Having good time management skills is essential for anyone who wants to lead a productive lifestyle. To tell the truth, I could never manage time efficiently. For past few days while feeling out the time monitoring worksheet I realized that I have never been planning out my schedule. I should plan my daily activities and executive my schedule as planned; I could make proper use of my time. In order to organize my lifestyle, I should always make a effective use of time by making a outline for daily activities, then I can achieve my daily goals and complete task in one time frame. I figure out that I spend my past few days mostly following my regular routine. As of the worksheet I spend most my time at work, since I work 12 hour sift for 3 days. And I figured out I never set personal goal to utilize my days more effectively. For instant, at 5 am to 6 am in the morning I continue sleeping, rather than waking up and doing some physical exercise and yoga’s. As I noticed on third day of my worksheet after 10 pm I used my phone instated going to bed. I spend few hours on social media and browsing online. Those 3 days on time monitor worksheet it was my workday so I spend time on work, but if it off workdays, I would spend most of the time sleeping, watching movies and doing university assignments’ only. I tend to depend on my wife and asked her to do rest of the work at home. I have never tried to help her with the household work like buying grocery. I never did anything productive other than doing university assignments. I could add cooking lesson from my wife and improve my diet rather than eating fast foods whenever my wife had workday. The other thing I could do was used my time researching and developing my skills on IT as my background is in IT field and we need to be updated as technology is evolving every now and then. The distracting that I face during my time managements is that I can utilize the time even if I plan or make a schedule for a day. Every single day I tell myself I would follow the roster of daily activities from tomorrow but that ‘tomorrow’ never comes. I need to bring to a practice the roster from the same hours once it has been planned to carry out my daily activities.

Being successful academically, professionally, and personally requires having strong time management abilities. Setting realistic objectives, dividing activities into manageable portions, and delegating work to others when appropriate are some things I can do to be more effective with my time. If I divide activities into smaller, more manageable chunks and make goals that are both attainable and reasonable. My ability to focus and be motivated will increase as a result. It will also assist me in organizing my workload, removing unnecessary distractions, and making long-term plans. I don't really do a good job at assigning responsibilities to others; I hardly ever do it. But assigning responsibilities at home and at work will free up my time so that I can concentrate on the things that are most important to me. The timely completion of duties is another benefit of delegating them. I will create realistic objectives, divide jobs into smaller ones, and wherever I can, I will delegate duties to others in an effort to be as effective as I can with my time. When it comes prioritizing my tasks, I believe I have done a good job so far. I make sure to plan out my day and prioritize the most important tasks first. I definitely see areas in my routine that need adjustment after I kept track of my time this week. I will make sure to start taking regular breaks throughout the day to stay focused and productive. I noticed that because I work from home, I barely take breaks due to the fact that I feel comfortable enough to work for hours without any distraction. Once I start working at 8am I work all the to 2 or 3pm without stopping for a break to eat or take a breather. I will occasionally go to the bathroom or go grab water. My main distractions after work are social media, television, and my phone. To limit them, I set specific times for when I can use them and stick to it. I also try to keep my phone out of sight when I'm working