

# Time Management Fact Sheet

**86,400** ... This is the number of seconds in a 24-hour day. It is up to each of us to determine how we are going to use (or manage!) these seconds.

## Why Should We Learn to Manage our Time?

Effective time management will help us:

- Get more done
- Gain control over our lives
- Add time to our daily lives
- Reduce stress

## How Should We Manage Our Time?

- Keep a time log or daily chart of your activities. This will help you see where your time goes and will help identify the time wasters.
- Create a daily "To Do" list. Write down all of the tasks that you need to complete on a given day. If the tasks are large, break them down into smaller parts.
- Prioritize your tasks. Assign each task a value, then rearrange your list beginning with the most important activities first.

## What Are Some Barriers to Effective Time Management?

- Distractions & Interruptions – Eliminate or minimize these as much as possible.
- Procrastination – Helpful suggestions to deal with procrastination:
  - Do the worst task first. If you get the tasks that you don't like or want to do out of the way first, you'll enjoy the rest of your day more!
  - Break things up into bite-size pieces. Tackle a project by working on it for an hour or two each day instead of trying to complete it all at once.
  - Consider your energy level. Use your prime time for tasks that require the most concentration and time. Save routine tasks for lower energy times.
  - Reward yourself. After completing some of your top priorities, reward yourself.

## Other Valuable Time Management Tips

- The obvious way to use time better is **ELIMINATION**. Cut out those things that aren't necessary and those you don't really enjoy anyway.
- Doing it right the first time saves a lot of time.
- Develop the habit of finishing what you start. Don't jump from one thing to another, leaving a string of unfinished tasks behind you.
- Learn to say "No."
- Use a planner/calendar.

"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you." – Carl Sandburg

