

Time Management

If my calculations are correct, there are 31,536,000 seconds in a year (31,622,400 in a leap year). If we spend on average a third of that time sleeping, we have 21,024,000 seconds left in a non-leap year to do all the other things we do in our waking hours. For many of us, life seems to be going at such a pace that we feel that we don't have enough time to do all the things we want to, or even need to. Although we can't manufacture or fabricate additional days hours, minutes or seconds, never fear, help is here. Understanding how you manage your time and yourself is at the heart of your success. An hour now, today, this week is exactly the same as an hour next week or next month.

A study recently published in a medical journal said that for many people the daily routine involves moving from one type of chair to another – from the car to the office, to a meeting room, to a conference, to in front of the TV. The study also highlighted that the average person in UK spends more than 3 hours a day watching TV. Imagine what you could achieve if you replaced just 30 mins of that time in front of the TV doing some of the things you know you need or want to do. Apart from the obvious satisfaction of achieving some of those things on your "To Do List", if they involve some kind of physical activity, imagine how much healthier you would be. That's an extra 3.5 hours a week, 182 hours a year. Even on the basis of a 12 hour day you have just given yourself 15 extra days worth of productivity!

Managing time has featured strongly in the measures for creating efficiencies and effectiveness in not only performance improvement in the workplace but also in achieving a better work/life balance and thus quality of life. So why not use it wisely and improve the quality of your life by doing the meaningful and important things first –

just imagine how good that will feel when those tasks are completed leaving you time for all the other things you never thought you would get to.

Tips To Get More Done in Less Time:

Control technology – constant checking of e mails or staring at your Blackberry can be a time wasting addiction. You do not need to go to your Inbox every 30 minutes, do you? Work your e mails into your personal schedule and don't let them control you!

Go to lunch at 11.30am or 1pm – Lunch at noon will conservatively cost you at least 15 minutes a day – not a good investment so beat the rush!

Continually ask yourself – what is the best use of my time right now?

Think on paper – write things down to minimise confusion and stress

Keep track of how you are spending time – you may discover that you are investing time in things that are not important to achieving your goals.

The clock's ticking.....