



It is said that once time is gone, it can never be recovered, reused or recycled.

Poor time management is a success killer! Time management is the ability to manage time when seeking to accomplish tasks, projects and goals. We all can improve on our time management skills by being more aware of the distractions and causes of our time management problems. With good time management skills, an individual can control and better handle stress, energy levels and life challenges more effectively.

Some indicators of poor time management are low productivity, lateness, rushing, frustration, impatience, and procrastination. The key to good time management is knowing what your values and goals are and maximizing your time to fulfill those goals. You must review these goals and values regularly and filter out those things that are not in the direction of your goals. This process may require adopting new attitudes or behaviors and tackling obstacles to change.

**Below are five areas where time management skills are most useful:**

### **1. Calendaring**

Keeping a calendar, especially electronic calendars, can alert you to scheduled events, meetings, and other important dates. There are many online calendars that you can use, such as calendars on mobile phones or computers.

### **2. Planning**

Planning is crucial to your grasp of effective time management. When you plan, you set goals, develop strategies, and outline the tasks or steps necessary to reach those goals.

### **3. Prioritizing**

You must establish an order of importance or urgency for all of the tasks that you need to accomplish. This will save time and energy because you can focus on what is important. It is about making choices on what to do and what not to do.

### **4. Scheduling**

Before making a commitment, check your calendar so that you do not overload yourself and cause stress. Be sure to schedule time for relaxation and recreation. Keep your schedule as flexible as possible, but ensure that your priorities are at the top of the scheduled list.

### **5. Reviewing**

Review your priorities and schedule regularly. Constantly ask, is this a priority? Does this align with my goals? If it does not, categorize it properly and respond to it accordingly.

### **TAKE POSITIVE ACTION:**

1. Keep a calendar; electronic or paper; set alarms to remind you of appointments
2. Plan by setting goals and action steps to reach them.
3. Set your priorities by establishing order of importance for your tasks
4. Schedule with caution; relax and be flexible
5. Evaluate your priorities and schedule regularly; make changes as necessary