

# Time Management Tips

Time management skills can be extremely useful as survival tools for today. We all must juggle an increasing number of obligations to family, friends, career, professional organizations and the community.

Managing time effectively involves the use of skills that can be learned. We can incorporate these skills and strategies for time management in both our personal and professional lives. Here are some suggestions for time management at home and at work:

1. Make a plan each day, taking no longer than ten minutes to do so. Remember that failing to plan is planning to fail.
2. Delegate all tasks that can be delegated.
3. Assign a priority value to your non-delegated tasks or goals. You should have A, B, and C values. Do the high priority A goals first since they require the most energy and are the most challenging. Do not give in to temptation and pursue your less challenging B and C goals first. This only depletes the energy you need for the A goals.
4. Identify the two hours (approximately) per day when you are most energetic. Place your A goals into that time slot. Identify your "low" time each day and pursue mundane tasks during that time.
5. Concentrate on doing those things that will have the greatest affect on you. You can use "the Pareto Principle," often known as the 80/20 rule, to determine this. For example: reap the greatest "value for your energy by thinking: If 80 percent of the time only 20 percent of the floor gets dirty, vacuum only that 20 percent, 80 percent of the time.
6. Place a "reward time" and/or "reward activity" on your list each day. Continue to have regularly scheduled rewards.
7. Learn to say "no." When considering a request, ask yourself this question: "Will the added stress of a new responsibility at work or at home increase my efficiency or decrease it?" To make the best use of your energy, make sure your tasks are essential to your health, wealth, and happiness.
8. Beware of perfectionism; one of our major time wasters. Identify those situations for which you really must be perfect and those situations you need not be perfect.
9. Avoid procrastination, another time waster. This means, "to put off doing a task for no good reason." Avoid this by challenging your excuses and by breaking your task into small goals. Also try to determine some of your subconscious motivations for procrastinating.
10. Continually ask yourself: "Am I currently doing what I need to be doing with my time?" If not, alter your activity.
11. Budget your day loosely, delegating large chunks of time to projects to avoid frustrations of over scheduling
12. Prioritize and concentrate your energy on tasks that are the most important; those tasks that have the highest impact on the most people for the longest time period.
13. Set deadlines so that Parkinson's Law (work expands to fill the time available for its completion) cannot apply.

14. Visualize the benefit you will receive by managing your time and activities effectively. This scenario will continue to reinforce the use of good time management.