

PAPER: NEWSTRAITSTIMES (1KLASSIFIEDS)

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GOOD TIME MANAGEMENT

Tips

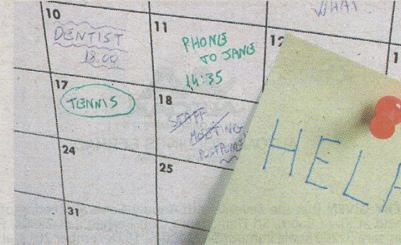
Finishing one task and then moving on to another is better than juggling two or three assignments at once.

DO YOU have issues making enough time to get everything done during your workday? At some point, you probably have said there are not enough hours in the day, and you want to avoid bringing work home. What we can all benefit from are skills to help manage our time better. Here are some tips on better time management.

1 Stop jumping around - The keyword for many years has been "multitask." And while multitasking is a very important trait to master, what many people believe is multitasking is just task abandonment.

If you need to multitask, save that skill for last-minute pinches when you have no other choice.

You will likely be more relaxed, better organised, and much more focused if you try to do the majority of tasks one at a time. Instead, remind yourself to stop moving on if you feel you are drifting to something else. Write down your main tasks for the day and follow the list.



2 Break the assignments down into smaller parts - Just stating that you have a job to complete doesn't give you an accurate idea of how your time will be spent.

Making an outline is a great way to visualise the way you are going to complete your task. Let's say you break one assignment down into four parts; that gives you four distinct goals that instill a sense of accomplishment throughout the project, instead of the feeling that the end will never come.

When you focus on completing the smaller bits, you will ultimately accomplish the entire thing.

3 Do not procrastinate - For some, procrastination works and people can thrive under it. Try to save procrastination for when you really need it. If you have a project due in two weeks, try to at least start the first part over a one to three-day span.

Then even if you take a few days off from it, you will at least have some done. How do you do this especially if you are a natural-born procrastinator? Try to start the project and break it into small steps, keeping in mind your master timeline.

Give yourself small deadlines and gently remind yourself to stay on task when you feel like you are floating off, or putting it off!

4 Take time to self-evaluate - By looking over the assignment in your mind, you will be able to identify what worked and what didn't.

A self-evaluation will make you more efficient in the long run and it doesn't take more than a minute to conduct. This will help you with future tasks.

- Compiled by 1Klassifieds Team