

Use These Tips to Help you Manage Your Time Better

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If I asked a random group of workers how they felt coming out of 2009, I'm pretty sure what they would say — exhausted. So how do we shake that feeling in 2010? We manage our time better.

It doesn't matter how smart you are or whether you have an iPhone in a multi-tasking world. If you can't organize your day to handle information and get things done, you will burn yourself out trying to make sure nothing falls through the cracks.

I went to the experts to come up with some behavioural change techniques.



Here are five tips to make you better at managing your work day:

Schedule a 2 p.m. check-in. Most people wait until the end of the day to tally what they've checked off their to-do list. A mid-afternoon review allows you to know what needs to get done before 5 p.m. and you need to extend your workday.

If you make a goal of leaving work on time at least two days a week, a 2 p.m. check in should help you make this a reality.

Organize your to-do list every day. Some people prefer to make a task list before bedtime at night; some prefer to do it early each morning. The list should include manageable items that can be completed.

Make a not-to-do list to include reading e-mail exchanges you no longer need to be part of, checking Facebook at the start of every morning, listening to a co-worker whine or stopping for a cup of coffee.

Organize your day. When you block off time on your calendar for major events, do not jam your day full of activities.

Lynn Taylor, workplace expert and author of *Tame Your Terrible Office Tyrant*, says many people underestimate the time it takes to get tasks done and the number of unexpected events each day.

Check e-mail on a schedule. Most workers waste time answering every e-mail or text message as it arrives.

Even worse, they respond without fully thinking through their response. "Spending your day responding to e-mail is not a substitute for sitting and working. E-mail is not most people's job," says Markovitz.