

Getting Your Time Organized

Now that you have tackled organizing your space, let's take a look at time. Do you have a lot to accomplish but feel there is not enough time? Concentrate on what is most important to you. Here's a quick and effective guide to deal with the jobs that you need to get done!



For more information on how to better organize your time visit:

www.wikihow.com/Manage-Your-Time

or

contact the NSTU Early Intervention Program @ eip@nstu.ca

1. Make a **list of the tasks** that you want to accomplish and **prioritize** each. This way you know what you need to focus on first.

Daily To Do list: Your daily or immediate list should never be more than five items long or you may be setting yourself up for failure.

Weekly To Do List: This would include items such as grocery shopping or banking.

Monthly To Do List. This usually includes more general tasks such as getting your hair cut, buying a birthday gift, or scheduling a doctor's appointment.

Concentrate on working on what tasks are due first and then move to the next task. Once your daily tasks are completed you can begin to work on your weekly tasks and so on. Keep your task list including appointments on your calendar, planner or personal electronic device and make referring back to it part of your

daily routine to help you stay on track.

2. Decide on the **time of day** that works best for you. Some people are more productive in the mornings while others tend to be able to focus better during the evening. Be aware of your peak periods and plan to do activities which require higher levels of energy or concentration during these times. Also, give yourself a **time limit** to complete a portion of or the whole task, ie: 15 minutes, half hour or hour. This is a good way to avoid procrastination and will help keep you on your agenda. Having a time frame is a very effective way to organize your day. Make sure to **build in breaks** in order to clear your mind. This will help you to refocus on the task at hand. Breaks provide incentive by giving you something to look forward to. But try to decide before hand how long your break will be, 5, 10, or 15 minutes and stick to this.

The key is in not spending time, but in investing it.

-Stephen R. Covey



Be creative!

Identify where you waste time and come up with ways to *eliminate or ameliorate!*

For example:

Does coffee from a drive through eat up time? Why not put your own coffee perk on the night before and set a timer so it's ready when you wake!

3. **Keep track of your progress** by crossing completed items off your list. This gives a tremendous feeling of accomplishment and will spur you on to tackle others activities on your list. You will feel relieved and relaxed as you start to get through your daily list! If there is a recurring item on your to do list that never gets crossed off, examine the items and decide whether it is really important. Either get it started or take it off your list.
4. **Reassess your list** on daily basis. Rewrite and prioritise your list as needed and add new tasks to your list as they arise. Eliminate any tasks that do not require your time an effort, say NO to additional task that infringe on your personal, work or leisure time and delegate any tasks possible to others.
5. Make sure to **schedule some YOU time** into your day. It does not have to be a lot of time and it will go a long way to helping you to reenergize.

Tips to Consider:

- Striving for perfection takes unnecessary time. Complete tasks well enough to get the result you need.
- Perform your task from beginning to end and then reward yourself with something small that does not take a lot of time, ie: a treat to eat or a chance to close your eyes and think of the beach.
- Beware of multitasking. Don't focus your attention on more than one item at a time, otherwise you may find yourself making errors or taking longer to complete activities.
- Combine similar activities: make all your phone calls or answer emails at the same time, run all errands together, do all shopping in one trip.
- Take advantage of all the small increments of time through the day that tend to be wasted, ie: the time you have to yourself in the morning before the kids wake up, the few minutes you may have between classes or meetings. Use these gaps to accomplish something because these small increments add up.
- Be flexible. There will always be something unexpected that comes up and challenges the flow of your day. Try to relax as it usually does not take more than a few hours to a few days to return to your regular routine.