

Effective time management

What do you need to manage your time? Time is the source of everything and that is why they need to manage.

Why do we need to organize your time? Time sounds like something is unlimited and free, as it is for everyone, poor and rich, young and old and people of different professions. But in fact the time is the source. We have some time allotted for a specific task in our life. We have a certain time to watch a movie, for graduation, for completing tasks in our work, we have a biological clock for having children and in the end we have time to live our lives.

Lecture Randy Pocha: time Management

Why we need proper management of time? To achieve the best results. To achieve quality work. To reduce the stress. To reduce the number of errors. To achieve job satisfaction. To improve the quality of personal life.

Now we see that the time is not so much. Moreover, you can't turn back time or buy it, even if you are rich. If the time has passed, it is no more. So now it is obvious that we have allotted to us by the time to perform a specific task in the most efficient way.

In order to organize their time the best way we need to learn and use the tools of time management:

Prioritization

In each compartment of our life, in our profession or in our relaxation, there are specific lists of activities that must be completed. Since there is more action than we can do at the same time, we need to prioritize. In order to prioritize we use our judgment, sensory experience or advice of others. Anyway there is a lot more constructive tools that can help us to prioritize.

Matrix Urgency/Importance

This tool helps us to filter tasks according to their urgency and importance. Urgent is something that requires attention now. Important is that relate to results, objectives and importance. After that, we put these two scales of importance and urgency and obtain a matrix with four squares.

Pareto

The Pareto principle is the tool to prioritize, which establishes that 20% of the results comes from 20% effort. 80% of profit comes from 20% of our clients. 80% of our success come from 20% effort.

This principle does not have to be in the ratio of 80:20, but it shows that there are certain activities that lead to much of our success, which is why we have to give them priorities.

Delaying tasks

Many people postpone the tasks. It is actually to some extent to put things off. In the most extreme situations, the delay can completely block certain processes or to destroy someone's career.

In [custom writing service](#) order to deal with delay first we need to understand the extent of our habits delay. Secondly we need to understand why this is so. after all this action must be taken to overcome the habit of delay the execution of the task.

Planning time

While the assignment of priorities is the vertical dimension of Time Management, time Planning is the horizontal dimension. Just simply planning is we position our work in time. In order to track the scheduling of tasks in time, we are tracking a few time scales:

- Milestones relate to annual planning, project planning and seasonal events
- Distribution of Tasks refers to the Monthly, weekly and daily scale, by recording incoming tasks and events in desired time format (using a laptop, special software).
- List of cases is a simple form of daily planning. It allows us to work better serves as a reminder and helps us to trace the problem. He also motivates us to do what we need and helps us focus on priorities.

Tips on compiling a list of cases

1. At the end of each day take five minutes to plan the next day.
2. Unfinished tasks from today schedule for tomorrow transfer.
3. Include in the to-do list daily tasks and long term tasks.
4. Distribute tasks.
5. Estimate the time required to perform each task.

Get rid of time-eaters.

The time-eaters – it is an activity that occupies part of our time in unproductive activities. The usual time-eaters are the pauses, breaks, syndrome, analysis paralysis, too many parallel activities, etc.

The first step in getting rid of time-eaters is the estimation of the amount of time lost during the day. The second step is the selection of the time-eaters, which you can control. And finally, removing these time-eaters and periodic verification will help you to effectively spend your time.

The time-eaters:

– Loose papers – Long chats and phone conversations – Breaks – Delay – paperwork

– Accomplishments of someone else's work – Check activities of other people – misallocation – Lack of planning
— Smoking.