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FUTURE

EFFECTIVELY MANAGE YOUR TIME

As you approach the concept of “Effectively Managing Your Time”, keep these realities in mind:

- Everyone gets the same twenty-four hours in a day.
- Your competition has no more hours in a day than you.
- The richest man cannot buy even one more minute of time in a day!
- You can only manage yourself and activities more effectively.

So, take the following steps to learn how to effectively manage your time:

1. Determine your time wasters – keep a daily log of what you spend your time on, and the interruptions that take place throughout the day.
2. Begin writing down tasks you need to do for the day – start writing these in a planner or in a journal. The key is to keep these all in one place with room to write more tasks as the day goes on. Prioritize these tasks into what must be done first, second, third, and so on throughout the day. This is the easiest way to get started in managing your tasks.
3. As the day progresses, stick to two rules – when tasks come up, prioritize the urgency of them, along with the importance of getting the task done. Consider who gave you the task. The second rule is to handle each item as it comes across your desk one time. This includes e-mail. Decide what to do with the item and either file it or trash it.
4. Get into a routine of following #2 and #3 daily.



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Additional tips include:

1. Don't take on more than you can handle. If you are feeling overwhelmed, check to make sure you are following the steps above. If you are, talk to your supervisor/manager about options to help you out.
2. Don't put more effort into tasks that are not worth it. Don't let perfectionism get in the way of getting things done. Make sure you have quality results, but sometimes things don't have to be perfect.
3. Keep your files up to date. By practicing #3 above, this will be easy.
4. How you leave messages (both e-mail and voicemail) will make managing your time easier. Be clear and concise in your message by knowing your purpose and planning out what you are going to say before you leave the message or pressing "send". Make sure you convey what kind of action you want the listener to take.

There are many more tips and strategies to effectively managing your time. Go to www.theconnectioncoach.com to find out more.

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