

Some Useful Time Management Tips

These brief tips are based on some of the ideas in Euphrosene Marie-Louise Labon's books and writings. They are designed to make the reader become more aware of their choices. For that reason, they are intended to make you think.

1. Do you feel in control of your life?

Write a list now of all the things – pleasant and not so pleasant – that greedily eat up your time. Try to make time for this exercise. List everything you do, including meals, morning and evening baths, toilet and cigarette breaks, commuting - and dealing with other people.

If you want to be really thorough, create a template with relevant headings - work, home, family, hobbies, inner time and so forth.

2. To manage time effectively we need to be aware of our primary focus.

Become aware of the things that divert, compress or stretch your 'attention' or focus. What is your underlying focus?

3. Time is a subjective experience.

If you are enjoying yourself, time nearly always flies by.

It is not always possible to only do just the pleasant tasks, but we can try to find some enjoyment in whatever we do – and hopefully time will scoot along a little faster!

4. Some male-female facts to argue over:

- Females spend a little more time asleep than males.
- Males watch more TV and take part in more sport than females.
- Females spend longer on personal care and social life than males.

[Source](#)

5. Learn how to manage other people.

All jobs have importance in the bigger scheme of things, so learn to place a value on how much of your time you apportion to other people, without being officious or over-humble.

6. **Prioritising time is easier when you have set boundaries.**

For example, be aware of boundaries between home, office, gym and so on. When at home, unless a work issue is really pressing, file it until you are within your office 'boundary'. Boundaries have mind designations as well as the obvious physical one.

7. **There are plenty of time management systems on the market.**

In my opinion, the best time ones are those you create yourself.

8. **Are your goals time dependent?**

Do you ever wonder why some people achieve their goals within a stated time while you are still waiting – and waiting?

It can depend on a number of factors.

- Are other people involved?
- Are you over-eager?

Paradoxically, intensity can slow down how your goals progress.

9. **Technology was supposed to make lives easier.**

- The reality is we have programmed our minds to be 'always on'.
- Are you ruled by your emails?
- Do you really need to answer every call?
- Do you need to keep your mobile on when you are asleep?

10. **Practical time management – some ideas ...**

- **Learn to prioritise.** But, sometimes it is necessary to deal with a task or problem immediately, rather than waiting for its scheduled time. This is especially true if the task or problem is weighing on your mind. Do it quickly and get it out of the way.
- **Gain time by communicating effectively.** For example, a troublesome customer can usually be soothed by an email or voicemail saying you are dealing with the issue and you will get back to them by a date/time. Just make sure you do!
- **Make lists each night** and you will be signalling your subconscious to help.
- **Take time to think.** Learn to appreciate the value of silent time. It will be invaluable for creativity as well as problem resolution.

- **Habits are learned and can be changed.** Check your earlier lists and see what habits devour your time, but seem to give nothing back.

These tips were written by [Euphrosene Marie-Louise Labon](#) who is the author of several books including [Profit from Unlimited Thinking](#) and [A Little Book of Time Tips](#). She writes and teaches about self-responsibility through self-awareness, creative thinking and spiritual intelligence.

You'll get even more tips for managing your time in [A Useful Guide to Time Management](#).

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