

Time Management Tips
Lorna Adams, RN MA Psychotherapist
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1. Take a look at the “big picture” of your life and determine your short term and long term goals.
2. Determine if you are more productive/creative in certain times of the day, and then schedule the items on your list accordingly.
3. Make a detailed list of everything that must be done in order to reach your goals (Make sure to include “musts”, “wants”, and leisure/relaxation).
“Notice which activities in your life energize you and which ones leave you feeling drained and resentful and try to restructure your life-or your attitudes-accordingly.” (Cox, 2006).
You might find that some things you list as “musts” are really “wants” and vice versa
If a “must” is overwhelming, break it down into smaller pieces that can be done each day or week.
Example: Preparing for a seminar often seems overwhelming and stressful to me. So I break it down into smaller pieces that can be done each day or week, depending on how much time I have. For instance, I start by gathering my research data. Then I make an outline. Next, if I feel a short paper is in order, I write a rough draft, with the resource page. Then I write the final draft. Finally, I gather my props and other items that I need to bring with me while I practice my presentation.
4. Once the large, general list is made, break this down into progressively smaller lists (yearly, monthly, weekly, and daily). The daily and weekly lists will need to be occasionally reevaluated to make sure they are relevant to the larger goals.
5. When creating the weekly lists, make sure to include leisure/relaxation/ date nights with spouse, etc. If busy people don’t schedule these things, they won’t get done, which will lead to increased stress and burnout.
6. If everything on the daily list doesn’t get done, determine which items are definitely “musts” for that week, and add them to the top of the next day’s list. Remember that some days will be more productive than others. The key is to make the most of the productive days, and be kind to yourself on the less productive days.
7. If you start to feel discouraged, then look at your larger goals and remember the things you have already done to reach them.

Resource List

Cox, Sharon, RN, MSN (March, 2006). Better Time Management: A Matter of Perspective. *Nursing*, 2006, 43.

Marano, Hara Estroff (Mar/Apr 2006). Getting Out From Under. *Psychology Today*, 39, 41-42.

O'Keefe, Edward (Mar/Apr 2006). Time Management- Getting IT Done. *Careers and Colleges*, 26, 12.

Seneca, Annaeus Lucius (retrieved 5/17/06). Time Management.

<http://www.studygs.net/timman.htm>

<http://www.studygs.net/schedule/index2.htm>

<http://www.studygs.net/schedule/goals.htm>