

Skills for Living

Frances Baynor Parnell



by
Yvonne Gentzler, Ph.D
Liz Romero, Ph.D.



Goodheart-Willcox Co., Inc.
Tinley Park, Illinois

Topic 17-3

Managing Your Time

- In this topic, you will learn how to plan and use your time well, as well as
 - ❖ **Why plan your time?**
 - ❖ **Steps in time management**
 - ❖ **Managing time wisely**
 - ❖ **Energy and task management**

Managing Your Time

Objectives for Topic 17-3

After studying this topic, you will be able to

- explain the importance of time management
- list some ways to help manage time

Topic 17-3 Terms

- ❖ time management
- ❖ dovetail

Why Plan Your Time?



- *Time management* is the ability to plan and use time well
- It allows you to meet your goals and explore opportunities

Short-Term Goals Are Met

- Meeting goals for today and this week, such as
 - ❖ attend class
 - ❖ do homework
 - ❖ do household chores
- Time management is critical to meeting these goals

Long-Term Goals Are Met

- Long-term goals
 - ❖ take more than a month or even a year to achieve
 - ❖ require much thought and preparation
 - ❖ involve looking ahead to prevent potential problems



Visionary Goals Are Addressed

- You have time to consider your dreams when you
 - ❖ stay ahead of deadlines
 - ❖ prepare in advance for events
 - ❖ have the flexibility to adjust for unplanned opportunities

Steps in Time Management

- Steps in time management include
 - ❖ planning
 - ❖ organizing
 - ❖ implementing
 - ❖ evaluating

Planning

- Clear your work area
- Review your goals and values



Organizing

- Consider goals and values
- Make to-do lists
- Create a weekly plan



Implementing

- Put your plan into action
- Remember your standards of excellence
- Be creative and find new ways to do old tasks

Evaluating

- Did the plan work?
- Were all tasks completed?
- Should you set more realistic deadlines?

Managing Time Wisely

- Tools that help in creating and keeping track of plans include
 - ❖ time management aids
 - ❖ time management strategies

Using Time Management Aids

- Planners
- Calendars
- Schedules
- Computer organizers
- Handheld electronic organizers



Using Time Management Strategies

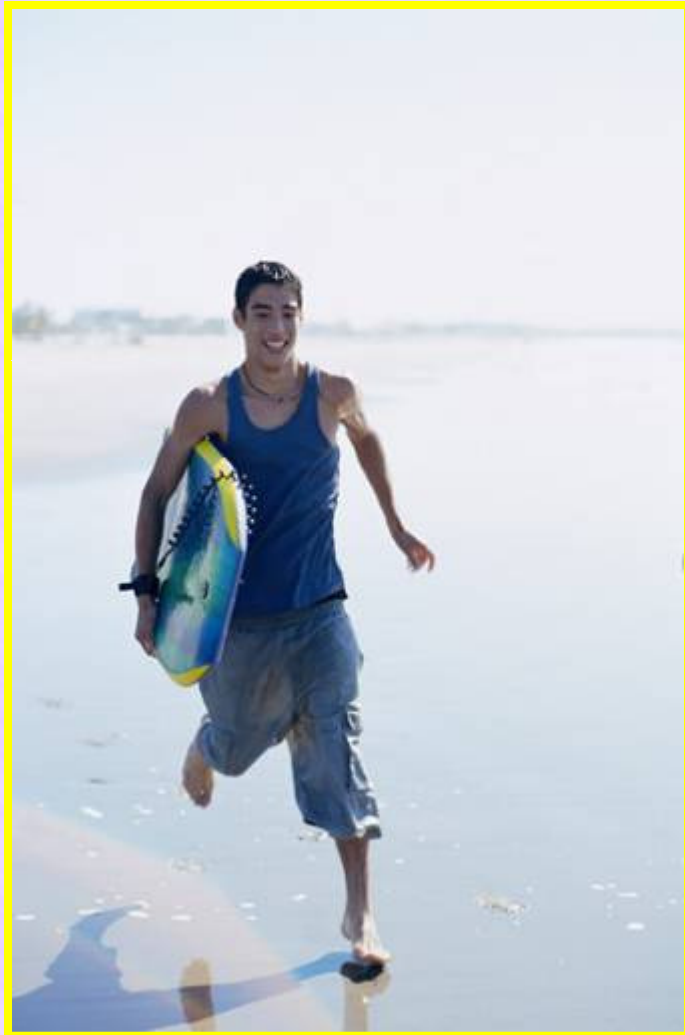
- Steer clear of time wasters
- Avoid procrastination
- *Dovetail* tasks, or combine tasks together
- Break tasks into manageable steps
- Compensate for lost time
- Be prepared to use spare time

Activity

- Break the given tasks into smaller tasks

Goal: Clean the kitchen	
Tasks	Smaller Tasks
Clear the table	
Put dishes in the dishwasher	
Clean the counters	
Clean the floor	

Energy and Task Management



- Energy is a limited resource
- Not everyone has the same amount of energy
- Rest and recreation is necessary for motivation
- Use shortcuts without cutting quality

Managing Your Study Time

- Study management begins by listening carefully to your teacher during class
- Take good notes
- Determine how you study best at home
- Do not allow yourself to be distracted by phone calls, visitors, or even other chores

Balancing Personal, Family, Work, and Leisure Time

- Include everything you value in your schedule
 - ❖ school
 - ❖ work
 - ❖ home obligations
 - ❖ physical activity
 - ❖ rest
 - ❖ sleep
 - ❖ spending time with others
 - ❖ community work
 - ❖ religion

Summary for Topic 17-3

- One of the most important nonhuman resources to manage is time
- By managing your time well, you can achieve short- and long-term goals
- Using time-management steps and time-management tools can help you balance your personal, family, work, and leisure time