

Time Management – Dealing with Daily Responsibilities

Negative Effects Poor time management results in:

- Procrastination
- Lack of sleep
- Irritability
- Difficulty concentrating
- Rushing through tasks
- Feeling overwhelmed

In order to combat the above, it is necessary to construct and stick to a schedule. Use the following suggestions for assistance.

- **Work-** Use a personal digital assistant (PDA), calendar, or day planner to keep track of upcoming meetings, deadlines, and appointments.
- At the start of your day, take time to write down what you need to accomplish, and work in order of priority.
- If possible, delegate minor jobs to others – or, simply ask for assistance.
- Never skip lunch. Not only does your body need nourishment to help you focus, your mind needs the mental break.
- **Home-** Sort mail into “Now” and “Later” categories. Read it at the same time each day; this will prevent you from spending too much time reading a particular piece.
- Lists are your friend! Always carry a shopping list to stay on task. Plan your weekly meals while writing out your grocery list.
- Every day, create a “to-do” list; rank each item in order of priority.