TIME MANAGEMENT PRINCIPLES

Our ability to manage time affects productivity and the quality of work we are able to produce. Developing effective skills in time management empowers us to deal with the conflicting priorities we face every day. Here are some principles to help you manage your time with proficiency.

01

TIME IS LIMITED

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

02

TIME IS SCARCE

Most individuals feel 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.

REALIZE THE OUTCOMES

06

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

05

TOO MANY CHOICES TO CHOOSE FROM

At today's fast pace most people find themselves with too many choices and not enough time. Efficient time management enables you to indentify how and when you want to spend your time and what choices are best to make.

04

ACCOMPLISH MORE WITH MINIMAL EFFORT

Once an individual has tackled the concept of time management, they often find it is possible to get more done with less effort.

03

GET WHAT YOU WANT OUT OF LIFE

We all need more time, and it's challenging to make life worthwhile without it. 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.

