Time Management Strategies and Tips

There's no resource on Earth more valuable than time. No amount of money can buy more of it, nor can it ever be replaced. As a result, knowing how to manage time properly is incredibly important when it comes to ensuring productivity, quality and overall efficiency.

There are many different time management methods that can be employed by to make the best use of one's time, each of which has its own unique benefits and purposes. The following are different aspects of time management that can be used on a daily basis to improve productivity and help people to better manage their precious time.

Creating a To-Do List:

- Creating a to-do list helps to ensure everything gets done, including the things that would otherwise be forgotten. It may also help get the mind off of scheduling.
- If a task cannot be completed in one day, put it on the next day's to-do list. It's still important, however, to complete as many tasks as possible.
- Organize the to-do list in order of priority.
- Creating a to-do list is a very important time management skill, because they cannot only organize one's entire day, but can also significantly increase productivity.

Set Priorities and Deadlines:

- Setting deadlines can help accomplish tasks that would otherwise be set aside or forgotten.
- Keep deadlines practical and accomplishable.
- Organize priorities so that the tasks that must be delivered soonest are first on the list.
- Set deadlines in accordance with project priority in a way that the most important and urgent tasks are allowed the most time, and vice versa.
- Setting priorities and deadlines is an important part of time management, as doing so allows for important products to be delivered first, and makes sure other tasks can be accomplished.

Meeting Your Deadlines:

- Tasks need to be completed with a set time period, which makes meeting deadlines very important.
- One way to help meet a deadline is to break a project down into multiple pieces, which makes an entire task easier to accomplish.
- Another way to meet deadlines is to schedule things so that extra time can be taken if necessary.

Goal-Setting:

- Similar to creating a to-do list, goal-setting is another important part of time management, because doing so not only organize one's day and helps accomplish tasks, but also provides a sense of accomplishment.
- Ensure a goal isn't too large or unreasonable by dividing complicated task into multiple, smaller goals.
- Goals should be based on performance, not output.

Putting Time and Effort into Achieving Your Goals:

- Be practical and realistic with goals by giving a reasonable amount of time to complete them.
- Set goals in accordance with priority, and tackle them one at a time. Each goal should be handled separately.
- Giving undivided attention and time to complete each goal not only results in a faster completion time, but also a higher-quality product.
- Putting time and effort into goals is an important part of time management, as it allows for both quality and efficiency.

Organize An Efficient Daily Routine:

- Organize the day based on time, and divide it wisely.
- Adding time to relax is also important. This not only provides something to look forward to, but may also satisfy things that would otherwise be distracting.
- Allow work-related tasks extra time if needed, so that any extra time necessary is less tolling.
- Eliminate or economize anything that may not need too much time to complete.
- Organizing a daily routine is important because it not only helps to organize the entire day, but also allows time to satisfy distractions and recuperate.

Decision Making- Efficiency without Procrastination:

- Always decide in favor of the things that are most important. Some things may need to be put off until later to accomplish the most important tasks.
- Decide on what needs to be done first, and accomplish that task. Don't give time to anything else.
- Making the right decisions is an important part of time management because it prevents procrastinating, and helps to prioritize.

Misc. Time Management Resources:

- [Mind Tools - Time Management Training](): A plethora of resources relating to time management skills, with guides covering subjects such as goal-setting, making to-do lists, and more.
- [Dartmouth.edu - Managing Your Time](): Written for college students, Dartmouth provides a variety of time management resources to help improve efficiency and productivity.
- [Time Management Strategies for Improving Academic Performance](): Information and guidance for students about the different ways to manage your time for academic success.
- [erc.msh.org - Prioritization Matrix](): The Prioritization Matrix is a system used to rank the importance of a series of problems or a task, which is especially useful for those who need to prioritize their work.
- [SCORE - 10 Tips on Time Management](): 10 time-management tips for entrepreneurs and small business owners that can also be applied to most work-related situations.
- [Personal Time Management for Busy Managers](): Stating that "time passes quickly," this page was written to help managers "assume control of this basic resource" - time.
- [Mind Decider - Basics of Everyday Planning and Tasks Management](): Mind Decider provides various tips and methods for managing tasks in an efficient manner. Along with this, there's also a downloadable task management tool!
- [Tripling Personal Productivity (PDF File)](): Includes a variety of tips and tools for increasing personal productivity, including a way to calculate a personal productivity ratio.
- [Tick, Tock... Boom](): An article from Entrepreneur magazine including a few time-management tips targeted toward entrepreneurs.
- [Office Furniture]() - The BT Office Group supplies one of the biggest selections of office goods offered on the web.
- [A 90-Minute Plan for Personal Effectiveness](): From the Harvard Business Review, Tony Schwartz writes about developing a 90-minute plan to increase personal productivity and effectiveness.

There are many benefits that are associated with time management. Managing one's time in an efficient manner greatly increases productivity and quality. This can be done in many different ways, such as organizing the entire day with to-do lists, goals, priorities and deadlines. On top of that, time management can also significantly reduce stress, making it very important both in and outside the workplace.