



9

EFFECTIVE

TIME

MANAGEMENT

TECHNIQUES

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Tick tock, tick tock, time is far spent 24 hours, 1,440 minutes, 8,6400 seconds in a day, have you ever wished you had more than 24 hours in a day, so you can do all that you want to do, more time to read, more time to play, more time so you can hit the gym, more time to practice, extra time to spend with your loved ones.

The truth is yes you can do all the things you want to do with the time you have, have you ever wondered how some people tend to do so much, and you imagine if they have more than 24 hours in day to themselves, like Bill Gates, Dangote and co, the truth is they maximize their time, by making the most of their time.

There is a misconception that you can manage time, no you can't manage time, you can only manage the events in your life in relation to time, we all have 24 hours in a day to do all we have to do in a day, and when you learn this techniques on how to maximize your time, there are lots of advantages to it, to mention a few;





Advantages of Maximizing your time

- You are more productive
- You are less stressed
- Reduces anxiety
- Promotes review
- You feel good about yourself

9 Techniques to effective time management

WAKE UP EARLY:

Yes as funny as it may sound, If you cultivate the habit of waking up early, you will be able to achieve more in a day than the person that didn't, let's say you wake up by 5am your level of achievement that day can't be compared to the person that wakes by 8am, that means you have gained extra 3 hours to yourself. And more things are achieved early in the morning, because it is less noisy and also less crowded.

ANALYZE WHAT TAKES MOST OF YOUR TIME :

Don't major on your minor, and minor on your major, its good if you take a pen now and write the things that are priorities in your life, and how much of the day will be apportioned to it, it is good you do this so you won't spend most of your time doing the things that are not productive to your life, and it is also essential you do this so as to ascertain what takes most of your time and you can curb corrective measures to reduce the time spent on certain things and some certain things will also require more of time than the amount of time spent on it.



SET PRIORITIES:

After knowing what and what take your time and what you should spend your time on, it is necessary you begin setting priorities, as we were taught in economics about the scale of preference. What is compulsory, what is mandatory, what is forfeit-able, what is urgent all this are set out in your scale of preference.

FINISH YOUR DAY BEFORE YOU START IT:

how? PLAN! Finish your day on paper before the beginning of the day, after setting your priorities, it is essential to make a to do list, it could be daily, weekly, monthly or even all of them depends on the individual just be careful not to make of list of things you can't do. This list help you run through the day with a mind set of what to do at what time, and how to do it.





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DELEGATE:

delegation begins by identifying the task that others can do better than yourself in a shorter time, am not saying you give someone your exam to write because they will do it faster, delegate some task for others to do, if they are better at it than you. Delegation is a beautiful way to buy time, i.e. as a student you have exam to write, project to defend, meeting with management, clothes to wash; giving your clothes to dry cleaners to wash is not a bad idea because they will do it faster.

AVOID PROCRASTINATION:

Victor Kiam said “ procrastination is opportunity’s natural assassin” my mother always tell me to do what I have to do today, today, not tomorrow for I know not what tomorrow holds. Yes the task may be overwhelming and it seems there is no iotas of energy in you but remember that procrastination is time greatest thief.

AVOID TIME WASTERS:

You know them even better than myself, because the time wasters in your life aren't those in mine, but I will list a few general time wasters we should avoid: unnecessary Gist, unnecessary calls, games, unnecessary visits, etc

AVOID MULTITASKING:

Recent psychological studies have shown that multi-tasking does not actually save time. Infact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity (Rubinsteim, Meyer, and Evans, 2001). Routine multi-tasking may lead to difficulty in concentrating and maintaining focus when needed.





STAY HEALTHY:

Giving yourself adequate care and attention is also a quality time investment, it is only one that is healthy that can plan to do so many tasks in a day, it is necessary to put into your plan for the day or for the week time to relax and exercise your body. “Scheduling time to relax can help you rejuvenate both mentally and physically”

APART FROM THESE TECHNIQUES ABOVE ON HOW TO MAXIMIZE YOUR TIME,

IT IS ALSO NECESSARY YOU KNOW WHAT WORKS BEST FOR YOU AND PRACTICE IT, BUT THESE TECHNIQUES WILL SURELY WORK FOR YOU IF YOU LEARN TO MASTER IT.

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