ANTHONY BUILDING BLOCKS

TIME MANAGEMENT

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

– Abraham Lincoln

Everyone's time is valuable, whether they assign a dollar value to it or not. Your time at work is invaluable. Not being able to use your time appropriately leads to poor time management, which can cause personal issues such as lack of sleep, unhappiness, health complications, and stress. Just the thought of having too little time to complete work is enough to make most people feel stressed. That's why time management is essential.

Time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter rather than harder. It is a juggling act of various things that help you increase efficiency and strike a better work-life balance.

Effective time management requires employees to analyze their workload, assign priorities, and focus on productive endeavors. Knowing and enforcing a balanced workload ensures consistency in your performance and avoids burnout. It is important to understand that tasks take up energy and can be exhausting, sometimes overwhelming.

Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

Creating personal success in the workplace:

To-do lists (properly prioritized and integrated with your schedule) are a great way to avoid forgetting something important. They are also a great way to avoid spending all day thinking about everything you have to do.

To distinguish important and urgent tasks from your to-do list, you may use the Eisenhower Matrix. It's a productivity tool with a clear focus on organizing your tasks into four categories:

- **Important** and **urgent** – these are the tasks you should do first

- **Important** but **not urgent** – tasks you can schedule to do later

- **Not important** but **urgent** – if possible, you may delegate these tasks

- **Not important** and **not urgent** – you can skip tasks falling into this category

What's great about the Eisenhower Matrix is that you can create it on-the-go with just a pen and paper to quickly prioritize your assignments.

"Procrastination is the foundation of all disasters."

– Pandora Poikilos

Improving time management skills means you'll focus more and procrastinate less. When you know you're working on a fixed schedule with tasks allocated to specific time slots in the day, it'll be easier for you to focus – because you'll know you have personal deadlines to meet for each task.

As a result, failure to prepare for your day means you will most likely delay work on specific tasks that will negatively impact efficiency.

Allocating a specific period of time to a task and sticking to your plan will have a better effect than working on a task with no predefined time slot. This is what you create on your daily to-do list, and it helps you get more done but in less time.

"Lack of direction, not lack of time, is the problem. We all have twenty-four hour days."

– Zig Ziglar

When you properly manage time, you don't have to worry about missing deadlines or forgetting errands – because you already planned your time in such a way that prevents such mishaps from happening. As a result, you'll feel less stressed about your workload and calmer about the end results.

"Concentration is the secret of strength."

– Ralph Waldo Emerson

When using appropriate time management skills, you will increase your ability to concentrate on your daily tasks. Being able to focus more clearly on your job will strengthen your skillset. Mental preparation of one's workday is essential for executing tasks successfully. This involves training your mind to concentrate on each day and each task as they present themselves.

You will notice you create a positive work-cycle when you improve your time management skills. You'll perform better at work, grab more opportunities, have more free time, and feel generally happier. Good time management skills dramatically improve all aspects of your life. All you have to do is get started.