



What is time management?

Does it seem like there is just too much to do in a day? Dealing with work, family and personal needs can be a challenge. Sometimes it feels like we work hard all day without any results.

Time management skills help us to get more done with less stress. Good time managers get the most important tasks finished, even if there isn't time to do everything. They organize, prioritize and plan their tasks. They also avoid wasting time.

Employers know that people with good time management are more productive and will help their business.

At home, time management can help you make time for your own priorities – like going to the gym, taking a course, or having fun with your kids.



Time management is making decisions about how you spend your time.

Prioritizing is figuring out which tasks are the most important and making sure they get done first.

Being productive is getting a lot done in the time available.

A place for your notes:
