

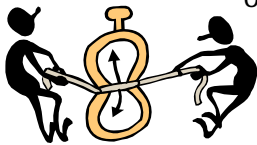
# Time Management

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Time management is using your time wisely in order to stay more organized, efficient and reduce stress! There are many different ways to practice good time management, so you just need to find what works best for you!

## Why is Time Management Important?

The reason many of us feel stressed in our daily lives is that we have too much to do in a short period of time. Being overwhelmed with activities, assignments and work can lead a person to become "stressed out."



Time management is helpful and necessary. Without good time management skills we can easily fall behind in responsibilities and feel like we never have enough time.

## Time Management Tips

- ✓ Own, carry, and use a daily calendar/planner
- ✓ Make a "to do" list each evening before bed or first thing in the morning
- ✓ Prioritize! Arrange your list in order from most important to least important for that day
- ✓ Use your time wisely. Complete the any small tasks whenever you have a few minutes free
- ✓ Set deadlines for tasks
- ✓ Make goals for yourself and review them daily

- ✓ Leave time in your schedule for the unexpected
- ✓ Do one activity at a time
- ✓ Don't waste time feeling guilty about what you didn't do, do what you can.
- ✓ Wear a watch and keep it 5 minutes ahead
- ✓ Get a enough sleep every night
- ✓ Be sure to take time out for yourself. Schedule fun time, exercise, or simply time to relax!



So which of these strategies is the best? Everyone works in different ways. Some strategies may work for you, but not for others. Try all or a few of the tips to experiment on what works best for you. You may need to implement many of these strategies into your life, or maybe just one will do!

The most important tip in creating effective time management skills is to balance your life. Daily responsibilities may include a variety of things, but you need to make sure you devote enough time to each activity without wearing yourself out. Take time to enjoy your day while making sure you get your tasks finished on time.



Good time management will keep you from getting stressed each day. You will learn how to prioritize your life responsibly and get the most out of each day!

