



# TIME Management

The following four steps can help individuals manage their time.

## KEEPING A LOG

Analyze how you spend your time. Keep a log of your major daily activities for several days. Note any delays or interruptions. It can be eye opening to see where your time goes.

## DELEGATING

Are there tasks you currently do that someone else could handle? Ask your children to help out or find a co-worker who wants a new challenge. Remember, how you ask can be as important as what you ask.

## PRIORITIZING

Make two lists:

- Make a list of **activities** that need to be done and how much time you normally spend on each activity—it could be a daily or weekly list. For example:
  - meetings, 1 hour
  - shopping, 45 minutes
  - phone calls, 30 minutes
  - paper work, 3 hours
- Make a second list of **values** that are most important to you along with the amount of time you spend on each. For example:
  - faith/spiritual, 5 hours per week
  - marriage, 5 hours per week
  - children, 4 hours per day
  - entertainment, 2 hours per week
  - physical activity, 20 minutes per day
  - hobbies, 1 hour per week
  - work, 8 hours per day

## PLAYING

Be sure to make time for play. Schedule breaks, down-time, or play-time in your day. Taking time for yourself can help relieve stress and refresh you so you can accomplish more.

1. Whitney, E., Hamilton, E. 1984. *Understanding Nutrition*. 183-191.

2. Quick, J.C. and Quick, J.D. 1984. "Preventing Distress Through Better Working Relationships." *Management Review*. 30(4).