

## **Time Management**

Time management is the process of using your time wisely in order to become more organized, efficient and stress free. Time management experts state that being in an organized state of operation can actually prevent crisis situations from arising, thus helping you have more time and energy to do the things that you value most.

It is a matter of identifying your priorities and then ensuring that you keep these priorities in perspective. Tracking your time for a week or a month can let you know exactly how you are spending your time. It is usually a great eye opener.

To manage your time you need to have a planning tool that will work for you. We are all individuals and what works for one may not work for another. Today you can find a rich selection of planners at Staples, you can choose to work with Outlook's system, you can have a Blackberry or other electronic device – find what will work for you and put it to work.

To plan how you want to use your time you need to:

### **Know Your Goals and Objectives**

- ✓ **Write down your goals and objectives and review them regularly to keep them in your mind.**
- ✓ Remember that your business objectives are measurable tasks that are developed to achieve the goals.
- ✓ Using short and long range goals is essential to successful time management, both at work and in one's personal life.

### **Planning and Prioritizing**

- ✓ Differentiate between the urgent and the vital.
- ✓ **By delegating, you free up time that can be spent on other tasks.**
- ✓ Following a to-do-list or a schedule will keep you on track.

When you need to prioritize, just think about a traffic light.

- Red—these are all the tasks that are critical or vital. You need to stop what you are doing and focus on getting all of these tasks done first.

- Yellow—these tasks are important and or pressing. You have some time to work on these but do not delay too much otherwise these tasks will soon change into red tasks.
- Green—these tasks need to get done eventually. From a time management prospectus they can wait.

Don't forget to plan in time for 'a life'. Balance is important.

There are over 1400 minutes in a day and more than half a million in a year. By taking control of these minutes and knowing how to manage them effectively, you help to assure success for yourself and your business.

Time management requires self-discipline, but the results of putting a plan into place can be extremely rewarding.