

## PROVEN EFFECTIVE TIME MANAGEMENT

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Is 24 hours a day enough for all the things to be done? Many people might answer that it is not, if only they could add some more time. There are plenty of errands to do that are still undone like deadlines to beat at work, family and friends meeting, house chores, studies, businesses, and many other more that need to be compressed in a day. Unfortunately, there are many times that scheduled dates are only written and scheduled but are not met and accomplished. If these things are happening to you, then your time management is not that effective or worse if you do not have the management of time in your daily life.

There are many articles giving various tips on how people can manage their time effectively. Most of the suggested strategies are compressed into six (6) proven effective ways to manage your time; get enough sleep, eat well, plan the whole day for achievable tasks, delegate, prioritize, and remove the distractions.

Get enough sleep. Complete sleep gives better brain work. It is healthy for our brain cells and helps us to think more. When we have enough sleep, better ideas will come our way. We can finish the tasks to be done on time and it is the time that we are managing our time properly.

Eat Well. The nutrients intake in our body is a big contributor to our productivity, efficiency, and even in the overall quality of our life. When we eat enough and healthy, it is the next step to let our brain think properly.

Plan the whole day for achievable tasks. Planning is an inevitable task in our daily life. It is the blueprint of the whole day schedule. Writing down what are the things to do will really help us in becoming productive and efficient.

Delegate. To finish the tasks to do on time, delegation of tasks is a must. Do not think that you can do it all alone and become efficient. Help coming from others is one of the important things to consider in managing our time. Delegate the task to others and you can do the other things to be done also.

Prioritize. There are many things on your list to do, but learn how to prioritize. Make sure that you do the things first that need to be done as soon as possible. Other things on the list can wait. Do not rush everything. Beautiful creations are done when the right time is given.

Remove Distractions. A lot of distractions are everywhere; know what are and what are not. Learn to control yourself, especially when you are on task to do.

The tips above are suggested advice that we can follow in managing our time. You can try and add other tips that you think might help in making yourself productive and efficient.

### *References:*

Sarthak. September 7, 2021. 17 Proven Time Management Tips for Busy Persons.  
<https://weekplan.net/time-management-for-busy-moms/>