



Using Your Time Well

There are many ways to use your time well.

In this article, we share five ways to use your time effectively. They assist you to organize your time and projects and achieve your goals successfully.

Here are these five ways to use your time well.

- Write everything in your calendar.
- Keep time free each day.
- Write down your ideas.
- Start projects ahead of time.
- Schedule time for planning.

Write Everything In Your Calendar.

Writing your goals and actions in a calendar assists you to complete projects and achieve your goals successfully.

Before I wrote down the actions for my goals in a calendar, I made lists. When I read them over, I realized there were many items I had not yet accomplished.

I discovered that it is easier to remember the actions I am taking when I schedule time for them in a calendar. It is like making an appointment with a client.

Keep Time Free Every Day.

There are activities which come up every day which we do not anticipate.

Scheduling a regular time in your calendar to work on them helps to address each of them - either complete them or create a time to work on them another day.

Write Down Your Ideas.

Ideas often come when your focus is on other activities. I receive some of the best ideas when I am in the kitchen or taking a walk. When I write them down, I come back to them to develop them further.

Create easy ways to write down your ideas whether you are working or engaging in other activities. Schedule time to work on them so that you can develop them further.

Start Projects Ahead of Time.

Starting projects ahead of time has many benefits. This includes having time to organize the project well and start working on it early enough so that you have the time to develop the new ideas which come while you are working on the project.

When you are under time stress to complete a project on time, new ideas do not have time to flourish. Having extra time enables you to develop new ideas which assist you to create success.

Schedule Time For Planning

Scheduling time to plan assists you to develop quality work and use your time well.

Time to plan gives you the opportunity to refresh and refine your goals and actions. This enables you to focus on the most essential aspects of a project.

Develop these and other ways to use your time well. This assists you to create wellbeing and success in your life, the lives of other people and society.

© 2024 Oshana Himot, MBA. All Rights Reserved.

Oshana Himot, MBA, is a speaker and organizational mentor. She works with professionals, assisting them to create wellbeing and success. Oshana has a Masters of Business Administration degree from Golden Gate University in San Francisco, California and credits towards a PhD in Learning and Change in Human Systems from the California Institute of Integral Studies in San Francisco, California. She is currently writing a book and can be reached through email at: oshana@oshanasjoyinstitute.com.

