Limit the distractions that would derail you from your important tasks. Learn how to decline requests and make sure that you do this with utmost respect and politeness.

Analyze how you spend time

Keep a diary of how you spend time. This will inform you on the patterns which ultimately give you an idea on how to be efficient in using time. Look how you can use time more wisely. You can forgo driving yourself to work, instead take the metro so that you can catch up for your reading. The time saved can be allotted to exercise or catching up with family or friends. It develops your analytical abilities and at the same time you are able to improve productivity.

Do not procrastinate

Find the reasons why you procrastinate. Do your tasks immediately but do not over rationalize and execute your plans accordingly. Great leaders never procrastinate. Leaders are able to show their wards they can accomplish things way before they are needed. The idea of "I'll do it later" should

not be heard ever in the workplace not unless it is something of least important and should only be given attention when you have enough time for it.

Don't waste time

The biggest mistake that you can do in time management is to waste time. You need to have time allotted to each task or else you are just wasting time. Taking too long breaks, smoking breaks, Internet surfing and non-essential banter would take its toll on how you manage time. Once you decide to report to your workplace, you should have a clear mindset that you are there to work and not to dawdle.

Time management in the workplace includes the focus in being conscious on how you spend time. The longer breaks when added up could be time spent in working on difficult tasks. A person that aims to climb the corporate ladder should know better or else kiss promotion chances goodbye.
