

# TIME MANAGEMENT

# 101

By The American Institute of Healthcare Professionals, Inc.



# Table of Contents

Time Is Precious .....	1
What Are You Doing With Your Time? .....	2
What Causes Someone To Neglect Time Management .....	3
20 Ways To Keep Track of Time and Improve Productivity.....	4
Wake Up Earlier .....	4
Go To Bed At A Reasonable Time.....	4
Write In A Journal .....	5
Plan Your Day The Night Before.....	5
Make A Decision For Once.....	5
Avoid Distractions.....	5
Know Your Priorities.....	6
Be Positive .....	6
Stop Doing What’s Not Working.....	7
Listen To Your Intuition .....	7
Step Out Of Your Comfort Zone .....	7
Be Confident .....	7
Ask For Help.....	8
Plan And Prepare Your Food.....	8
Don’t Put Off Your Responsibilities.....	9
Get A New Job If You Have To .....	9
Say “No” More Often .....	10
Avoid Excessive Multitasking.....	10
Consolidate .....	11
Learn To Respect Time .....	11
Time Management is... Necessary for Productivity.....	13

Disclaimer: The information contained in this eBook is strictly for informational purposes. It is not intended as medical advice. Every possible effort has been made in preparing and researching this material. We make no warranties with respect to the accuracy, applicability of its contents or any omissions.

# Time Is Precious

Time is precious and many times we completely ignore the fact that we could a better job at managing it. On the other hand, you don't want the idea of managing time to stress you out either.

Since time is out of our control, we have to do our best to understand we can only do what we are capable of doing. However, some people can do more than others, and this is where things change a little.

No one should really compare their time management to someone else since we all have our own ideas of time.



There are twenty-four hours in a day and yes sometimes it seems as if there's not enough for what we want to accomplish. This is where the saying "One step at a time" becomes true.

We as humans like to force things but at the same time we can completely blow our chances at being productive during any given day. Obviously, you want to have some control and be able to set a good pace for yourself to get things done!

All it really takes is one decision to have better time management but not without strategizing in order to have a desirable outcome.

*How can you develop better time management? Consider making some changes that will allow you to benefit rather than watch time pass you by.*

# What Are You Doing With Your Time?

Hopefully you're not throwing it away at the very minimum, or are you?

It's ok to admit you've wasted a lot of time but what you do now is extremely important in setting yourself up for success. After all, time really may not be on your side but don't let the thought discourage you.

There are of course some things you must ask yourself if you're going to turn things around consider answering yourself these questions to get a good idea of where you should start.



- What do you want to accomplish?
- When would you like to accomplish your goal/s?
- Where should you be by the time you make significant changes?
- Are you doing what is necessary to get to the next step?

You have to decide where you'd like your time to be spent, just like you do with money. No one likes to waste money, but some people are careless because there's no structure.

Structure is great because you know that things must be done at a certain time and in a certain way, to achieve a desired outcome. *Without it, well we'd be lost, and it is quite obvious what we'd accomplish... nothing!*

*It's a sad state (Of affairs) to know that around the world, time is thrown away as if it has no value. So, set a structured routine that you know will benefit you and allow you to be the most productive you.*

# What Causes Someone To Neglect Time Management

Oh, this could be caused by so many things.

- A lack of self-discipline
- A lack of discipline from precious life events/childhood
- A lack of responsibility
- A lack of clearly set life goals

The list could probably go on but for the sake of time, we've limited the reasons to a few sensible options.

At some point in life we have to accept that we must have responsibility. There's just no way around growing up and learning to be disciplined with your time.

Now, like mentioned previous event/ childhood situations could be the reason for a lack of time management but it can be learned as easy as it was ignored. It's not necessarily a bad thing as long as you realize and correct it.

If you have nothing to learn forward too then time will be unimportant to you. That is why the earlier mention of structure is so very important for a prosperous future.



# 20 Ways To Keep Track of Time and Improve Productivity

There are many things you can start doing today to manage your time and improve your productivity. It's all in your determination and what you desire your life to look like as a result of your ability to know what you want.

Here is a list of things you should be doing to make your time more productive.

## Wake Up Earlier

By waking up earlier and setting the tone for the day ahead, you'll begin to notice how much more productive you've become. You'll feel better since oversleeping is known to be unhealthy and you'll have that much more time to accomplish what you need to.

Plus, if you can start your day with something healthy like exercise or meditation/yoga, you'll be even better off.

There's something special about getting up earlier and feeling a rush of healthy endorphins that encourage motivation toward getting stuff done.

There are many situations where waking up earlier can minimize stress and procrastination and you'll have more time to do what you want to later in the day.

Start your day by priming your mind and body for productivity and once it becomes a habit, well the possibilities are endless.

## Go To Bed At A Reasonable Time

Tucking yourself in earlier will allow you to wake up earlier. Sleep is crucial to good health and productivity and this is all the reason to catch up on it. The average adult should get no less than 7 hours of sleep per night but no more than 9 usually.

The feeling of being fully rested is amazing and you can just imagine how you can do more in any given day while managing time quite effectively.

Refrain from bright lights and things that will stimulate you before bed, so you can wake up bright and early to take on the world.

## **Write In A Journal**

Writing in journal (*Or similar*) can do so much for you as you are actually holding yourself accountable for your decisions throughout the day. If you write down what you'd like to accomplish, then you owe it to yourself to do your best to accomplish those goals.

It really works and it's good to have a record of your daily activities.

## **Plan Your Day The Night Before**

Planning ahead has never hurt anyone at least not to the acknowledgement of most people. Planning is a great way to accomplish anything significant and this has been a proven strategy for centuries.

If you have an idea in your head of where you want to be at a certain time and are determined, you can make anything happen. That's right, the possibilities are endless.

Also, by planning ahead you create the habit of being prepared for what's to come.

## **Make A Decision For Once**

Indecisiveness is a curse and a blessing. If you use your decisions for good, then you will spend less time in conflict with yourself and more time progressing in your day to day life.

Bad decisions are a part of life but hey that's where preparation shines and you can have a better idea of what would make a good decision based on your situation.

Making good decisions can be learned and the great thing is the more you make them the better you become at making them. *Make the decision to make good decisions!*

## **Avoid Distractions**

Goodness, the amount of distractions we run into on a daily basis are more than abundant. Distractions are in front of us all day long and we may never seem to be able to avoid them without giving into them.

Distractions come in several forms, for example: Electronics, people, environments, thoughts you name it.

Now, although they will always be there, you'll have to learn how to avoid them when necessary. Productivity is something that we may be losing due to the expectations put on us in the form of distractions (*Social media, etc*). *Don't be a victim.*

## **Know Your Priorities**

This could be similar to avoiding distractions but the difference here is knowing what and who are most important in your life.

Are you neglecting to spend time with your family and friends because your time was/is spent doing meaningless activity? Most people would say yes.

Hopefully the answer will be “no” for you after you take a step back and start giving more time to focusing on the experiences that you'll never get back.

People often focus so much on one single that they have so much catching up to do when they come back to reality. The reality is that balance is healthy and eventually it'll become too apparent. We know what happens when there's a lack of balance in anything and it's not a good thing.



*This would have to be the most important reason to manage your time effectively.*

## **Be Positive**

Negative people who live unfulfilling lives tend to let life pass them by without the thought of doing anything to change their situation/s.

The first problem is that their attitudes are not conducive to positive change.

Your attitude determines how far you get in life and if you're positive, then you have a better chance at pursuing something that you believe can work for you.

Nobody should have the time to waste their valuable time being depressed and down all the time.

The right thing to do would be to pick yourself up and do something positive.

## **Stop Doing What's Not Working**

If you want to really waste time, then keep doing something that isn't working. The answer to this? Do something different.

Obviously, what you're doing isn't working for you, so change it. You may not succeed on every first attempt but there's a point in time when you have to perform a new strategy.

Often times a tweak is necessary but giving up isn't always a bad thing otherwise. You could have better management of your time if you know when to say enough and move on to something else.

Many businesses run into this problem and the end result is never good.

## **Listen To Your Intuition**

You know about "you" better than anyone. If something is wrong, you should be able to know pretty quickly in order to avoid wasting time.

You don't want to run yourself in circles, so just listen to your inner being when you know it's time to stop or change direction.

## **Step Out Of Your Comfort Zone**

Sometimes the thing you need most is in an uncomfortable place for you. If something is for you and you don't pursue it, then you are in fact not managing your time properly.

If you need to be creative and are afraid to color outside of the lines, then the same applies.

See comfort is not a good use of time management because complacency is surely a waste of your precious time.

*By doing something you know will positively impact your life, time management becomes less of an issue because you know you're making great progress. Sometimes it's necessary to get yourself into certain situations for your own good!*

## **Be Confident**

You know the saying "fake it until you make it"? Well it stems from having confidence in yourself. Now confidence is a learned behavior and it can take you a long way.

Be confident in what you know you need to do and where you know you need to be.

If you're confident in your time managing skills, then you'll end up in the place you imagined sooner than you thought. Maybe you'll even shock yourself at how much you were able to accomplish.

**Here are a few tips to become more confident:**

- Walk with your head up
- Speak with authority
- Know what you're going to accomplish today

You know why you should be more confident? Because a confident person knows he has to manage his time appropriately in order to make things happen. That's what confidence is.

## **Ask For Help**

No one ever said you had to manage everything alone. That would be unfair as we all have the common responsibility of helping one another.

Someone helps you and you help them, that's the way it should be.

If you're married and or have someone in your life that is capable of assisting you, then by all means divert the responsibility where necessary. In most cases, people are willing to help and there's no shame in that.

Most are aware of the need to save time and it should be a mutual interest if working together for a common goal.

## **Plan And Prepare Your Food**

You know what isn't very time efficient? Having to plan and prepare your meals every time you have to eat. This is especially true if you follow a certain type of diet (*Vegan/muscle-building/weight loss etc*).

This can take up so much time and by the time you get around to doing something productive, you have to worry about spending an hour preparing your meal plus sitting down to eat it. Not to mention if several meals require cleanup as well.



### **Effectively prepare your food for smarter time management:**

- Buy all your food for the week in one day if possible.
- Prepare your food on your off days so that during the week you can grab and go.
- Put your food in easy compartmental Tupperware/glassware.

Grocery shopping takes commitment just as meal prep does. This is why getting everything done in one day is a smart idea and then the rest of the week is spent doing more necessary tasks and activities.

## **Don't Put Off Your Responsibilities**

We tend to put off the chores we need to do around the house and the general responsibilities we have. This is not a good use of time management and causes you to have to play catch up.

Now there's a reason you are procrastinating, and you have options.

- Decide if you need/want certain responsibilities (Some are not always necessary).
- Figure out better way to get things done

Sometimes we do things just because we are used to doing them. Many times, there are things we can let go of for better things that will allow us to be happier and less stressed out.

Don't let the habit of doing something for the heck of it interfere with your valuable time that can (And should) be used otherwise.

Of course, some things we can never avoid but you know that you can do better by managing other areas of your life to fit in with your true responsibilities.

## **Get A New Job If You Have To**

Complacency gets you nowhere and it only makes you more unsatisfied and regretful as time goes on.

**If your job is preventing you from managing your time properly then you have a few choices:**

- Find a job that better suits your desired routine.
- Learn how to schedule time for other areas of your life more effectively.

Once again, you must be at the steer of your ship and your ability to manage your time rests on your shoulders. Nobody has to do anything that they do not want to do (For the most part).

We think we must be stuck in a 9-5 job (*Nothing wrong with a 9-5*) when we want to start a business, or you're stuck in a job that is making you stressed out and unhappy.

This is counterproductive to what you believe you could really be doing with your time. Plus, you'll be able to live your life more "your style" than someone else's. *Being forced to do something for convenience is not always a good idea.*

## **Say "No" More Often**

Many times, we get distracted by taking on too many things we absolutely could do without. Agreeing to do everything is a sure way to put you in a bad situation with yourself.

Other people often times do have the consideration to think you may need your time for other more important things (*You'll know who they are*).

It's not your job to take on all responsibility and don't think it ever is. You can dictate your routine and manage your emotions to stay sane when so many requests are thrown at you.

It is however ok to say "Yes" in many instances so don't mistake this advice as permission to shut people out and not lend a helping hand where needed.

*Simply do not be a doormat!*

### **Want to make it easier to say "No"?**

- Consider your mental health (*Does what you're being asked stress you out excessively*)?
- Set a goal and prioritize reaching it within your timeframe.
- Say "No" to negativity as much as possible

These factors can make it easier for you to make a decision about pursuing something. You are your best judge of your health and wellbeing and saying "Yes" too often can greatly affect it negatively.

Soon enough you'll learn when you do or do not need something in your life.

## **Avoid Excessive Multitasking**

You want to save time right? That's why you're here of course.

Taking on too much (*Multitasking*) can set you back because if you miss something, you'll have to go back and fix it. Now yes, sometimes it's not a big deal however there are instances that will require a lot more time to fix an issue because the focus was on too many things.

Try to avoid multitasking too much and get one thing done at a time. Not to mention too much can cause immense stress and confusion which will result in subpar performance.

The worst thing is too forget a step and or do something prematurely without a thought of the necessary process required for success.

*You've got this! Make a plan to strategize multitasking more efficiently.*

## **Consolidate**

That's right, if you can "knock out two birds with one stone" (*No birds were harmed as a result of this statement*) then you can be more effective.

Consolidation can be an efficient way of multitasking but there must be a productive strategy in place.

When you combine things together to accomplish a goal faster, you are learning how to be more efficient. You can save so much time by learning how to make your life easier.

**Now, there are many ways you can consolidate something. For example, you can fit everyone in one car rather than taking two cars and save on gas.**

**Or you could buy all of your groceries and fill your car with gas in one trip. That way you can consolidate your time and save money as a result of not having to drive back out to fill your gas tank.**

Your ability to manage your time effectively may involve doing a lot, or some form of consolidation. We all need to find better ways to do it as it is a great way to get more done sooner, so that we can focus later on more time sensitive tasks/activities.

## **Learn To Respect Time**

*Respect is powerful*, and you when you can respect something, you can receive it into your life as something with significance.

Time is something that we must cherish every moment of because once it's gone, it's gone. Now, sometimes this is a good thing regarding mistakes, unfortunate situations etc. but it isn't time's fault for a lack of desirable situations.

This is why we learn to make the best of time when we are in the present moment.

Tapping into the present and realizing where you are and what you have in you to be more effective overall is an amazing experience.

*Too many people focus on the past and the future but when does time management really matter? When you must make a decision to take action.*

Respect your time as you would anything else in life and it'll come back to you in the form of productivity and a better grasp of the importance of managing it more effectively.

***Respect is earned where it is given!***

## Time Management is... Necessary for Productivity

Everyone can benefit from using their time more wisely. You just need to have willpower and an idea of your desired end result. While it's not always simple, it is also not as complex as we make it.

Failure results from a lack of preparation with anything in life and a lack of time management is a direct result. You owe it to yourself to be productive and make necessary changes for your wellbeing.



Your friends and family may need you to spend more time with them and maybe you want to enjoy your life more and all of this requires making priority for quality time.

Not only does time management affect you but it affects the people around you so leave the selfishness behind when necessary. On the other hand, feel free to say "No" when it's necessary. Balance will

go a long way and your wellbeing depends on it.

It's ok to manage your time for fun and time with yourself. In fact, it's essential for your progress.

Make straight your priorities and keep track of where your time is going on a daily basis. Structure will determine your success, and anyone can benefit from more structure.

What you do with your time is your business, but you ultimately know what makes you happy and what takes up too much time. Don't waste it as many times you can never get it back. Although many people start to manage time better eventually, don't wait to be in charge of your life.

***Manage your time better if you want to accomplish your goals and live your best life yet.***