

IMPROVING TIME MANAGEMENT

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People frequently neglect several tasks because they lack time management skills. In fact, when you view your workload, you may believe that you won't be able to finish it in time since mental pressure starts to conflict with what you can see. If you are not flexible with the job you have, you cannot manage your time well. People tend to complete one task at a time rather than multiple tasks, which makes them believe that time management is difficult.

Low motivation is one of the issues with time management; people cannot complete the duties at hand because they lack the needed energy. They do not consider their work to be a piece of cake, which causes them to lose interest and be unable to complete the tasks assigned to them. But if we only consider these duties as things that need to be completed, we may avoid this issue. And you'll be able to complete them on time if you work with good motivation and consider the finest possible consequences. People must push themselves to be inspired by what they do because if they are not focused on their work, they may lose it.

There are many ways for improving time management. You must first set reminders for all of your tasks because you cannot complete multiple tasks while concentrating solely on one. However, by setting reminders, you will allocate a time to each task and ensure that it is completed by that time. Giving each task a deadline will help you manage your time better since you'll be so busy getting everything done that you won't have time to focus on anything else but the tasks that are due at that moment and will be completed on time.

One thing to keep in mind when managing our time is the state of our mental health because without it, we cannot complete our tasks successfully. For this reason, we must establish routines while managing our time. Always keep in mind that if they don't trust you to do the jobs, they won't offer you all of them. They assign you the work because they have faith in your qualifications and expertise.

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