

## How to Manage Your Time Effectively

As business owners, managers and professionals, we all want to have time for our important activities. As we continue to get our activities completed, let us evaluate our effectiveness at managing our time. How do you allocate time for others and yourself? Who has ever said, "My, how time flies?" We are continuously looking at ways on how to "save" time to get more things done. We're all busy with traditional activities of life: work, family and social commitments. The following are 5 practical techniques on how to better manage your time:

1. Create your personal mission statement to include all aspects of your life - spiritual, physical, mental, emotional, social
2. Create goals and a to-do list to support your mission statement for daily, weekly, monthly, yearly activities
3. Prioritize your to-do list based on due dates, relative importance and dependencies on other tasks
4. Say "NO" politely to others when their requests conflict with your mission statement
5. Track activities with time duration to get a clear view of how your time is being spent. If my to-do list is on two pages, I reprioritize those tasks to result in one page. This amount of work is realistic for me to complete in one day

Tell me what your biggest challenge is with managing your time and I'll include this information in our next email. Don't delay! Manage your time effectively today!

About the Author: Rosemarie Strawn is a Motivational Speaker and Corporate Trainer with over 15 years experience in Productivity Improvement. She has integrated her strong corporate Managerial and Technical expertise to develop comprehensive training solutions. Also, Ms. Strawn provides Public Speaking Coaching to increase sales and customer satisfaction. Ms. Strawn is the Owner of **Positive Actions**.

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My wish is for you and I to manage our time effectively each day, everyday...