

Time Management

What is time management and why should I care about it?

Managing time means investing time into deciding what you want out of life, including what you want out of being a member of an organization. This concept of managing time assumes that you have clearly focused values and goals for your work, family, studies, social activities, and most importantly, **yourself**.

How Well Do You Manage Your Time?

Do you prioritize things from most important to least important?

Do you accomplish what needs to get done during the day?

Are your assignments always turned in on time?

Do you use your free time efficiently?

Do you tackle difficult and unpleasant tasks without procrastinating?

Are you working up to your potential?

Do you spend enough time planning?

Do you prepare a daily "To Do" list?

Think about your behaviors with regard to the questions below:

Do you prioritize your "To Do" list?

Do you keep an up-to-date schedule book/planner?

Are you up to date on personal paperwork?

Do you let interruptions sidetrack you from daily tasks?

Do you spend too much time on trivial matters?

Do you wake up in the morning ready to tackle the tasks of the day?

Nine Tips To Help Manage Your Time

Plan: Start each day by making a general schedule with specific emphasis on one or two things you would like to accomplish including things that will achieve long-term goals. The more time you spend planning a project, the less time you spend running around at the last minute. Use a calendar. Analyze tasks and break them down into manageable parts.

Take Breaks: Working for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief. Merely resting can also increase your efficiency, reduce tension, and most importantly, benefit your health.

Avoid Clutter: In most cases, clutter can hinder concentration and cause frustration and tension. When you find your desk becoming chaotic, take time to organize. Remember you can only effectively work on one thing at a time, so concentrate all of your efforts on the most important one. Clearing or organizing your desk nightly should be a standard practice.

Avoid Perfectionism: There is a difference between striving for excellence and for perfection; the first being attitude, gratifying and healthy, while the second is often unattainable and frustrating.

Learn to say "NO": Learn to decline, tactfully yet firmly, requests that do not fit with your goals. If you explain that your motivation is not to get out of work, but to save time to do a better job on the really important things, you will have a good chance of avoiding unproductive tasks.

Do not Procrastinate: Decide to change habits immediately, but do not take on too much too quickly.

Delete Time Wasting Activities and Habits: If you are wasting your time in activities that bore you, divert you from your real goals, and sap your energy, make changes in a positive direction or delete them from your schedule.

Delegate: Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions.

Avoid the Workaholic Syndrome: Do not let work interfere with the really important things such as family, friends, and enjoyment.

COMMON CAUSES OF PROCRASTINATION

Low tolerance for frustration
 Fear of failure
 Fear of success
 Perfectionist tendencies
 Distaste for a particular task

Self doubt
 Feelings of being overwhelmed by “the whole task”
 “I find this task easier to do when I’m under pressure”
 Waiting to “get in the mood”
 Loss of desire to complete the task

“TO DO” LIST TRICKS

The Charles Schwab Priority List Method

1. Write down your upcoming duties.
2. Write down a number beside each duty to indicate which is more important.
3. Do each duty in order of its assigned importance.
4. Do not go on to the next one until the preceding duty is completed or when you have done as much as you could for the present period of time.
5. Any uncompleted duties at the end of the day become top priority for the next day.
6. Add to the list.

A B C D Method

<i>Important & Urgent</i>	<i>Important/Not Urgent</i>
<i>*Exam Tomorrow</i>	<i>*Date with friend</i>
<i>*Roommate becomes ill</i>	<i>*Essay Due in 30 Days</i>
<i>A</i>	<i>B</i>
<i>Not Important/Urgent</i>	<i>Not Important/Not Urgent</i>
<i>*Ringing Phone</i>	<i>*Procrastination</i>
<i>*Unnecessary Work</i>	<i>*Too much TV</i>
<i>C</i>	<i>D</i>

**Importance and Urgency are personal values, with “importance” concerned with degree of value, and “urgency” concerned with timing.*

TIME BUDGET FORMULA

The following is a formula for budgeting the number of hours in a week against the amount of predictable uses of your time. There are 168 hours in a week. Here is a sample of how one spends his/her time:

# hrs. for sleep/week @ 8/night for 7 nights	56 hours
# hrs. for meals/week @ 3/day for 7 days	21 hours
# hrs. for classes/week	16 hours
# hrs. for homework @ 4/class for 6 classes	24 hours
# hrs. for job/week	8 hours
# hrs. for travel time	2 hours
# hrs. for personal hygiene	7 hours
 	<hr/>
Total # hours used	134 hours

Subtract the total number of hours/week used for predictable activities (134) from the total number in a week (168). There are still 34 hours to be budgeted towards discretionary activities. Everyone’s schedule is different, so take a few minutes to determine where your time goes.

There are two rewards you can expect from effective time management...

Decreased amount of stress and Accomplished goals!