
Keys to good time management

1. KNOW YOUR GOALS IN LIFE

Identify the activities you value most and your main goals at work and at home. These goals are the map you need to direct your life and schedule your time. Break down your main goals into smaller, more manageable tasks.

2. RANK PRIORITIES

Ask yourself how important a particular task is to you. Activities can be ranked according to their importance. Try identifying the activities that produce the greatest reward. Give these activities priority over others

3. WRITE DOWN YOUR PLANS

A written plan enables you to take a more detached view of your commitments. Keep a diary of important dates and tasks to be done. A daily "to do" list can give direction and a sense of achievement once tasks have been accomplished.

4. DELEGATE TASKS

Trying to do everything yourself is often a major cause of stress. Take a look at your schedule and work out what you can hand to somebody else to do. You can still monitor other people's progress and maintain a level of control.

5. WORK OUT A SYSTEM

Disorganization makes work and wastes time. Organize your environment so that everything has its place. Keep a notepad and calendar by the phone, and set up a filing system for bills. Establish a daily routine.

6. DO IT NOW - NOT LATER

By putting off today's tasks until tomorrow you are simply storing up work for yourself. Ask yourself, "*Why am I putting it off?*" Set realistic deadlines for each day and then do your best to keep to them.

7. ALLOW SLACK IN TIMETABLE

Never overfill your timetable. Always allow some slack. Then, if there is an emergency, you can accommodate it. If you know that your time is not stretched to the limit you will feel less stressed. Plan time for rest and relaxation.

8. LEARN TO SAY NO

If you cannot say no to the demands of others, you will end up being a servant to their priorities, never able to say or do what you want. Stay in control of your time, and say no to timewasting and unnecessary activities.

9. ONE THING AT A TIME

You may have many things to do, but cannot do them all at once, especially since important tasks usually require energy and concentration. You will find it less stressful if you can finish one task before starting another.

10. KNOW YOUR PRIME TIME

Identify when you work best and plan that time for your most important or demanding tasks. For most people this is early in the morning. Allocate undemanding tasks to times when your energy may be low.

11. YOU'RE NOT PERFECT

If you are a perfectionist, you may become bogged down in detail and find it difficult to vary your speed according to priorities. Learn to assess the situation in advance, so you can work within set time limits.

12. KEEP A BALANCE

Planning time for work, rest, and play will help maintain your health and enthusiasm and allow you to keep a balanced perspective. Break your routine and plan to relax during the day. Take regular vacations.