

Time is the fairest thing in the world. Everyone in the world, whether you are a VIP, or just an ordinary person, gets only 24 hours a day, no more and no less. You can never add some extra time for yourself as you wish. However, why does it seem that some people have more time than others? They seem to be able to manage everything in an orderly way, so that they achieve more either in academically or in their careers. In fact, this involves the issue of “time management”, i.e. whether we can use time effectively to accomplish tasks with good quality and quantity.

Thieves of Time

Many of us have the experience that time seemed to have slipped away before we knew it. When we looked back, we always regretted that we had wasted the best of our time in doing nothing. In fact, there are many thieves around us. They steal our time away while we are not aware. Thieves of time can be categorized into two groups: visible thieves and invisible thieves.

1. **Visible Thieves** : They are some real activities that distract our attention from scheduled tasks and thus we lose our time. For example, watching TV, playing computer games, talking on the phone, etc.
2. **Invisible Thieves** : We handle things ineffectively so that time is spent without producing the expected results. The common reasons are:
 - Lack of careful planning, resulting in unclear objectives and directions.

- Wrong priorities leading to insufficient time for key tasks.
- Putting off a task until time is running short.
- Do not know how to say “no”. Always yield to other’s request and lay aside the task that should be done instead.
- Take too long to make decisions.
- Pay too much attention to details and waste too much time on trivial matters.

Time Management

Time management is actually self management. You should first give up those habits that waste a lot of your time, and reschedule your work. Time management does not only refer to the way of saving time, but also the way of applying our time effectively and smartly on worthwhile tasks and producing good results.

Method:

1.Establish your Goals

Clear goals are as important as the target is to an archer. Only with a definite target can the archer aim at it and make appropriate action. Similarly, goals can help us focus our attention on the pursuit of expected results.

The following principles should be followed in establishing your goals:

- The goals should be clear and definite.
- The results should be measurable so that you can assess the progress and performance.
- The goals can only be achieved if it is planned

according to existing resources and competences.

- Set a deadline for easier assessment of the progress and spurring yourself on.

2.Allocate your Time

Goals must be followed by actions. You should carefully schedule all the actions necessary for achieving the goals, paying attention to the priorities and orders of these actions. A deadline should be assigned for completing each action.

Important notes:

- Do not pack your schedule too full. Reserve some time for emergencies and unexpected disruptions.
- Make a list of things you need to do daily to avoid omission.
- Refuse others’ request if your time is limited, bearing in mind that others will understand if you tell them your reasons politely and clearly.
- Work seriously but do not be a perfectionist. Being too picky will only waste your time unnecessarily on insignificant details.

3.Determine Priorities

You should first handle important and urgent matters. You may try to determine your priorities based on the following table:

	Urgent	Not urgent
Important	1	2
Unimportant	3	4

1 – First to be handled 4 - Last to be handled

4.oid Delays

Delays are often avoidable. Many causes of delays can be resolved if we are determined enough.

Causes of Delays

Solutions

- | | |
|--------------------------|---|
| Lack of interests | → Try to find out the benefits of completing a task. |
| Lack of sense of urgency | → Set a deadline in order to provide a sense of urgency. |
| Difficult task | → Build up your confidence and will power to overcome difficulties. |
| Lack of incentives | → Give yourself a treat after completing a difficult task. |
| Excessive anxiety | → Leave sufficient time for preparation to boost confidence at the beginning. |
| Indecision | → Be determined and make decisions quickly. |

5.Enhance your Efficiency

Enhancing efficiency means to achieve the greatest performance with the least resources, not working night and day without taking a rest. We have our biological clock. You may have to spend more time to complete a task if your body is not in a sound state. The following principles should be followed in enhancing your efficiency:

- *Work according to your own capabilities*

Understand your own physical capacity and schedule your work accordingly. Arrange the most important matter to be done at a time when your efficiency is at the highest, such as after taking a rest.

- *Work and rest as scheduled*
Take a rest to relax yourself after working hard for a period of time. You may listen to music, chat with your family or do something of interest. You will feel refreshed and be able to carry on your work.
- *Maintain good physical and mental health*
Health problem will surely affect your productivity. Healthy lifestyles such as maintaining a balanced diet, doing appropriate exercises, and having sufficient sleep are conducive to your health. In addition, a positive outlook on life and an optimistic attitude will help you a lot in overcoming difficulties and enhancing your confidence. Never be misled into believing that smoking, alcohol or drugs can increase your productivity. On the contrary, these things can only endanger your health.
- *Make good use of time*
Sometimes, time is lost in situations that are beyond your control, such as a traffic jam or waiting in a queue. You can make use of such time to plan your schedule or jot down things you need to do.

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★ Time makes up episodes, and such ★
★ episodes constitute part of our lives. ★
★ Our lives will be better enriched if we ★
★ can make better use of our time. ★
★ ★ ★ ★ ★ ★ ★ ★ ★ ★

I am the Master of Time

