



Time Management

It's not about managing time but about managing yourself

Scheduling and managing time wisely are important for everybody. If you miss important appointments and deadlines you complicate your life and disappoint others.

This advisory sheet will suggest how to make the most of your time and personalize it to fit your tastes and activities. It will also show you how to set your priorities.

A Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep an actual record of how you spend your time for a week. This will help you get a better idea of how much time you need to get ready for a task, as well as complete it. It will also help you identify those things that tend to suck up time but are not directly relevant to the task (e.g. *I need to make coffee before I sit down to work but I better get the dishes done so I have a clean mug but I'm out of dish soap...*).

For now, try to honestly make the best estimate using the Personal Time Survey. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week.

1. Number of hours of sleep each night _____ X 7 = _____
2. Number of grooming hours per day _____ X 7 = _____
3. Number of hours for meals/snacks per day - _____ X 7 = _____
- 4a. Total travel time weekdays _____ X 7 = _____
- 4b. Total travel time weekends _____
5. Number of hours per week for regularly scheduled functions (clubs, community event, etc.) _____
6. Number of hours per day for chores, errands, extra childcare, etc. _____ X 7 = _____
7. Number of hours of work per week _____
9. Number of average hours per week socializing, dates, etc. _____

Now add up the totals: _____

Subtract the above number from 168 - _____ = _____



Tips for Saving Time

Now that you know how you spend most of your time, take a look at it. Think about what your most important things are. Do you have enough time? Chances are that you do not. Below are some tips on how to schedule and budget your time when it seems you just don't have enough.

Don't be a perfectionist

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you.

Learn to say no

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

Learn to prioritize

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections: a, b, or c. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B lists. Try it or come up with your own method, but do it.

Combine several activities

Another suggestion is to combine several activities into one time spot. While commuting to work, listen to a 'books on tape' series you are taking. Watch your favourite TV program when you fold your laundry. Make dinner preparation an opportunity to catch up with your family. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.