

Feature Article - "Time Management"



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In our fast-paced society of today, everyone seems to be pressed for more time to do the things we need or want to do. As we grow older, it seems like time moves so quickly that our years move like months and our months move more like days.

Following are a few tips that many people employ to get the most out of their time, be it at work or with their personal life.

Prioritize Daily Responsibilities: some people use an electronic organizer for this; others use a daily planner, while others use notepads. Whatever you use, you should **prioritize your responsibilities daily, starting with the most important to the least important.** The key is to not be over ambitious with a list that may number 20 something items. Complete the items on the list one by one. If you can't complete some things, put it on your list for the next day. This prioritizing should be done for both your work and your home life responsibilities.

Eliminate Procrastination: as the adage goes, "**never put off to tomorrow, what you can do today**". Avoiding a responsibility by telling yourself, "**I'll get to it later on**" eventually will take up valuable time later on. The reason is that the action that you put off to "**get to later on**" will pile up with other responsibilities and before you know it you have a million things to do and not much time to do them all.

Delegate Decision Making if you happen to be in a supervisory position (or that of a parent) you need to learn how to delegate responsibilities to others. Don't be afraid to do this. Taking the position that you have to "**do it all**" eats up a lot of your valuable time and can bring about health related issues as well.

Assessing your Accomplishments everyone likes to feel a sense of success. **It's very therapeutic!** At the end of the day (or week) you should reflect back on the things you were able to accomplish and the time it took you. Doing this will allow to see how you were able to utilize your time to the fullest in getting the things done that you needed to or wanted to get done.