**Time Management**

Time is defined by how we use it. If you feel like you are constantly rushing, don’t have enough time, are constantly missing deadlines, have many nonproductive hours, lack sufficient time for rest or personal relationships, feel fatigues, and feel overwhelmed by demands, it is likely that you suffer from poor time management.

**Four Central Steps To Effective Time Management**

1. *Establish priorities.* This will allow you to base your decisions on what is important and what is not, instead of wasting your time.
2. *Create time by realistic scheduling*. People ten to misjudge how much time tasks will really take to accomplish. Therefore, give yourself adequate time to accomplish a given task and eliminate low-priority tasks.
3. *Develop the skill of decision making*.
4. *Delegate tasks to others.* If you tend to control everything or believe that only you can do whatever it is, then realistically evaluate all the tasks that you do and you will be surprised to find that many people in your life are capable of doing some of the things that you do.

**How To Start Your Time Management Program**

1. Making an initial assessment of how you spend your time takes approximately 3 days of observation. Keeping a journal specifically to log how you spend your time will clarify your time management or lack thereof. This will be easy to manage if you break up the day not three parts:
   1. From waking thru lunch.
   2. From the end of lunch through dinner.
   3. From the end of dinner until you go to sleep.
2. It will take one day to define and prioritize your goals and activities.
3. To adequately develop a habit of effective time management will take between 3 and 6 months.

Once you begin your time management program continue to do a weekly review to monitor your consistency and progress. Maintain an awareness of what you are doing and why. You will find that effective time management will significantly reduce your stress.