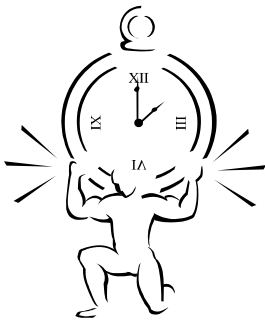


Time Management

Time management is a skill that anyone can learn. With proper time management skills, people may find they feel more control over their daily activities and are not running around without direction. Poor time management can make a person feel overwhelmed and cause stress. Many people have a lot of things that need to get done each day. In the rush there may be things that we simply forget to do or there is just so much that needs to get done we do not know where to start. Below are some suggestions to increase time management skills and decrease everyday life stressors.



- ▶ Create a “To- Do” list for all of the things that need to get done each day. Writing down and thinking about everything that needs to be accomplished will help ensure they are not forgotten. It will also feel good to cross the items off the list as they get done.
- ▶ Prioritizing tasks is also an effective skill of time management.

Decide what tasks are of most importance and complete them in that order.

- ▶ Realize that sometimes you have to say “No”. If you have a lot going on and someone wants you to do other tasks for him/her it is okay to tell the person politely that you just do not have the time.
- ▶ Do not be afraid to ask for help. Help can come from family, friends, and co-workers. It is possible that family and friends can help out with daily chores at home like cooking, cleaning, and errands. A co-worker may be helpful with certain work-related responsibilities.

▶ Use a day planner. When something comes up write it down immediately to ensure you do not forget and you can also make sure it will not interfere with other plans for that day.

▶ Have a set schedule or routine for tasks that are done everyday.

▶ Remember to leave time for you. A schedule is nice to have but free time is essential for a healthy lifestyle.