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Time management in the workplace is one of those things that can make your life so much easier. So It still amazes me the amount of pepole that either dont use it engough or avoid it altogether.

Some people say "I'm well organized", when I ask them why they aren't using time management skills. Being organized is only part of the battle. It starts with setting goals for what needs to be done. Then being disciplined to complete those goals.

One of the biggest obsticles for pepole is to change bad habit behaviors. This is not easy for most and not something that can be done overnight. Accomplish this and your on your way.

With only twenty four hours to complete responsibiliites at work and home. We need ways to help beat the challenges and roadblocks. By using time management you will achieve this. Ignoring them on the other hand will garuntee you, that you will waste time and lose potential profits.

There are five reasons to use effective time management at work.

1. **Prioritize:** Using time management in the workplace allows you to proirtize all projects and daily tasks. Ranking them in order of importance. This ends up being a priotized list or to do list. This will keep you and your employees focused on a daily basis.
2. **Setting Goals:** Here you will find several advantages of time manangement. Setting short and long term goals will let you plan deadlines so you can adjust if needed. Many leaders use short and long term goals for self improvements, carrer growth and even projects around the house. The trick here is to incorporate short and long term goals into your daily tasks a couple times a week.
3. **Productivity:** Another great reason to use time management at work is that it increases productivity. With higher focus on projects and timelines employees will find more efficient ways to complete tasks. Also employees who have a hard time in finding solutions for completeing tasks will seek help sooner instead of later.
4. **Performance:** Employee Performance will increase as a result of increased productivity. This will allow you to jump ahead to some special projects or long term goals. Leaders will

also benefit from the ability to collect information for reviews.

5. Procrastination: Time management in the workplace can also eliminate procrastination. The ever popular saying "I'll do it later" or "I'll do it tomorrow" will never be heard of again. Leaders who are strong at managing time will have the ability to schedule the right tasks with the right time frames. Also leaders can make sure that their employees understand that tasks are expected to be completed and without excuses.

Many people decide to ignore managing time at home. The result is a personal life that's in chaos. The constant running around like a chicken with its head cut off. So don't make the mistake of ignoring time management. Remember if it's good enough for the workplace, then it's good enough for your personal life.