

“Time Management”

Time management is crucial skill and a difficult one. Time is set. There are only 24hrs in a day, 168 hours in a week, 365 days in a year. How well do you manage your time? Well managed time can result in productivity, happier moods, rewards, and even fun. Here are a few tips to help make time work for you.

1. FIGURE OUT WHAT NEEDS TO BE DONE

Using a to-do list is a great to see what needs to be done and prioritize the tasks. Sometimes it is a matter of setting personal goals: next week, 6month, and next year projects. Remember not to take on too much or unnecessary items. Too many projects/commitments can lead to poor performance, stress and low morale.

2. BUILD IN BREAKS

Plan ahead, think about projects or activities with deadlines and work backwards. It’s reverse engineer. It’s nice to think that you can work for 8-10hrs straight, especially when you are working to a deadline. However, it’s impossible for anyone to focus and produce high-quality work without rest and recharge. Don’t let life be all business. Enjoy your friends, laugh, play, exercise, eat, hydrate, and get a good nights rest.

3. MULTITASKING

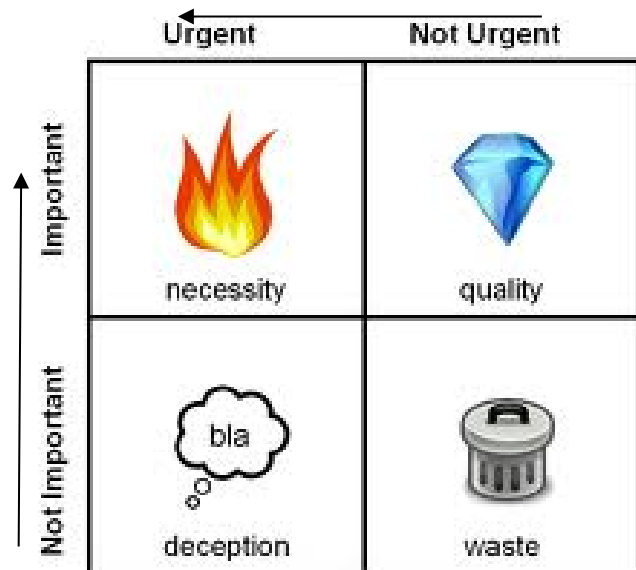
Multitasking can turn into a time waster. Avoid working on two projects at the same time, switching between then two. This can cause you to be distracted and do both tasks poorly. Instead, consider organizing your time, see number 1. Set time to plan ahead

4. AVOID PROCRASTINATION

Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven’t started key tasks; you come to dread doing them; and, eventually everything catches up with you when you fail to complete them on time. Don’t feel that you have to complete a task from start to finish. Instead, focus on devoting a small amount of time to starting. That’s all!

5. MANAGE DISTRACTIONS

If you want to gain control of your day and do your best work, it’s vital to know how to minimize distraction and manage interruptions effectively. For instance, turn off you IM chat when you need to focus, shut your door, and let people know if they are distracting you too often. You should also learn how to improve your concentration, even when faced with distractions.



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