

# Time Management

Are you struggling to manage a busy schedule? Try these tips for making the most of your time:

- ▶ **Chart your day.** Keeping your calendar up-to-date is a good first step, but it's not the only one to take. Consider blocking out set chunks of time for different tasks. Block in fun breaks as well! Setting time limits on various activities will help you stay on track.
- ▶ **Find a partner.** If you have to tackle a task you dislike and you know a friend or colleague must do the same, consider "buddying up." Make a deal to hold each other accountable throughout the time it takes to complete the chore.
- ▶ **Avoid procrastination.** Instead of putting tough projects off, tackle them as quickly as you can. Schedule a few hours a week to work on long-term, multi-step projects. Reverse-engineer a big project to determine how much time you will need to bring it to completion.
- ▶ **Don't sacrifice quality control.** The more experienced you are at different tasks, the faster you will likely be at accomplishing them. However, it's important to make sure you follow all the necessary steps to ensure your work is accurate and complete, either at home or on the job. Being efficient is smart, but cutting corners may come back to haunt you.



- ▶ **Know your weaknesses.** What throws you off track? If it's your phone, put it away. If it's music, turn it off until you've finished what you're doing. Create conditions that will help you focus and minimize distractions.
- ▶ **Leave a cushion.** Life doesn't always follow a set schedule, and unexpected events can throw your daily routine into chaos. Build in a time cushion to guard against the unexpected, such as a computer crash, work emergency, or illness.
- ▶ **Communicate.** At work, keep colleagues informed about the projects you're working on and what you might need from them. Be available to return the favor as your role requires. Politely set boundaries if someone else's requests are getting in the way of completing your own work. These communication strategies may be helpful in your personal life, too!

LifeMatters can help you find time management strategies that work for you. Call 24/7/365.

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