



# TIME MANAGEMENT

The Problem:  
Why do people waste Time?

- Overwhelmed by large projects.
- Unrealistic expectations of time.
- Too lazy to make detailed plans.
- No prior training in time management.

Solution No. 1:  
Creating More Time

- Delegate tasks → Work on a large team.
- Learn to only accept projects you have time for!
- Reward yourself for successfully managing your time.
- Work efficiently and diligently.

Solution No. 2:  
Avoid Distractions

- Avoid casual chat and keep visitors to a minimum.
- Control your workspace → Change locations if necessary.
- Control your phone. → Remind yourself: What is the phone for?
- Avoid repetition of facts by taking notes.

The Goal:  
Evaluate your daily life with reference to time

- Write everything down!
- Be mindful of personal and professional goals
- Use leisure time constructively toward these goals.
- Use your progress to re-evaluate your activities every month.
- Pace yourself!

Solution No. 3:  
Use Time Management Tools

- Make To-Do lists and follow them. → brief and professional.
- Keep a log of relevant activities AND their progress.
- Create and update long-term and short-term Action Plans.
- Keep abreast of your field with education. → Read periodicals. Attend corporate seminars.
- Use a Daily or Weekly planner to keep it all organized.