

Time management tips



Do you ever look at the clock and wonder how time passed so quickly? Do you wish there were more hours in a day to get all of your tasks completed? No one likes to be stressed with no time to relax, but fortunately there are ways to fit more into your day without overloading yourself.

To improve your productivity, try our top tips:

- **Set time limits.** If you have a long list of tasks, set yourself time limits in which to do them, and move on to the next task once the time has lapsed. Even if you don't finish some tasks, move on – you can always come back to them later.
- **Learn to plan ahead.** Invest in a diary or a planner to keep all of your appointments, meetings, or outings together. It also helps to create daily to-do lists, which can be broken down into work-related, house-related, and social tasks. Not only will you get things done, you will feel a sense of achievement and feel more in control.
- **Know your breaking point.** It is important to recognise how much stress you can deal with and when to take a break. Too much stress is counter-productive, so take regular breaks during the day to refresh your mind and increase your productivity.
- **Limit distractions.** What should take 30 minutes to do can sometimes take hours when we're faced with distractions. The solution is to limit these distractions where you can. If you're at work, put your phone on silent, switch off your email, shut your door, or move to a quiet room whenever you're doing something that requires your undivided attention. If you have children at home, find an activity to occupy them while you complete your task.
- **Get physical.** Exercise is an excellent outlet for stress and will give you more energy to accomplish your tasks. Whether it's a short, brisk walk or a full workout in the gym, exercise is always a good idea and must be prioritised daily.
- **Use your down time.** Make time in between important tasks to regroup, review your schedule and your priorities, and make adjustments where necessary. Consult with your colleagues, your manager, or family member if you feel overly stressed or fatigued.
- **Have fun.** Be sure to have fun while you are working. Normally, a sense of humour helps to keep things in perspective and helps to reduce your levels of stress.