

# Time Management

*Imagine for a moment how much more productive, full and satisfying life may be without constantly feeling pressed for time.*

TAKE 5 MINUTES  
and find time for  
what's most important.

Every human being has exactly 24 hours in every day, but how we spend those hours is our choice. Our responsibilities can range from work to family to everything in between, and without time management it can seem as if we all have too much demand and not enough supply.

## WHAT IS TIME MANAGEMENT?

Time management is how you prioritize your waking hours to increase efficiency and productivity. At some point or another, every individual has to consider how he or she can best manage the minutes in his or her day. Despite all the knowledge and devices we might own, sometimes it still feels like there are not enough hours in the day to accomplish the demands. This often produces stress, leading to additional strains.

Time management is possible because time is relative. While clock time is exact, depending on what we are doing, time seems to move quickly or very slowly. Time is also relative when age is considered. A busy parent packing for tomorrow's vacation might feel as if they blinked and the day was over. However, a child could feel ready to explode in anticipation and the waiting is nearly too much to bear. Time, therefore, is relative to our perceptions. Since it's relative, time is manageable.

## TIME MANAGEMENT PRINCIPLES

These four principles are foundational to effective time management.

1. **Organization** - Reducing clutter enables you to save time completing routine daily tasks.
2. **Prioritizing** - Avoiding the "tyranny of the urgent" enables you to re-focus on what matters most.
3. **Goal setting** - Setting specific, attainable, and measurable goals enables you to budget time.
4. **Positivity** - Celebrating small time-saving achievements will reinforce use of time-saving strategies.

## ACTION STEPS

There is no shortage of material when searching for time management tools. Here are a few practical and proven strategies for timely success:

- ✓ Make a time log for a typical day or week and identify how you're spending your time.

- ✓ Record the time you expend on thoughts, conversations, and activities.
- ✓ Identify where time is being wasted and look for opportunities to recover time in your day.
- ✓ Schedule an "appointment" with yourself to accomplish tasks.
- ✓ Take daily time to plan how you will spend your day, or write a short to-do list.
- ✓ Clearly define the desired outcome for a conversation or activity.
- ✓ Eliminate or minimize social media and other distractions while working.

## KEEP IN MIND

The record of how you spend your time is like your checking account, it reflects your values. Remember, you're not alone when it comes to figuring out how to manage your time better. Consider engaging a life coach or counselor for guidance on next steps.

***What steps will you take today to find the time for what matters most in your life?***