

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Time Management

A famous anonymous quotation states, "You are either on the way or in the way. The world will not wait." Often you can get so caught up in everyday routines and clutter, that it can be overwhelming. Our society is growing and moving at a rapid pace. How can anyone keep up? With various strategies implemented in everyday activities, you can develop a healthy, organized lifestyle. Time management is using one of the most precious resources you have – TIME – in ways that are more rewarding to you.

To effectively manage your time, you need to:

- **Be aware** of how you spend your time each day.
- **Set priorities** so you know what's important and what's not.
- **Establish goals** for yourself, including personal and school aspirations.
- **Develop habits** to get what you want out of life.

Time management clearly means managing yourself: take time to make time. You will be able to get more done and have the freedom to do more of the things you want. Managing time is a tool you need to succeed in school and beyond.

By managing your time, you can:

- **Feel less pressured** with deadlines or heavy schedules.
- **Be more in control** of your life through decisions on how to use your time.
- **Feel better about yourself**, since managing your time puts you at your full potential.
- **Do more**, so you can participate in activities important to you and spend less time catching up on things,
- **Have more energy** for things you want or need to get done.
- **Succeed more easily** because you will know what it is you want to do and what you need to do to achieve it.

After you evaluate the purpose and reason you need to manage your time, it is time to take a test. What kind of time manager are you? Answer the following questions to discover what aspects in your life need time managing.

- Did I do everything I had to do?
- Was I rushed for time to get things done?
- Did I meet all deadlines?
- What personal habits kept me from achieving my goals?
- At what time of day was I most productive? Least productive?

In developing your time management skills, it is pertinent to set priorities. What is important to you? What is not important to you? What do you have to do versus what do you want to do? These questions should all be taken into consideration when setting priorities. By creating a list prioritizing your duties, you can discover what needs to be completed in a timely fashion. These priorities can then be developed into goals. List your goals on paper of what you want to accomplish. Keep in mind that your goals can change, but that is okay if they do. Make sure that goals you set are ones you consider important.

Planning is the key to an effective time management – and a successful future. By planning your day, week, and month, it saves you time and effort. You will be better able to solve problems quickly, make decisions, avoid frustration, keep from getting bogged down in day-to-day tasks, handles crises, work on life goals, and manage stress.

Aids to good planning:

- **Calendars:** Get the big picture by using a yearly calendar to keep track of important dates, meetings, holidays, etc.
- **Weekly planning lists:** Get a weekly overview of what you have to do by scheduling a week's worth of projects and activities.
- **To-Do lists:** Plan daily activities by listing everything you have to do, then assigning priorities to each task. Cross off items as you do them. Make a new list at the end of each day.

Tips on good planning:

- **Know yourself.** Be aware of those times during the day when you're most productive and alert. Plan your most demanding projects and activities for when you have the most energy.
- **Don't over schedule.** Don't create a schedule that's too rigid. Give yourself enough time in the day to deal with unexpected interruptions.
- **Include long-range goals.** Don't lose sight of your long-range goals. Schedule time to do things that will help you reach them.
- **Take time to think.** Harness the power of creative thinking. Spend a few minutes each day reviewing your goals and planning the next day's activities. Take stock of what you are and how you're progressing towards your goals.

Make a list of everything you plan to do. Divide the list into:

1. **Fixed commitments**, which are tasks you must do at a certain time, such as meetings, appointments, classes, sleeping, meals, job.
2. **Flexible commitments**, which are obligations you can meet on your own time, such as study times, homework, social events, and time spent with friends or relaxing.

Don't procrastinate!

Procrastination is a real obstacle to managing time effectively. It's one of the worst enemies of success, but you can beat it by:

- Breaking up the work. Divide the work you need to do into smaller chunks.
- Set deadlines. Set realistic deadlines for activities you want to see accomplished – and stick to them.
- Get Psyched! Tell yourself how great you'll feel when you've finally finished the project you're avoiding.
- Remove distractions. Create a work or study environment where noise or people won't distract you.
- Ask for help if you're not sure what it is you're supposed to be doing or if you run out of ideas.
- Start Earlier. Give yourself extra time by starting projects earlier.
- Reward yourself. Promise yourself a small reward if you can achieve the result you want on time.

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