MANAGING TIME WISELY AT WORK

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Learning on how to manage your time wisely is an essential thing to have especially on the job that you’re working on. This is going to be your stepping stone towards success. Don’t let your time manage you, let yourself manage the time you have.

Right time management can lead to productiveness when it comes to work. In office, papers are so stressful, you need to comply with deadlines. In able to accomplish the task given, you must know how you will manage your time effectively.

Set your goals. Having your goals within the day or week can smoothen the way you work. Doing this, you will have your guidelines when accomplishing the task. Effective time management combines with great planning and setting of goals.

Prioritization. When setting of goal is done, you need to determine what you will do first. Make a table of goals, spreadsheet or a list can do. In this way, you will be more organized in prioritizing the things that can be done.

Implementation. Planning is a waste of time if you will not comply with it. You do the plan for the purpose of managing your time wisely.

In work, you must follow with the order, you must obey with the rules and regulations, and you must accomplish the project perfectly.

Planning comes with effective implementation and results with a great productiveness. You can manage your time, when it comes to work even in home, effectively if you have a good mind set towards the day.
References:

https://finallyfamilyhomes.org/2020/01/30/time-management-101/?gclid=EAIaIQobChMlo56vyyqfK6gIVFcEWBR3_uwkSEAYASAAEgKEkPD_BwE