



### Time Management

Time management is a common expression, but you can't actually manage time. Time ticks on, no matter what we do, so we must manage **ourselves** and our **use of time** instead. We have to pay attention to time.

Time management is an important part of job task planning and organizing. It is a valuable skill for an employee to have. However, like any skill, it takes time to learn and a lot of practice to develop. Fortunately, time management can be practised in our daily lives — at home, at school, and everywhere so we have plenty of opportunities to practice this skill.

### How can we manage our time?

There are a few ways you can help to manage your time. These include:

- Check your present use of time
- Set goals
- Organize
- Develop good work habits
- Schedule
- Include leisure time in planning
- Don't slack off

### What do you do with your time?

Have you ever counted minutes like a dieter counts calories? Sometimes it is quite an eye-opener and can reveal how much time we waste doing almost nothing or doing unimportant things. All those minutes add up to hours and days that we could have been using to accomplish something we wanted to do, but believed we never had time for. Now, unless you are at work (when your time belongs to your employer), it is up to each one of us to evaluate our personal lives and decide what is important and what is unimportant to use our time for.