# TIME Management

The following four steps can help individuals manage their time.

## **KEEPING A LOG**

Analyze how you spend your time. Keep a log of your major daily activities for several days. Note any delays or interruptions. It can be eye opening to see where your time goes.

# **DELEGATING**

Are there tasks you currently do that someone else could handle? Ask your children to help out or find a co-worker who wants a new challenge. Remember, how you ask can be as important as what you ask.

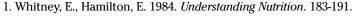
### **PRIORITIZING**

Make two lists:

- Make a list of activities that need to be done and how much time you normally spend on each activity—it could be a daily or weekly list. For example:
  - -meetings, 1 hour
  - -shopping, 45 minutes
  - -phone calls, 30 minutes
  - —paper work, 3 hours
- Make a second list of values that are most important to you along with the amount of time you spend on each. For example:
  - —faith/spiritual, 5 hours per week
  - -marriage, 5 hours per week
  - —children, 4 hours per day
  - -entertainment, 2 hours per week
  - —physical activity, 20 minutes per day
  - -hobbies, 1 hour per week
  - -work, 8 hours per day

# **PLAYING**

Be sure to make time for play. Schedule breaks, down-time, or play-time in your day. Taking time for yourself can help relieve stress and refresh you so you can accomplish more.



2. Quick, J.C. and Quick, J.D. 1984. "Preventing Distress Through Better Working Relationships." *Management Review*. 30(4).

