



## Time Management Affects All Your Work Efforts

*"It's not enough to be busy, so are ants. The question is, what are we busy about?"*

Henry Thoreau, American author

### Common Time Management Mistakes

To manage time effectively, you'll need to understand the obstacles to being a good time manager. By recognizing the following ten common time management mistakes, you can train yourself to avoid those mistakes.

1. Failing to keep a To Do list
2. Avoiding setting time-management goals for yourself
3. Neglecting the need to prioritize
4. Becoming distracted
5. Procrastinating
6. Failing to say, "No"
7. Thinking being busy means being productive
8. Trying to do too many things at once
9. Skipping breaks
10. Omitting task scheduling

### Tips for Better Time Management

*"Until you can manage time, you can manage nothing else,"* according to Peter Drucker, the well-respected business management consultant. You can use the list below to become a better time manager.

1. Create a daily To Do list.
2. Establish a date or time to complete each task.
3. Set an earlier deadline date on your calendar than the "drop-dead" date.
4. Work backward from project deadline to project start-up to establish dates for task completion.
5. Bunch similar tasks together.
6. Set an alarm on your watch one hour before you're expected at an appointment or meeting.
7. Close your door or wear earplugs to control interruptions and drown out distractions.
8. Turn your phone off and put it where you can't see or hear its notifications.
9. Do not take a phone or tablet to a meeting unless you need to connect to an electronic demonstration.
10. Answer important email first thing in the morning and routine email later in the day.
11. Anticipate time crunches and ask for help well in advance.
12. Learn to say, "No."

**Action:** Stephen Covey, author of *The 7 Habits of Highly Effective People* and consultant to leading businesses before his death in 2012, cautioned: *"The key is not in spending time, but in investing it."* Prepare two columns with one labeled "How I Spend Time" and the other labeled "How I Invest Time." Analyze your time used each day and when you do each activity. List each activity in one of the two columns.