

Time Management is the key to achieving more success

By Carina Cheng Casuga

Time is such a valuable resource. We all have the same time resource. But how we use it is entirely up to us. Even if you argue that most of your time is spent at work, that time you spend at work is still a choice you made. Each action or non-action you make using time is your choice; this is part of your accountability to yourself, others, and God.

Accountability for how you spend your time is part of self-leadership and professional development. The outcome of your life is a result of how you used your time.

Many of us are continually bombarded with information, interruptions, distractions, meetings, and other time-consuming events. I deal with this every day. But there are days that it feels like my brain shuts down, and there are other days when I can't seem to shut off my brain, even at 1 am.

This is disheartening and truly sad because our lives are being consumed by time-sucking, non-value events. Having better control of our lives will allow us to add more value to the goals we have set for ourselves and the companies we work for.

Therefore, learning how to manage your time is crucial to your wellbeing, happiness, and peace of mind. Time management reduces your stress, improves your overall productivity, allows you to have stronger relationships, and be more strategic with the work you do.

I sometimes get overwhelmed. I put these time management tips and techniques in place to help me reduce the chaos in my life. I hope they help you too!



Steps to manage your time for more productivity:

1. Clarity on the direction and goal

- Identify which of the task on your to-do list moves you closer to your goals or expected outcomes
- Identify critical task, impacts, and timelines
- Which task would make you feel accomplished at the end of the day
- Clarify priorities and values that align with you or your stakeholders
- Clarify key performance Indicators (KPI) or milestones

2. Focus


- Keep your eye on the prize
- Discipline and diligence are keys to success
- Avoid distractions and manage interruptions
- Be clear on what is opportunity vs. distraction
- Use a calendar and a to-do list
- De-clutter physically and mentally before you start

3. Manage

- Manage information, time, expectations, and people
- Say no when it does not align with the goal
- Have a strategic plan and a contingency plan
- Breathe. Rest when you need to rest. Do not let yourself burn out
- Use a timer, set it at 30 minutes intervals, set breaktime
- Avoid perfectionism

4. Build Relationships

- Understand that you can't do it alone
- Delegate or ask for help
- Be open to suggestions, feedback, and advise
- Negotiate the when and what



I help equip working women to live an engaged and purposeful life through personal and professional development coaching and training.

Say goodbye to sleepless nights and overwhelm! More time management tips can be found on my website <http://www.carinaspeaklife.com>