



Time Management

Whenever we mention time management, it is usually with a view to working more efficiently, getting more from the working day. This task-oriented discipline is valuable, as it can prevent us from doing what we want rather than what we must do. However, we should be asking ourselves what we really want extra time for? All work and no play can make Jack an overstressed, underachieving nutcase whom family and friends begin to shun. We need to plan to place importance on relaxation.

To reach this balance, we must tailor a plan to suit your exact personal lifestyle choices and requirements, it is important to manage time in a way, which reflects our own choices, not to follow dogmatic practice, which imposes restrictions and wastes this precious commodity.

Start by considering time spent according to the following categories

Working: - Be specific about this and remember to include administration

Support Tasks. - Domestic chores, eating, personal hygiene and travelling

Sleeping: - Everyone is different, but you will all know if you need lots or less sleep

Relaxation: - Time doing exactly what you want, the British Medical Association (BMA) recommends a minimum of 30minutes everyday spent doing what you want.

Take the results and check them against the BMA's recommendations

Work:	25% - 35%	42 to 59 hours
Support:	15% - 25%	25 to 42 hours
Sleeping:	25% - 35%	42 to 59 hours
Relaxation:	6% - 18%	10 to 30 hours

If the results you obtain are significantly outside these limits, you are likely to be damaging both yourself and your business.

Remember the following points

- ✓ Relax for at least 30 minutes each day
- ✓ Spend time travelling or waiting for things well
- ✓ Consider times when you have felt swamped or unable to cope.
- ✓ Making good decisions means being able to step back from work
- ✓ You will not feel refreshed if you spend all your non-work time in support chores.
- ✓ You are not relaxing if you are not enjoying yourself. Is what you are doing contributing to your objectives? If is not, then stop doing it.