



Time Management

While some people seem to have a natural knack for effectively managing their time, for most of us, it's a learned skill. The good news is that there are some small things that you can do at home and work, which can have a big effect on how you make use of your time.

What You Can Do

- **Manage procrastination:** First, identify those things that lead you to procrastinate—for example, is it cleaning the bathroom? Filing work emails and documents? Balancing the checkbook? Whatever it is, come up with proactive measures to manage your procrastinations, such as tackling it in shorter, more frequent blocks of time so that it doesn't become such a large undertaking at the end of the week or month, or actually scheduling it into your day planner or calendar.
- **Identify goals:** Write down your short-term (six month) and long-term or lifetime goals. You may also want to compile goals for the family. Post the lists in a visible location for a reminder of what you are working toward. When there is too much on our plate, the lists can make it easier to reprioritize when comparing your to-do list with your goals.
- **Organize:** Reorganizing yourself, your workspace and/or your home, can work wonders. You might try designating one day a month for only reorganizing—clear out what you don't need or want, and start fresh.
- **Make a list:** At the beginning of your day, write a list of the things you want to accomplish for that day only. When we break items down to a manageable level, it doesn't feel quite so overwhelming and provides a sense of accomplishment at the end of the day.
- **Limit screen time:** Most of us have experienced how fast time seems to fly while spending time in front of the computer, television, video games, or cell phone. Outside of work and school, try limiting the time spent in front of a screen for the whole family to no more than 1 to 2 hours per day.
- **Give yourself breaks:** Try scheduling in short, frequent breaks throughout the day, but decide beforehand how long the breaks are. By doing this, it gives you something to look forward to throughout the day, especially when tackling a difficult task, and afterward you may feel more mentally prepared to jump back in to your to-do list.

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