

## Perfecting Time Management

Not using your time wisely can hurt your professional performance and make work more stressful. The key to maximizing your resources is time management. With just a little effort and time, you can be more effective and efficient at work and elsewhere.

### Prioritize

Prioritizing allows you to put the most effort into the important tasks. Begin putting tasks into categories:

- › High priorities that either have a direct value to what you and others do now or have pressing deadlines
- › Medium priorities that will pay off later
- › Low priorities that have minor value and little direct bearing on what you do now
- › Activities that are needless and should be discontinued

The goal is to make the most of your time by:

- › Batching tasks according to priority
- › Focusing the majority of your efforts on those tasks that only you can do
- › Delegating or eliminating low-priority tasks

### Manage Your Time

Get in the habit of regularly filling out an appointment book or calendar with all appointments, meetings and deadlines. Once you get the feel for your schedule, consider whether you can move, shift or eliminate any appointments.

**Deal With Deadlines.** Many projects are plagued with unexpected problems and complications. When working on a large project, take advantage of any free time to work ahead to prevent last-minute crunches.

**Remember the Little Things.** You must figure into your schedule tasks done by others, such as typing reports, circulating memos or researching issues. Make sure you set deadlines for others.

**The Payoff.** With very little effort, you can realize major results. Taking a close look at how you spend your time can reveal potential problems and allow you to address them effectively.

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