

# Time Management Definition and Skills

## Time Management Defined

“Time management is the ability to use one’s time effectively or productively, especially at work.”  
 —*The Oxford Dictionaries*

## Benefits of Time Management

- Leads to increased productivity
- Decreases stress and increases energy
- Allows for focus on what is important
- Enables goal achievement
- Develops skills such as delegating, prioritizing, planning, organizing, and so on
- *What other benefits do you see?*

## A Cultural and Mindset Shift

From Work-Life Balance	To Work-Life Integration
Under this mindset, time for work is split from time for “play” as distinct timeframes with boundaries.	Now, the belief is that such a thing as balance no longer exists. We are conceivably accessible 24/7.
A commonly heard phrase is to “leave work at work” and not take it home with you.	With the continual advent of new technologies and mobile devices, lines are increasingly blurred between our work and personal lives.
It can be frustrating if work and play are not in “balance,” or when work bleeds over into downtime, if operating under the work-life balance construct.	“Play” is now more integrated than ever into work days; flexible hours and work locations are expectations of employees who look to achieve this integration.

## Time Management Key Skills

**Analyzing:** Regularly looking at exactly where and how you spend your time and recognizing when adjustments need to be made. Adjustments could be along the lines of eliminating or rescheduling activities, ending certain relationships that are time-consuming with no benefit or reciprocity, or designating times of the day to focus on specific tasks.

**Controlling:** Taking charge of your days and schedule by saying “no” when necessary, using time management tools effectively, and making conscious decisions on the use of your time.

**Delegating:** Assigning tasks to another person by setting clear expectations of what needs to be done by when with consistent follow-up.

**Goal Setting:** Specifying an achievement to attain by creating a plan that includes specific action steps, success measures, and deadlines.

**Planning:** Using a system or process to ensure that tasks and activities are completed as needed and that time is made for what is most important.

**Prioritizing:** Deciding which tasks and activities are important based on criteria such as alignment with goals and responsibilities, personal or professional values, relationships, and deadlines.