

TIME MANAGEMENT PRINCIPLES

Key Concept – Manage Your Time or You Won't Have Any!

The mismanagement of time also creates a cycle that ensures the time and abilities of others will be compromised. Often we forget that mismanaged time creates longer working hours and more work in the end.

- More work
- More stress

1. Time is limited

Time is a limited commodity. Time management is important because there simply isn't enough time to begin with.

2. Time is scarce

Most individuals live with the feeling that they have too much to do and not enough time. This idea causes an array of problems including poor finances, bad health, unachieved goals, unsuccessful relationships, too much stress, and an unfulfilled life.

3. Time is required to get what you want out of life

We all need and want more time. Time is a necessity and without it, it is challenging to make life worthwhile. Finding time to enjoy life is vital to personal motivation. At the very least, everyone should take a set amount of time each week to set goals.

4. Through time management you accomplish more with minimal effort

It's hard to fully grasp until you have achieved it, but once an individual has tackled the concept of time management, he or she often finds it possible to get more done with less effort.

5. There are simply too many choices to choose from

At the fast pace of today's normal life, most people find themselves faced with too many choices and not enough time. Efficient time management makes it possible to identify how and when you want to spend your time and what choices are best to make.

6. Realize the outcomes

Time management is resource management. Effective time management results in a less frenzied state of work, more work accomplished and more choices to be made. In the end we do 'work' more – but that is what we are hired to do.