



# LEVERAGING TIME

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FOR TODAY'S  
LEADERS

# LEVERAGING TIME:

Benefits of Managing Your Time Opposed to Your Time Managing You

## WHO IS REALLY IN CONTROL? YOU VS. TIME

It is difficult to manage your time correctly. Often, you will look back on your day and ask yourself, “What did I do today?” or “Why is my To-Do list still so long?” Well, welcome to life. Learning how to manage your time well will organize your days and will reduce the overwhelming feeling that comes over you at the end of a disorganized day.

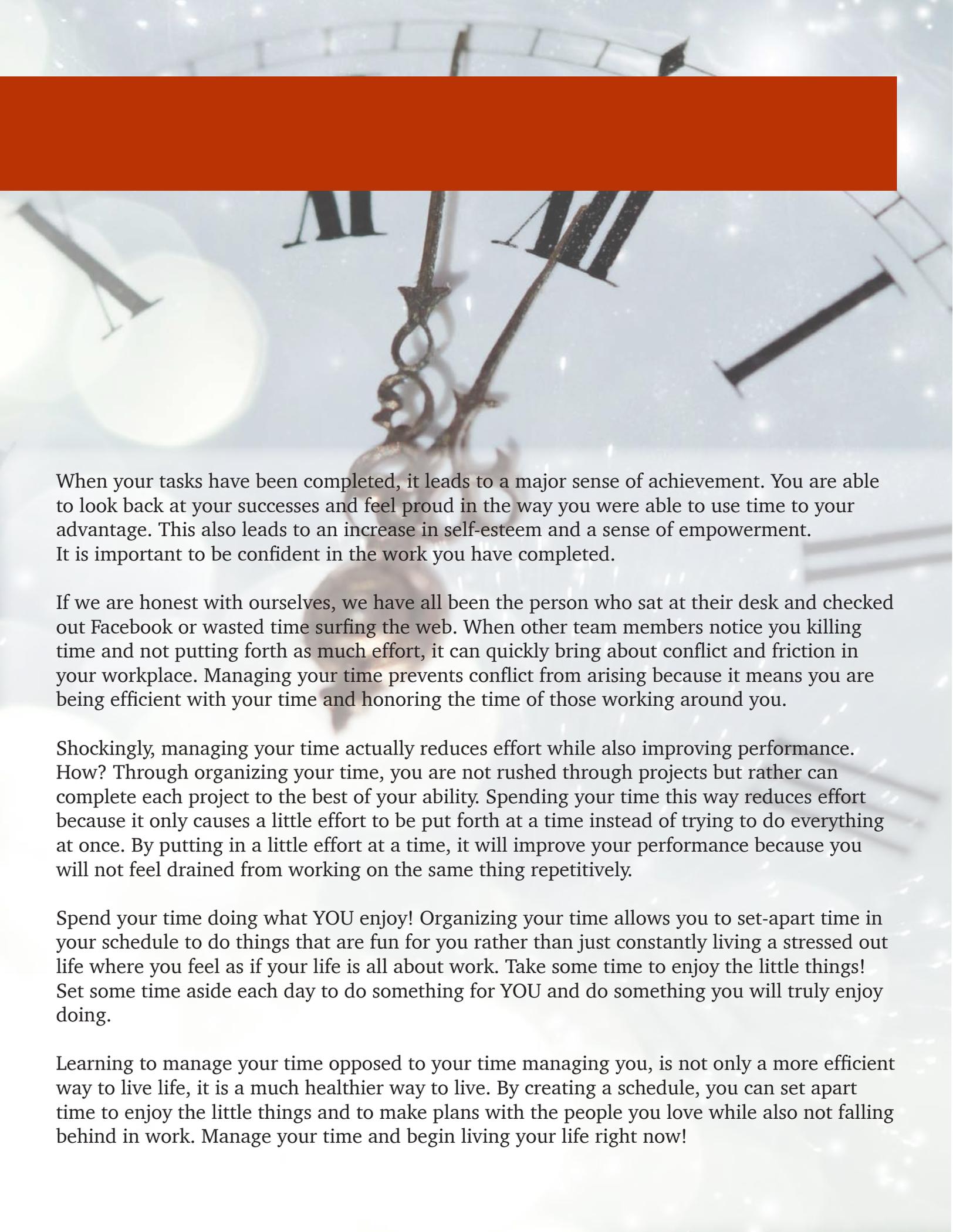
Managing your time rather than your time managing you, leads to a major reduction in stress levels. If you create a schedule, you know what you will be doing and when. However, always give yourself more time than you may think is necessary. People tend to assume something will take less amount of time than it should.

By creating a schedule, you are able to increase your flexibility and adaptability. It makes it much easier to move around certain tasks during the day. Managing your own time gives you control over your day and allows you to plan when the important things need to be completed and the things that are life-giving also need to get completed. Notice these are all needs that must be met in order to live a more fulfilling lifestyle.

If it does end up taking less time, you can get started on the next thing! Or you have a little bit of time cut out to take a deep breath, call your mom back after five missed voicemails, go on a run, or play with your kids. All of these things not only reduce stress, they increase your health and happiness. Having more time to spend with your friends and family is a natural joy-giver and can quickly brighten anyone’s day.

When you have control over your time, it increases your personal productivity. You quickly become aware of the time you have to complete a task so you naturally become more motivated to complete it. It is partially competitive; you learn to compete against the clock. However, don’t race through projects just to move onto the next one. It is important you always do things promptly but also accurately and whole-heartedly.

Having a plan allows you to waste less time. However, it is crucial to remember this only applies if you actually stick to your schedule. It is easy to make schedules, the hard part comes to motivating yourself to completing your schedule (otherwise it is pointless). When you do work on completing your To-Do list then the motivation kicks in and you move efficiently and waste less time!



When your tasks have been completed, it leads to a major sense of achievement. You are able to look back at your successes and feel proud in the way you were able to use time to your advantage. This also leads to an increase in self-esteem and a sense of empowerment. It is important to be confident in the work you have completed.

If we are honest with ourselves, we have all been the person who sat at their desk and checked out Facebook or wasted time surfing the web. When other team members notice you killing time and not putting forth as much effort, it can quickly bring about conflict and friction in your workplace. Managing your time prevents conflict from arising because it means you are being efficient with your time and honoring the time of those working around you.

Shockingly, managing your time actually reduces effort while also improving performance. How? Through organizing your time, you are not rushed through projects but rather can complete each project to the best of your ability. Spending your time this way reduces effort because it only causes a little effort to be put forth at a time instead of trying to do everything at once. By putting in a little effort at a time, it will improve your performance because you will not feel drained from working on the same thing repetitively.

Spend your time doing what YOU enjoy! Organizing your time allows you to set-apart time in your schedule to do things that are fun for you rather than just constantly living a stressed out life where you feel as if your life is all about work. Take some time to enjoy the little things! Set some time aside each day to do something for YOU and do something you will truly enjoy doing.

Learning to manage your time opposed to your time managing you, is not only a more efficient way to live life, it is a much healthier way to live. By creating a schedule, you can set apart time to enjoy the little things and to make plans with the people you love while also not falling behind in work. Manage your time and begin living your life right now!

