Time Management

Why Is Time Management Important?

Time is limited. If you don't use your time wisely, you can never get it back. Time management helps you use the time that you do have in better ways.
You need time to get what you want out of life. You need to learn how to make time for the things that are important to you. Even if you can only afford to give a small amount of time each week to your goals, you'd be surprised at how much progress you can make.
You can accomplish more with less effort. When you become more productive using improved time management skills and tools, you can accomplish more with less effort.
Too many choices. In this day and age, there are so many ways you can spend your time, that you need a plan to make intelligent choices.

Four Self Management Habits for Time management

1. Take control of the situation when you can.
Realistically, you may only control some of your time at work, so plan to use this time wisely.

2. Focus on results by routinely stetting objectives
"Begin with the end in mind, if you don't know where you are going, you will end up somewhere else"
Think about what results you want to achieve, and set yourself SMART objectives, then decide what tasks need to be done to achieve these results. This way, you will be efficient only doing the tasks that are necessary to help you achieve you objectives.

3. Prioritise by importance, not urgency (where possible)
- Think about your objectives and the tasks that are necessary to help you identify what is important.
  Can you say "no" to tasks that are not important—or can you become more efficient in dealing with these activities?
- When you have a deadline to meet, always set a starting time—so you can meet the deadline without the activity becoming an urgent 'last minute panic'.
- If you have a major objective that appears too big, or a deadline that is too distant, set yourself a series of shorter-term objectives with deadlines.
- Ask yourself "What is the best use of my time right now?" This question helps you decide which task has the higher priority.
- Work on your number 1 priority until its finished, then your number 2 etc. If you are a perfectionist, set and keep to time limits e.g. "I will complete number 1 priority within 45 minutes"
- How much time throughout the day / week should you leave free of priority, as flexible time to respond to the unexpected?

4. Spend time planning before you do the task
Spend time planning, thinking before the doing –This usually helps you do the task more efficiently.
Ask: What result is required
What is the best method to achieve this result?
What specific action needs to be taken?
By whom?
Start / end times?
Resources' required?
Break big projects into smaller 'chunks' of action steps and bundle like jobs to maximise efficiency e.g. calls, e-mails etc.

Time Management Self Assessment

	Rarely	Sometimes	Often	Always
1. I spend some time each day planning what I am going to achieve and do during the day	☐	☐	☐	☐
2. I write my objective, important tasks, appointments etc into a diary or a 'to do' list	☐	☐	☐	☐
3. Each day I priorities the tasks to be done, and work on the most important ones first.	☐	☐	☐	☐
4. I try to arrange my daily work to make the most of my peak energy	☐	☐	☐	☐
5. I stay focused on a task and am not easily distracted	☐	☐	☐	☐
6. When working on an important task, I try to avoid unnecessary interruptions, or if Interrupted, I return to the task quickly.	☐	☐	☐	☐
7. I try to work on each task only once and complete it	☐	☐	☐	☐
8. I leave time each day for the unexpected	☐	☐	☐	☐
9. I try to beat procrastination by "doing it now"	☐	☐	☐	☐
10. I can say "no" if other want to take up my time and I have more important things to do	☐	☐	☐	☐

Look at the statements you have rated low –what action should you take?