

Time Management Tips

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Categories : [Technology & career](#)

Tagged as : [ABC](#), [Plan your work](#), [stressed](#), [time management](#)

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*Are you stressed up by your pending works??
All work are going in haphazard manner??
Its time to focus on Time Management...*

Effective **time management** is a primary means to a less stressful life. These practices can help you to reduce your stress. Time management emphasise the need for more focused and simple implementation including the approach of "Going with the Flow". Time management is a necessity in any project development as it determines the project completion time and scope. Effective **time management** will help you to get more work done easily and in an efficient way each day. By managing your time you can [minimize your stress](#) and lead a [healthy life](#).



Time management strategies include principles such as :

"Get Organized"

"Protect Your Time"

"Achieve through Goal management Goal Focus"

"Recover from Bad Time Habits"

Here are some tips to manage your time :

Plan your routine

Planning your day can help you out to feel relaxed. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.

ABC analysis

This technique is very helpful in business management. It is categorised in three layers.. A, B and C These layers are categorised according to priority of work.

A – Tasks that are perceived as being urgent and important,

B – Tasks that are important but not urgent,

C – Tasks that are neither urgent nor important.



Set time Limits for your tasks

If you have a pile of work, then set your work time limit. Set time limits for completing most tasks. Some people successfully use an egg timer to help them stay on schedule.

#Divide the work into smaller parts

If you have lengthy work, then divide it into manageable chunks, so that you will feel easy to complete it. Whenever you will start that work next day your time wont get wasted in figuring out where you were yesterday and what to start now.

Take breaks during work

Taking breaks will help you out to work more in an effective way. Continuous working will make you tired and **stressed**. so in between of your work do some quick streches or take a walk around your dealership. after a break you will feel fresh and more focused on your work.

Happy days are back again... !!!

Have Faith and you can DO it.