

CORPORATED MANAGEMENT / HUMAN RESOURCES

PAPER: NEW STRAITS TIMES (KLASSIFIEDS)

DATE: 26 SEPTEMBER 2013

PAGE: C24

FINDING MORE TIME FROM YOUR BUSY SCHEDULE

"I feel like I'm always rushing, always stressed, and still don't have enough time for the things in life that are most important to me. This stresses me out a lot. What can I do?"

IF YOU feel like the above, then you share a common problem with countless people who find themselves too busy these days, which causes stress.

The reasons vary from person to person, but the following are some main reasons why people find themselves too busy, along with time management and stress management

ideas to help.

These resources should give you a good start on a less harried lifestyle. They will fit easily into a busy schedule to keep you more calm, cool, and collected.

1 It's OK to Say No - Many people end up overscheduling themselves because they feel uncomfortable saying "no" when people ask things of them. This may be because they don't want to admit to themselves that they can't "do it all," or perhaps because they don't want to disappoint others.

Unfortunately, they ultimately disappoint themselves by not having enough time to do what is important to them.

Does this apply to you? If so, learning to say no may be a good time management priority. Here's a resource on how to say no. Use it to create space in your schedule for what is important to you.

2 Be Clear about Your Priorities - Others become overscheduled because they add activities to their schedules for the wrong reasons, and end up spending their days doing things that don't reflect their values and priorities. Then they find themselves struggling to fit in what is important to them.

Necessities like adequate sleep

and other healthy habits fall by the wayside. Is this you? To find out, make a list of what is most important to you. List things like family, friends, and career. Then look at how you spend your days. See how much time goes to these things.

Is it a good match, or are you spending an inordinate amount of time doing things that aren't as important to you? It is never too late to make changes.

3 Map It Out - A common time management trap that many people fall into is that they don't know where their time goes, or they overestimate the amount of time they have available, and underestimate the amount of time each activity takes to complete, and become overcommitted.

How many times have you found yourself adding new activities to your schedule when you don't really know how you will find the time to do them?

If you remember several such instances, you may need to keep a careful schedule, writing down everything you do. Don't agree to new activities until you have found a way to pencil them in, overestimating the amount of time you think it will take to complete them.

4 Stay Organised

- In addition to keeping an organised schedule, as mentioned above, it is important to maintain an organised home. Most people don't realise how much time and money are sucked up (not to mention stress created) by living in an environment where things are difficult to find, and relaxation is a challenge.

5 To Thine Own Self Be True

- Knowing yourself well can also help you to avoid getting overwhelmed. How? For one thing, by knowing your limitations, you avoid taking on too much.

For example, if you know you are not the best manager of people, you can avoid putting yourself in a position where you will be asked to do management-type tasks, saving yourself stress and the extra time and energy it would take to learn to do this better.

Also, if you constantly put yourself in a position of taking on more than you can handle, take an honest look inwards to help you figure out what is behind this. This way, you can stop.

- Compiled by 1Klassifieds Team