

# Time Management

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There are many models, strategies, and approaches to maximizing time management. However, no one system works best for every individual, organization, or profession. Each approach to time management takes time too – so each person has to determine what approaches will work best for them, and which provide the greatest return on the initial investment of time.

## **Demands on Your Time**

- Major tasks
- Minor but frequent tasks
- Unplanned tasks
- Communication and follow-up

## **The Basics...**

- Review goals, set priorities
- Assess how time is spent – determine what’s effective and use a process
- Schedule your day/week/month
- Leverage technology
- Delegate
- Strategize to handle challenges
  - Establishing time for reflection, organization, adjustment
  - Managing email
  - Responding to requests – Yes vs. No
  - Dealing with procrastination
  - Handling interruptions
  - Ditching multi-tasking

## **Additional Resources**

- [http://www.wiu.edu/advising/docs/Time\\_Management\\_Strategies.pdf](http://www.wiu.edu/advising/docs/Time_Management_Strategies.pdf)
- [http://uopd.hr.vt.edu/Professional\\_Development/all\\_courses/Time\\_Management/index.html](http://uopd.hr.vt.edu/Professional_Development/all_courses/Time_Management/index.html)