Time Management Tips to Increase Your Efficiency

Do you have trouble making productive use of your time without feeling overwhelmed? Below are some time management tips to help you become more efficient in your personal life as well as in your classes and education program.

Plan Ahead. Focus on planning your schedule a week in advance. Organize and prioritize your tasks and assignments so that they are easy to find. This will give you a picture of what you need to complete for the week. Figure out when you are most productive and make sure that you block your schedule to work during that time period.

Utilize A Calendar. If you struggle to track your assignments and tasks, create a calendar of events through any technological platform or manually. Applications such as Google Calendar, the calendar on a cell phone, and even a paper calendar will suffice. You can customize your calendar so that you can see your schedule throughout the week and prepare accordingly.

Prioritize One Task. Create a "Daily Highlight" or something that you really want to accomplish during that day that will be satisfying for you to complete. Once you have that task done you feel a sense of accomplishment even if you aren't able to complete the rest of smaller agenda items.

Utilize Parkinson's Law. According to Parkinson's Law, "Work expands to fill the time allotted". The amount of work required adjusts to the time available for its completion. Give yourself tighter deadlines to help you maximize your effort to complete work earlier. We tend to work with more diligence when we have deadlines to meet.

Schedule Breaks. During the day, schedule 10 to 15 minute breaks to give you a chance to reset. Take your mind off of work by having lunch, watching entertainment, reading a book, etc. In order to be the best versions of ourselves we need to decompress so that we can come back more energized to finish the rest of our day.

Time management is key to maximizing your productivity.