

## Managing Time

Effective use of

Efficient use of

Are you aware of how you manage your time? Do you know how to get the best out of your time or find time to do what you want to do in order to improve your life?

You may often find yourself wishing things were different. You might be saying to yourself that you don't have enough time or that you have too much time!!

There are many conflicting demands on your time – balancing day to day activities, family, friends, social life, home.

TIP:

Time really does matter....we get one go with those we love & care about and spin that also for your needs..... one go with those who love and care about us!!!

it's no dress rehearsal !!!!

Time is a valuable commodity ...do you catch yourself saying.. 'I wish I had more time' or 'where does the time go?' or 'what can I do with my time?

Having too many things leads to exhaustion; too little and you become bored, frustrated and often depressed. There are 168 hours in a week and 8,736 hours in a 365 – day year, so with a finite amount of time...it is important to make the most of what you have.

Today's lifestyles mean using your time to best effect so that you can get a realistic balance between work, rest and play.

Worksheet 1 will help you to see how you use your time, in what way and realise your motivations behind your existing time management.

Worksheet 2 will build on this by examining the amount of time you allocate to activities. Ultimately, it will expose periods that you spend too much time on, a specific, and where there are gaps!

## Worksheet 1

How effectively do you allocate your time?	
Do I have time to do what I would like to do? If No...expand on this...	Yes/No
Do I put off activities because I have too much to do? Expand on this.....	Yes/No
Do I simply feel there is not enough time? Expand on this.....	Yes/No
Have I ever thought about the way I use my time? Expand on this....	Yes/No
Am I happy about the way I allocate my time? Expand further.....	Yes/No

Consider how you allocate your time and whether you get the best out of it...Think about the activities you are involved in on a daily/weekly basis and list these in the following table.....

## Worksheet 2

ITEM or ACTIVITY	TIME ALLOCATION

This will give you the opportunity to make some changes; some small steps to finding a better balance, allowing you to see where you currently concentrate your time and where you could be better utilising it.....REMEMEBER... TIME MATTERS!!!

Time is affected by many things, our perception of time alters depending on our mood, our situation and other external factors but equally our biological body clock has a huge influence over our time management.

There will be particular times of the day that you will feel more alert than others...some people are full of energy in the morning but become exhausted mid afternoon...For others, they come to life in the evening and are night owls. It makes sense to try whenever possible to save your difficult tasks for the time of day when you have most energy....your Prime Time

**Map your Prime time on a daily line. 0-10 indicates the level of activity/energy**



Time can be divided into approximately SIX areas, Consider each of the SIX areas below and list them on your table to see how you allocate your time over a one week period.

- WORK TIME - time for work, paid or voluntary
- HOME TIME - time for housework/maintenance, personal care, gardening.
- 'OTHER' TIME - time for family friends, children etc
- 'ME' TIME - time for hobbies, relaxation, exercise and sleep
- 'US' TIME - time to spend with your partner
- QUIET TIME - time to yourself for thinking, evaluating and reflecting

If you are unhappy with the amount of time allocated to any activity, consider how to reallocate the time you have to achieve the balance you are seeking. If your time allocation seems way out of balance, try keeping a written record of feelings about how you have allocated your time over a 2 week period.

Don't just look at the way you have allocated time, explore .....

- How you manage your time
- How you fritter your time away
- How you could be more effective in managing your time
- How you could make more time to do the things that you like
- How you could do less of the things you dislike

COMMENTS -

The Haven Project