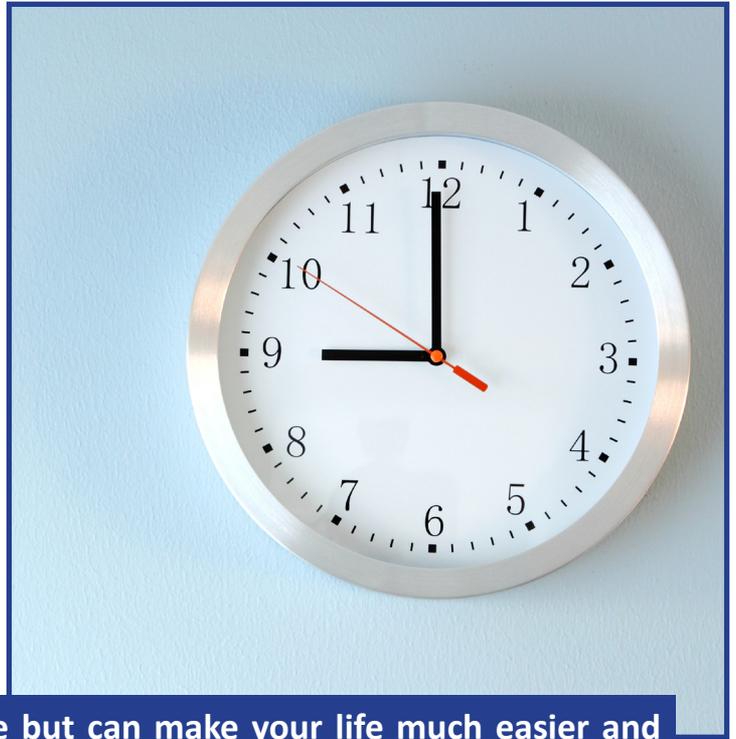


Better ways to manage your time



Effective time management is elusive but can make your life much easier and your work much more effective. There are a few habits you can adopt to ensure that you improve your time management skills and possibly end up with a few extra minutes in the day at your disposal.

Good time management means you are punctual, reach your deadlines, finish work on time, and have time to quality check your work. Here's how to better manage your time:

- 1. Plan your time:** Take a few minutes out of every day to plan the next one. Update your task list and determine when during the day you'll tackle each task. Also, assign a time limit to each task.
- 2. Plan a reward:** Incorporate reward time after you finish each task. Not only does this give you an additional reason to complete your task on time, but it also gives you some wiggle room if your task runs over time. Rewards can be a cup of coffee, a quick walk, or any other break from your work.
- 3. Use your calendar:** Use a desk or wall calendar to plot out deadlines and time limits and write tasks on each day. Crossing tasks off your calendar will give you a great sense of accomplishment.
- 4. Know your maximum capacity:** Learn to say 'no' when you're asked to take on more tasks than you can handle. If you have a task list and execution plan, you can use this to explain why you can't take on another task.
- 5. Plan to finish early:** Plan to finish your work the day before the deadline so that if anything unexpected happens, you have some room to adjust your plans and schedules. Handing in work early never hurt anyone's career either.
- 6. Avoid multitasking:** When you start a piece of work, make sure that only what you need to accomplish it is available to you. Avoid skipping from one work task to another as this causes more delay. Block out distractions like other people, phones, social media, and email.

Good time management is an essential tool for business and home life. Learn to fit more in with these skills.