

Not Enough Time in the Day? Being Efficient at Work and Home

Everyone gets the same allotment of time. There's no way to bank it, slow it down, or skip over it. Sure, much of your time is controlled by parents, teachers, friends, partners, and employers. In addition, much of your day is regularly devoted to eating, sleeping, working and other activities of daily living.

But, small or large, there is a chunk of time each day that is entirely yours to control. How you make use of this time determines to a great extent how much you enjoy life, how many important goals you achieve, and whether or not you count life as a success when you look back in later years.

Time management is simply the twofold process of expanding your discretionary time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can.

There are simple guidelines to follow for mastering the art of time management:

- Set clear goals and priorities. You increase the chances you'll lead the life you want when you clarify your personal and career goals and priorities. Using the latest time management tool app won't help you if you don't have a clear idea of what you're trying to accomplish.
- Schedule high priorities, both personal and professional, into your life first. If a particular project, family time, or activity are your priorities, schedule them first and then fill in the meetings, errands, and other to-dos. Say "no" to the rest. The ability to set limits separates effective people from inefficient ones.
- Figuring out what your major distractions are will help you avoid or minimize them. Distractions prevent us from achieving your goals.
- The only thing truly within your control is yourself. Any time other people are involved, you lose control. For example, planning your commute down to the last second is simply inviting frustration and perhaps even road rage. Control those things you can, plan more realistically for the things you can't control, and learn to roll with the punches.

Sounds simple, but if you follow these strategies, you'll become a master of time instead of allowing time to master you.

Check out T.E.A.M.'s Work-Life Services tab at www.team-mn.com for more information and resources.

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