

## Time Management

### *Nine Quick Time Management Tips*

Finding more minutes in your day can help tame tension and stress.

This article can be found at <http://stress.about.com/library/weekly/aa041601a.htm>

If you need more than 24 hours in a day but don't have the energy for a major scheduling overhaul, here are nine quick time management tips you can start using now to help you squeeze a few more precious minutes out of your day.

1. Don't waste waiting time. Waiting for other people shouldn't be an active, time-consuming part of your day. For the inevitable times when you must wait, find ways to put even a few minutes' waiting time to good use. Whether on hold on the telephone or waiting for a meeting or appointment, you can make lists, sort mail, go over your schedule, or complete small but necessary tasks.
2. Stock up on the small items you frequently run out of or make special trips to purchase. Examples might include postage stamps, greeting cards (buy several at a time with assorted themes), wrapping paper, or change for tolls and vending machines. Over time, the minutes saved on these trivial errands will add up.
3. If you're working at home or even trying to finish a necessary housekeeping task, turn off the telephone until the job is done. Leaving the answering machine on may be too great a temptation to interrupt your work and chat. If you absolutely have to screen calls, put the machine on low volume in another room while you work.
4. Make medical and dental appointments well in advance (months if necessary), and ask for the earliest morning appointment. If the practice takes a midday break, you can also ask to be placed first on the afternoon schedule. That way, you'll be seen immediately and won't waste time in the waiting room.
5. Capitalise on your body rhythms. You know when you're at your peak mentally and physically; schedule the most demanding tasks for these periods. You'll work more efficiently and save time.
6. Try an Internet reminder service to keep track of important dates or events. You can program them to receive calls, email, or pages to remind you of anything you don't want to forget or miss. Most of these services are free. A couple to check out include iPing and rememberIt.com.
7. Organise your clothes closet to insure a speedy start to your day. Be brutally honest and weed out anything that you don't love, that doesn't fit, or that you don't feel good wearing. If you can't bear to part with it for sentimental reasons, pack it away if it won't be worn. No matter how much you paid for it, if you don't wear an article of clothing, it's just adding to closet clutter. A pared-down, well-organised closet can save time every morning.

8. In the office, cultivate a friendly but businesslike personality while at your desk. Remain polite but unwelcoming to those who want to interrupt while you're busy. Being always available to unannounced visitors or co-workers eager for a chat can eat up a major portion of your day. Limit socialising to areas away from your workspace, so you're projecting a consistent message.
9. If you need to schedule meetings or appointments that have the potential to drag on indefinitely, try scheduling them right before lunch or near the end of the business day. With everyone thinking of getting away for lunch or for the evening, there's less potential for a marathon session.