



TIME MANAGEMENT

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- **“Time Management”** is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.
- Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life.

BIG 10 ELEMENTS OF TIME MANAGEMENT!

1. **Goal Setting:** Set your goals high and don't stop until you get there. Time Management is about making your available time serve your needs. ***Each decision should be based upon what you are trying to achieve in your life.***
2. **Prioritisation:** Things that matter the most should never be delayed for things that matter the least. ***Its not about how many good ideas you have, its about how good and quickly you can execute that idea.***
3. **Self Awareness:** It is important to know good and the bad about yourself – the likes, the dislikes, the motivators and the de-motivators. Its all about identifying the good things that made you deliver your best and the bad things that caused you to perform bad. ***When you have a high level of Self-Awareness, you are able to take the very best time management advice and tailor it to fit your own style.***
4. **Self Motivation:** Keep fueling your goals and objectives to keep pushing yourself to do better and better. ***If you don't have the motivation, nobody else is going to give it to you.***

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6. **Focus:** Single tasking is the best way to achieve focus. Rather than trying to get too many things done at the same time, identify the one that is the most important and block all others out. Move on to the next important task only once you have completed the most important one. ***Focus is made of 2 time management skills, the ability to quickly identify the most important task you can complete at the time and; the ability to block everything else out while you are at it.***
7. **Decision Making:** Be thoughtful of your decisions. Decision Making is one of those time management skills which if you are not good at, you will notice the negative impacts in every area of life. ***When you understand the time and resources needed to complete each task, you will be better able to decide what to do in any given moment.***
8. **Planning:** Always plan carefully so you know which tasks are required to be completed for reaching your objective or completing the task. ***Planning done the right way is quick and easy.***

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9. **Communication Skills:** When you require to make a sales pitch to a potential customer, it is very important that you choose your words carefully, they must be simple, easy to comprehend and must be backed by facts rather than baseless.

10. **Be Organized:** It is important to be organized in your day to day operations. If you are sorted and well organized, you will experience that the time spent is much productive as compared to when you were disorganized.

BENEFITS OF TIME MANAGEMENT!

1. **Less Stress** – Managing your time can directly reduce your stress level. Fewer surprises. Fewer tight deadlines. Less rushing from task-to-task and place-to-place.
2. **Get More Done** – Of course, being productive is one of the main goals of time management. When you are aware of what you need to do, you are able to better manage your workload. You will be able to get more (of the right tasks) done in less time.
3. **Less Rework** – Being organized results in less rework and mistakes. Forgotten items, details, and instructions lead to extra work. How often do you have to do a task more than once? Or make an extra trip because you forget something?
4. **Less Life Friction and Problems** – How often do you create your own problems? Whether it is a forgotten appointment or missed deadline, not managing your time results in increased life friction. Avoid creating your own problems by planning and preparing for your day.
5. **More Free Time** – We can't create more time, but you can make better use of it by managing your time. Even simple actions like shifting your commute or getting your work done early can produce more leisure time in your life.

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6. **Less Wasted Time** – When you know what you need to do, you waste less time in idle activities. Instead of wondering what you should be doing next, you can already be a step ahead of your work.
7. **More Opportunities** – Being on top of your time and work produces more opportunities. The early bird always has more options. As well, luck favors the prepared.
8. **Improves Your Reputation** – Your time management reputation will proceed you. At work and in life you will be known as reliable. No one is going to question whether you are going to show up, do what you say you are going to do, or meet that deadline.
9. **Less Effort** – A common misconception is that time management takes *extra* effort. To the contrary, proper time management makes your life easier. Things take less effort, whether it is packing for that trip or finishing up that project.
10. **More Time Where it Matters** – Managing your time is allotting your time where it has the most impact. Time management allows you to spend your time on the things that matter most to you.