**Topic: Mastering Time Management at Work:**

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It’s all about personal time management—manage your time instead of letting it manage you. We’ve gotten time management tips for work to get you started

## **1. Figure out how you’re currently spending your time.**

If you’re going to optimize your personal time management, you first need to figure out where the time is going. Try diligently logging your time for a week by tracking your daily activities. This audit will help you:

* Determine how much you can feasibly accomplish in a day.
* Identify time-killers.
* Focus on activities that provide the greatest return

## **2. Create a daily schedule—and stick with it.**

This step is absolutely crucial for learning how to manage time at work. Don’t even attempt starting your day without an organized to-do list. Before you leave work for the day, create a list of the most pressing tasks for the next day. This step allows you to get going as soon as you get to the office.

## **3. Prioritize wisely.**

As you organize your to-do list, prioritization is key for successful time management at work. Start by eliminating tasks that you shouldn’t be performing in the first place. Then identify the three or four most important tasks and do those first—that way, you make sure you finish the essentials.

## **4. Group similar tasks together.**

Save yourself time and mental energy by trying to complete all of one type of to-do before moving on to the next. For example, create separate chunks of time for answering emails, making phone calls, filing, etc. Don’t answer emails and messages as they come in, as doing so is distraction at its finest. Turn off your phone and email notifications to completely eliminate the temptation to check at an unspecified time.

## **5. Avoid the urge to multitask.**

This is one of the simplest time management tips for work, yet it can be one of the hardest to follow. Focus on the task at hand and block out all distractions. It can be tempting to multitask, but you’re just shooting yourself in the foot when you attempt to do so. You lose time and decrease productivity when switching from one task to another.

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## **6. Assign time limits to tasks.**

Part of creating your schedule should involve setting time limits on tasks instead of just working until they’re done. To-do lists are great and wonderful, but sometimes you might feel like you never check anything off.

## **7. Build in buffers.**

One of the more enjoyable time management tips for work: Make breaks a part of your schedule. When you finish a task, give yourself time to breathe. Take mini breaks to recharge, whether that be a short walk, a game of ping pong, some meditation, etc.

## **8. Learn to say no.**

You’ll never learn how to manage time at work if you don’t learn how to say no. Only you truly know what you have time for, so if you need to decline a request in order to focus on more important tasks, don’t hesitate to do so. And if you take on a project that is obviously going nowhere, don’t be afraid to let it go.

## **9. Get organized.**

For effective time management, this tip needs to actually go on your to-do list. If you have piles of papers scattered all over your desk, finding the one you actually need will be like finding a needle in a haystack. There are few things as frustrating as wasting valuable time looking for misplaced items. Not to mention how hard clutter can make it to focus.

## **10. Eliminate distractions.**

Social media, web browsing, co-workers, text messages, instant messaging—the distractions at work can be limitless. A key to personal time management is being proactive about getting rid of them. Shut your door to limit interruptions. Close all tabs except the ones you are currently working on. Turn off messaging notifications and leave your personal phone calls for lunch.

Take baby steps. Identify your top two distractions and focus on conquering those for two weeks. And remember that getting enough sleep, drinking enough water, and eating healthily can all help you stay focused during the workday—especially when that afternoon slump hits.

<https://www.youtube.com/watch?v=KJLHlOIdqA4> time management- Tutorials point