How do you manage your time? What do you usually do to make sure that your time spent meaningfully? Are you familiar with “time management?”

Erma Bombeck said, “Management – it hangs heavy for the bored, eludes the busy, flies by for the young and runs out for the aged.” It hits me.

Majority work harder than the usual to attain all the benefits that life has to offer. When that thought first crossed my mind, I began to realize a question, “How can I get the greatest return on my investments of time and energy? For several years I have been attending seminars or trainings on how people can make the most of their time and effort. But is my question answered?

We can accomplish more with less effort if we schedule important tasks each time of the day, a sheet of paper can help. Post it anywhere at home or in the office where you can see it clearly. With this, an individual can work effectively and efficiently with all tasks.

We can discover our best time for a given task through trial and error, of course, with minimize errors. When I began writing, I tried picking up a pen or my mobile phone’s notepad at various times. I do get some good ideas in the morning, but having trouble getting them on paper. There should be a period on a day that your brain is very productive. For me, it is at early afternoon.

So now, I think about the topics I want to cover in the morning, then jot down my ideas and put them aside until early afternoon and then I write them out fully. This is
how I manage time; it is proven to be so effective to me in terms of the outputs that I made.

What about you? How do you manage your time? Let us be a good manager of our time for a more productive life ahead!

References:

https://www.freshbooks.com/hub/productivity/importance-of-time-management