TIME MANAGEMENT TECHNIQUES

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With the coronavirus pandemic and the work from arrangements that allow employees to work remotely, suddenly, time were not anymore limited by the 8-5 schedule that most of us are used to.

Although the concept of controlling time is nothing but a notion, since no matter what happened, time flows as it is. We only have 86,400 seconds a day, no matter how we try expand it, that is all that we have. It is the way we manage the activities and things we use the time with that we can ultimately utilize wisely.

According to Dodd and Subdheim, 2005, individuals that are adept in time management find themselves to more productive, they are more energetic and accomplish more things, they are less stressed, they have more free time to extracurricular things like hobbies and leisure.

There are several techniques and principles that can be followed to achieve a good time management habit. Applying these principles and guide help in making sure that the time we are given is devoted to things that we love, or that can help us achieve our goals and aspiration.

First of all, know what you spend your time for, the things that consist your daily routine at work and at home. At first it is helpful to have a notebook or something similar to log your activities in, if can vary as to how many intervals you do, it can be 15 – 20 minutes or so. After as day’s work, evaluate the things you’ve done, contemplate if you have accomplished all the things that needs to be done and what are the things that
require more time and effort to be accomplished. You can also assess the time of day or night you are most productive and what are the tasks that dominate your time. This will help you develop a good sense of time which will be of great advantage in doing the next step.

Learn how to prioritize tasks. Doing the first step, you already know which of your task are urgent and which not. Although there can be a confusion in differentiating the ‘urgent’ and the ‘important’ task, which is very different from one another. By definition, urgent means pressing or in need of immediate attention while important is something with significate worth or consequence, which can be very alike. However, according to Steve Covey’s four quadrants of time management, there are important and non-important task within urgent and non-urgent. The four quadrant of time management works as a guide in which an individual can visualize time management. By dividing a square into for quadrants, marking the two vertical quadrants as ‘urgent’ and ‘not urgent’ and the two horizontal quadrants as ‘important and ‘not important’ and identifying which tasks goes to which box, you will see how task or an activity can be urgent but not important and can be not urgent and b important. It all just comes down to what tasks needs to be done immediately and not.

Covey’s four quadrants of time management is a great format for a ‘to-do list’, planning tool that can help ease of time management. Other planning tools are journals, planners, calendars and even apps. By using these tools, it helps an individual be organized and systematic in undertaking the tasks, thus efficiently maximizing the time given. These tools will help layout the tasks properly for the person to keep track on the accomplishments and the adjustments that needs to be done. For example, a test is due for Monday, thus making reviewing for it urgent and important, but once the test is rescheduled to Wednesday, the review becomes not urgent but still important.

Some people consider multi-tasking a great way to time manage, however, in reality it is not at all. Although more tasks are accomplished, the time spent doing those
tasks can be longer. Studies have proven that the act of switching from task to task consumes more time rather than save it (Rubinstein, Meyer, and Evans, 2001).

And lastly, the best and most important key in time management is keeping the mind and body healthy. Allow yourself time to recuperate and adjust. Avoid cramming and rushing which causes more stress. Being fatigued and sick due to overworking yourself will cost more time than just properly resting and taking breaks. Because at the end of the day, everyone is different and will manage their time differently, one technique can work for others and not for you. Take your time in figuring the right balance and flow for yourself, by doing so, you will not only accomplish things but you will also be fulfilled afterwards.

References:


