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TIME MANAGEMENT

The secret to managing your time effectively is to know how much your time is worth and put it toward the things that are most important to you.

What are your current beliefs about time? Is there not enough time in a day?

Does time go by too quickly?

What were your parents' beliefs and relationships to time?

Where do you spend the majority of your time?

What are three things you spend time on that aren't important to you?

If you had more time, what would you do with it?

How can you create more time to focus on what is really important to you?

To be good at time management does not mean that you have to work longer hours; you simply have to work smarter. Most people spend a good portion of their time on things that aren't as effective as they would be. You need to maximize your working hours. Use the time you spend working wisely so that you have more time to enjoy life, relax, have fun, cook, exercise and do whatever else you love.

TIPS FOR TIME MANAGEMENT

- Know how many hours you want to work each week.
- Identify the times of days when you do your best work.
- Note the times of day that are difficult for you to work.
- Build your schedule around your personal time cycles: when is the best time for you to work, exercise, eat, sleep, and so on.
- Know your limit. How many hours a day and a week can you work before burning out?
- Acknowledge that there is a time in a day, after working a certain number of hours, when your efforts actually stop being useful.
- Clarify your goals and priorities, and make sure you spend most of your time working towards your biggest goals.
- Identify things that you do that do not support your goals, and stop doing those things.