

Effective Time Management: A Summary

<http://www.psychwww.com/mtsite/tmsumm.html>

At the heart of good time management is the shift of focus of concentrating on results, not on being busy.

Look at your use of time management by:

- Using an activity log to evaluate your use of time, and your energy levels at different times of the day.
- Knowing how much your time is worth, and hence which tasks should be avoided, dropped or delegated.
- Determining and agreeing what is important for success in your job, and what constitutes exceptional performance
- Setting the goals and plans that will lead you to that success

Use your time most effectively by:

- Doing important work in quality time,
- Eating properly and resting effectively so that you spend more time performing well,
- Running and attending meetings effectively,
- Using time spent waiting,
- Using traveling time effectively,
- Improving reading skills,
- Dropping unwanted tasks, and
- Using delay effectively.

Create more time by:

- Delegating Effectively,
- Getting up early!

Control the distractions that interfere with effective work by:

- Getting rid of unwanted jobs,
- Blocking unwanted visitors
- Letting people know when you do not want to be disturbed, and
- Handling phone calls effectively

Using these basic skills, you can ensure that:

- you are successful in your job, as you know exactly what is expected of you, and concentrate explicitly on those things
- you can become more in control of what you do
- you are productive and therefore secure in your job
- you can plan and move into job areas that you enjoy
- and that you can avoid staying late at work, giving yourself more quality time to relax and enjoy life outside work.