

Time Management

Managing your time is important in every aspect of your life, not just within your organization. If you cannot manage your time on a regular basis how will taking on additional responsibilities in an organization effect that? Time management are one of those things that are learned along the way as you grow-up usually as you realize you have additional responsibilities and no time for them. Here are easy steps to follow to help you gain more time management skills.

Ten tips to effective time management –

1. 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 we spend planning a project, the less total time is required for it.
2. Concentrate - The amount of time spent on a project is not what counts; it's the amount of uninterrupted time.
3. Take breaks - To work 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.
4. 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.
5. Avoid perfectionism - There is a difference between striving for excellence and for perfection; the first being attainable, gratifying and healthy, while the second is often unattainable, frustrating, and neurotic.
6. Learn to say “no” - Learn to decline, tactfully yet firmly, requests that do not fit with your goals.
7. Don't procrastinate - Decide to change your habits immediately, but don't take on too much too quickly.
8. Delete time wasting activities/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.
9. Delegate - Learn to delegate the challenging and rewarding tasks
10. Avoid the workaholic syndrome - Don't let work interfere with the really important things in life such as family, friends, and enjoyment.