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Introduction

Living in a fast-paced world, you may have found yourself wondering why 24 hours are never enough for you to complete for tasks of the day. This is especially so if you are trying to meet a dateline for the submission of the latest project you are working on, or if you are a student who will be taking your major exams very soon. Even so, you will probably have acquaintances; friends or colleagues who are seem to be able to handle the same workload as you effortlessly. Have you ever wondered why? Well, the main reason why they are able to cope with all their tasks is because they have good time management skills. When you are able to plan your time and stick to these plans, you will be able to utilise your time wisely.

There are various reasons why people find it difficult to manage their time. One of the common reasons is that they procrastinate. Even when they know that there is something they should do about a task, they may simply brush it aside because it is not an urgent matter at that moment. Instead, they may waste their time on trivialities and frivolous activities. As such, when datelines draw near, they often find themselves panicking over insufficient time. Another reason why people find it difficult to manage their time wisely may be because they have not set a clear goal that they would like to accomplish. Goals can actually drive you to work hard so as to accomplish it successfully. As such, when you have a goal, it is more likely that you would want to utilise your time more efficiently.

Now that you have learnt about how people fail to utilise their time wisely, you should also learn about how you can successfully manage your time. Here are some of the tips which will help you to do so.

What Is Time Management?

Many people would ask what time management is all about. Well, in laymen's term, it is basically how you are able to properly plan and utilise your time each day, in order for you to be more productive and accomplish your goals. This does not necessarily mean that you have to dedicate all your time for work. Besides working hard, you should also have time to relax and take a breather.

Taking a break is imperative, especially if you want to accomplish something well. In other words, if you are rushing all throughout the day in trying to accomplish something, it may actually mean that you have poor time management skills. When you rush to churn out work, the product of your efforts is likely to suffer in terms of quality since you are more likely to be half-hearted and lose focus.

To manage your time, you simply have to plan a schedule which will be followed for each and every day. While it sounds easy, many of us tend to forget what we had planned to do. We may mind it easily to organise your time and plan things that we want to accomplish the next day in our minds. However, when the following day arrives, we may have forgotten most of the things we wanted to do. As such, you may find yourself planning, yet forgetting, to do the same task time and again. To increase your productivity, you should jot down the things you want to do so that you will be able to accomplish them as planned.

While you are writing down the things you need to do the next day, you should also consider how much time each task will require. This is vital, as it will allow you to gauge if you have planned to complete too many tasks in a day. If that is the case, then you will have to prioritise

your tasks. You should focus on things which are relatively more urgent and complete the other tasks on other days.

With the list of things you need to accomplish at different times of the day, you will be able to use it as a reference so that you will be able to track your progress. With that, you will be able to practice better time management and accomplish more tasks, rather than attempting to complete everything at the same time.

How Time Management Can Change Your Life

There is a big difference between a life with proper time management and a life without it. If you do not practice proper time management, you will soon realize that countless days would simply pass you by and you would not be able to accomplish all the things that you wanted to or planned to. Without time management, each time a day ends, you will realize that you were only able to accomplish so little. In other words, you will not as productive as you wanted yourself to be. Thus, it is time that you make a positive change in your life, involving proper time management, so that you will be able to accomplish more.

Time management is not limited to scheduling your daily plans and activities in advance. There are also other things that you have to take note of, so that you will be able to make use of time management in your favour.

To make it work for you, you have to know what you want to achieve in a given period of time during the day. In other words, you will have to consider your priorities well. Make sure to give more importance to things that you need to accomplish sooner. Apart from that, you have to know how much time you need to spend on each of them, so that you will be able to properly allocate time for each of the tasks that you set out to complete at the beginning of each day. Making a list of the things you want or need to do each day, along as making a schedule will allow you to have a certain guide to refer to and to follow. As such, you will find it easier to stick to your plans. Of course, when you are planning your tasks, you should make your schedule realistic instead of trying to cram everything into a short amount of time. If you fail to do so, you may feel frustrated at the end of the day with unaccomplished goals.

With proper time management, you will soon be able to accomplish more things in your life. If it pertains to your duties at work, then your superior would soon notice that you are constantly improving in meeting deadlines, and since you can properly plan your time, you may even be able to impress him more by submitting your reports earlier.

This could lead to promotion later on, since people with good time management skills are also known to have better self-discipline than those who do not have them. Your boss would also see you as a good role model for which other employees can look up to.

If you are running your own business, you will also be able to operate it more efficiently and effectively with good management of your time. You will become more productive, and hence you can also expect more profits from your business venture.

Time management will help to improve and change your life. It is also an essential part of self development. Start practicing it today, so that you will be able to feel more satisfaction from being able to accomplish your goals each day.

Tips on How to Improve On Your Time Management

As we grow older, days seem to go by more and more quickly, and without good time management skills, you will soon notice that you have not been able to accomplish anything substantial and that you have wasted so much time. Time management is very important, whether you are working at a brick and mortar office or working at home. Aside from your tasks at work, you also have a number of responsibilities at home. As such, if you are not able to utilise your time properly, then either one of them or even both would suffer the consequences. To ensure that this will not happen, here are some tips on how to improve your skills in time management.

You have to accept the fact that you are only human, and so, there are a definite number of tasks you can complete at a given period of time. To make it simpler, you have to set things you need to accomplish on a day to day basis.

One of the very first things you need to do is to set your priorities right. You have to identify the things that are relatively more urgent and those that are not. Prioritize in doing the things that you have to accomplish sooner first. Only do the things that are less important when you have already done the tasks that require more urgent attention, and when you have extra time for them.

If there are just too many important things that you need to do on a given day, it can become overwhelming. However, keep in mind that you have your friends and family who are ready to lend you a helping hand. Thus, if you can ask for favours from them, then you may be able to

save some time in completing your tasks. This will allow you to work on other things that you need to do as well.

When you plan out your day to day schedule, you cannot rely on your brain to remember everything. Thus, you will need to write it down. At the end of each day, it will be good for you to dedicate a few minutes of your time to plan your schedule for the next day. When you are doing this, you should also check if there are things that you have missed out on that particular day. You should prioritise these tasks for the following day. This will allow you to have a schedule that you can refer to so that you will not go off track.

These are the things you need to take note of so that you will be able to improve your time management skills. Take note of them, so that you can make a significant change in your life.

Conclusion

In conclusion, it is very important to manage your time wisely, especially because time management will allow you to accomplish your goals and get the most out of your work and study. This can also be seen from how many successful individuals are extremely good at managing their time. While you may find it difficult to stick to schedules initially, you will get used to it gradually. At the end of each day, you can take out your schedule to assess how well you did in keeping up with your schedule. As the days go by, you will be able to notice the difference time management makes on your life, as the number of tasks you are able to accomplish every day will increase. This will allow you to feel more confident about your abilities and allow you to operate even under pressure.

With these tips, you are now ready to start organising your time as well as your life!