TIME MANAGEMENT: A POWERFUL TOOL FOR PROFESSIONALS

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No one can slow down time, for it is continuous and unstoppable. But you can manage it depending on your priorities, and how you handle it properly.

Time is essential and is truly the most useful and important thing that we use in our everyday life. We cannot turn it back that’s why most people say that you should make the most out of it so in the end, you won’t regret anything. And who would disagree with that? It is so obvious that we are all spending time to do our everyday routines to make our day a productive one. However, some of us struggle because of misusing it, which indicates that one must always have time management, specifically in the work setting.

Being an effective employee requires so much work to do that’s why it is important to consider the amount of time that should be taken for each task. It is effective that you have your to-do-list of your work and assign it with a specific limit of time when to finish it. Through that, you can identify what to do first and what comes next.

Planning ahead of time is also relevant. We all know that the worst thing that you can do is waking up in the morning without plans. Everything could go wrong when that happens. You usually have two key points: the night before—where you organize your stuff and compose your lists for tomorrow, and the first thing in the morning—where you identify the most urgent task that you should prioritize first before going to work.

Distraction, however, is one of the things that can ruin a day. It should totally be eliminated as it is obviously a waste of time to finish your work. Some of these are checking your phone and social media accounts, chitchatting with the other employees,
and jumping into another task while already doing one which then takes you days to finish it before you go back to what you really need to work out. This seems to be toxic so as much as possible, focus.

To become an effective employee, one must know the real essence of time—that is shouldn’t be taken for granted nor wasted. Time will keep on going but our life here on earth isn’t. So as much as possible, use it with the most valuable things like family, and of course, work, to provide your necessities. Time management is also a key to success.

References:

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