

July 2008: Six Tactics to Improve Time Management

If you truly feel that the only way you can accomplish all you need to get done is to extend the number of hours in the day, then keep reading.

Regardless of how many things you have to get done, there are ways to manage your time so that you don't always feel like something has gotten away from you. It is possible to tend to your obligations in a way that is not equivalent to a tornado rushing through town. And you can honestly carve out a few minutes, or even better a few hours, to do absolutely nothing. In fact, we require it.

It's all about improving your time management skills, and contrary to what you may think, it is not hard. Take a look through the list below and you can figure out how to get everything done, and still have time leftover.

1. Time is subjective, so don't try to control it.

Time is only a measurement, a lifetime to a tree could be a thousand years, yet to an insect could be a few days. Remember overnight success takes several years to achieve.

2. Do not rush.

One of the biggest time stealers is rushing. When you rush you already feel like you do not have enough time and your rushing actually magnifies this feeling. Mistakes are made and lack of time and stress compound. We all have time to do everything ONCE, but we don't have enough time to repair mistakes over and over again.

3. Trim your obligations.

Ok, so some things are mandatory. But there are many others that are not. If you are thinking that EVERYTHING on your plate is absolutely crucial, you are wrong. Time is like a glass full of water, you can't pour any more into the glass unless you pour some out. So

you need to choose what am I going to pour out (stop watching TV) so I can pour more in (go to the gym).

4. Schedule time.

You schedule work, house projects, kids' activities, grocery shopping and all the other "necessary" items. Well, time for yourself -- is also necessary. So write it into your schedule like any other appointment. In fact, put your holidays/gym/my time in your diary first and work around these times.

5. Keep a to-do list and prioritise.

Make a list of everything that needs to be done and classify them A, B, C. The A's must be done today, before the B's and C's. The A's are the tasks that create you the most money or health. Reading the newspaper or emails are not A tasks yet so many people waste 2-3 hours a day on low effective tasks and complain they have no time left to do the important things.

It is far better to do one "A" task fully and well, than a hundred of meaningless "C" jobs. At the end of the day, completing an A task will give you a huge sense of achievement.

6. Be where you are.

Anytime you are doing something, but thinking about something else you should do or need to do, you are wasting your precious time. If you are playing sport, be there. It's no good thinking about work on the sports field. Both your business and health will suffer. If you are studying for an exam, then study! You can't learn if one eye is watching the TV.

One of the biggest killers of time is your body is present but your mind is off wondering.

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"Wonderful content, terrific information" - Normajean Gasking, Quamby Falls

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