

Successful Time Management

Many people complain about needing more time in a day. While you know it is impossible to turn minutes into hours, you can learn to manage the time you have more efficiently.

Maybe your work never seems to get any closer to being completed. The stress level you are experiencing is rising and every-day you become more frustrated.

Although you can't control time itself, you can take charge of what you do with the time you have. It's really not as difficult as you may think. It takes willingness and determination on your part to change your old ways of doing things.

Keep Track

Spend one or two days recording what you do throughout the day. You may be surprised to find out how much time is wasted through interruptions and looking for items.

Before you begin to make any drastic changes, be aware of how your extra time is spent.

Use A Daily Planner

Write down everything you need to accomplish during the day. This will enable you to set aside time for those projects that keep getting shoved aside for less important tasks.

It will also allow you to keep track of everything you need to do. It is easy to forget the little things and then kick yourself later when you remember. When you do check everything off your list, you will feel satisfied with your efforts.

Take Breaks

It is impossible to keep working productively without ever taking a break. You can't concentrate nonstop for extremely long periods of time.

Every once in a while, stretch your legs or get a drink at the water fountain. You will come back refreshed and ready to work again. If you are frustrated, this will help you to clear your mind and get back your focus.

Find Your Productive Time

You probably have one time of the day when you feel most productive. Maybe it's when you first arrive at work or right after lunch. Schedule your hardest assignments for that time. If you are at your best, they will seem easier and you can get them done faster.

Stay Organized

It's stressful to work in a messy environment. It can be difficult to find things because they are hidden under all the clutter.

Spend some time keeping your area neat. You will save a lot of energy that would otherwise be spent looking for that important chart or memo.