



**Getting you ahead
in your career!**

**Your
Free Tutorial**

TIME MANAGEMENT TIPS

One Approach Does Not Fit All

Time cannot be bought, stored or stopped. Every second that passes is gone forever and can never be recovered or re-used. In this respect it should be seen as the most valuable of all resources and the only way to maximize its potential is to manage it well. Working effectively is all about getting things done, but it is also about planning for the future. It is very easy to fall into the trap of doing things right, at the expense of doing the right things. This is the scenario of rearranging the deck chairs on the sinking ship. Effective time management involves learning to focus on the right things whilst letting go of some of the routine and less important tasks. Whilst time management forwards many proven techniques, you will need to develop a strategy that suits your own needs.

Organizational Issues

Whilst addressing your own personal time management strategy is important, it is equally important to consider changing aspects of the organizations culture to maximize the benefits of time management tips. This is because the organizational structures within which we work can lead to significant time loss. Individuals and departments may jealously guard tasks for which they are poorly qualified whilst more capable teams and individuals carry on with mundane and routine activities. This fails to stretch the personnel involved and may also lead to de-motivation, sickness and high staff turnover. It is important to identify problem areas within these structures, so that wherever necessary change can be brought about.

Task Management

The way in which work is divided into tasks and how these tasks are allocated is one of the defining characteristics of any organization. At this highest level, time wasting factors may be built into the system. For example, the distribution of tasks may be uneven or unfair, with important tasks having far too little attention and resources attributed to them.

Task management may also be adversely affected by poor communication between individuals and the chain of command may be obscure or non-existent. Some tasks may interfere with the execution of others, some may be carried out in the wrong order or may duplicate or overlap with each other. These factors can contribute to a huge time wasting overhead, and represent the sort of fundamental efficiency problem that can threaten the very existence of the organization. These organizational problems are compounded if the individuals within the organization have no mechanism by which they can make suggestions for improving efficiency and effectiveness.

Together these factors can lead to substantial time-loss, frustration and stress.

Common Misconceptions about Time Management

Managing time is all about choosing which tasks to do and in which order. You may not have the luxury of choosing what work you will do, and the majority of tasks may be allocated to you from higher up in the organization. However, you still have to make decisions about what to do and when. You will have colleagues and subordinates who are there to assist, and you will have to make decisions about how best to use these resources. Here are some common misconceptions about time management:

You can purchase the complete course now at <http://www.getahead-direct.com/>



**Getting you ahead
in your career!**

**Your
Free Tutorial**

Efficiency and effectiveness are the same

Being efficient means doing things quickly and properly, but efficiency in itself is not good time management. To get results, you have to be effective, which means knowing what your priorities are and doing the right things at the right time to achieve your objectives. Efficiency is doing things right, Effectiveness is doing the right things and good time management will enable you to do the right things - right.

To do a job properly, do it yourself

The ability and willingness to delegate is central to good time management. Conversely, inability or unwillingness to delegate is one of the primary causes of poor performance in business. If you spend time doing tasks that are not central to your objectives, you cannot focus on the things that will make a difference to your results.

There's only one right way to do a job

It is always worth spending some time thinking about how a particularly time-consuming task could be done more efficiently. Don't allow yourself to get into a rut. Ask yourself questions like: What is the required outcome of doing this task?

Time management is a waste of time

A good time manager spends some time each day thinking and planning. These activities are vital to long-term success in business, and whilst doing them does not make you look busy, it will pay big dividends in your effectiveness. Once you have properly planned and scheduled your tasks for the day, you will be far less troubled by the pressure of time.

A good time manager lacks creativity

Good time management techniques are there to be used when and how you choose. They are designed to remove unwanted crisis management and last minute panic from your working day and to allow more time for creativity.

This tutorial is an excerpt from the GetAhead in Time Management course.

You can purchase the complete course now at <http://www.getahead-direct.com/>