



The Value of Time Management Training

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Time Management in the Workplace – Three Time Management Tips to Help You Get More Things Done Faster

Success in your career has a lot to do with time management in the workplace. Unfortunately, you don't have all the time in the world to do what you have to do. Here are some time management tips to help you.

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Balancing Work and Life

While we are all looking for “a balanced life,” few know where to find it. People have become so disorganized; those few who know where they are supposed to be and what they are supposed to be doing outperform the rest. Here are some practical recommendations for managing your time and optimizing your effectiveness.

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Time Management for Small Business

Smaller businesses are always the first ones to feel the pinch of the ticking clock. They're under-staffed, under-budget, and even under-managed. While we can't add more hours to a day, we can learn better ways to make use of them. So here are a few ways that managers of smaller businesses can better manage their time.

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The Value of Time Management Training

Time is the most valuable but least controlled asset for any business organization. Time management training seeks to maximize the amount of work done for the limited time that is available for the enterprise. Every person in the office hierarchy would benefit from undergoing time management training. In return, one can expect that the person who received training would be able to manage his or her time properly and become a more productive individual in the workplace.

The fact is we cannot control time. Once the second ticks past, it cannot be brought back. We can only work within the constraints of time and it is in this context that time management training has its value. By training staff members to handle their respective workloads within the framework of time allowed, businesses can do more and gain more in the long run. To simplify, the aim of time management training is to exercise work teams to handle deadlines effectively towards a more productive business.

Time management does not only benefit the business. Those who take the time to train for time management also gain valuable insights into managing time effectively in relation to their personal and family lives. One can therefore find a balance in their work-life situations which in turn will help them to be less stressed, and more stable and happy individuals.

Time Management for Businesses

The main complaint in a lot of office environments these days is the amount of backlog that may have accumulated with regard to the work of individual staff members. This is the tell-tale symptom that the worker has too much work than he can actually handle or that something is lacking in terms of the worker's time management capabilities.

When left unchecked, you may not even notice it but these backlogs can become a huge burden for the entire business organization. That is why it is highly recommended to have every staff member, especially new personnel, undergo at least some form of rudimentary time management training as part of their orientation. With that in place, your staff will not have an excuse for having backlogs at work.

For management and top executives, time management training is all the more imperative as these are the positions that are usually the busiest in the company. Here, setting priorities



and delegation play very important roles. When management are unavailable, aspects of the business may be overlooked which could be detrimental to its performance.

The Relevance of Training

The scope of time management encompasses everything about a business—from day to day operations, to holding of meetings, execution of projects to housekeeping activities. Everyone spends time at tasks and more often than not has deadlines to meet.

Hence, time management becomes relevant for everybody in the office. Time management training is a singular learning experience that is important for anyone who exchanges their time for producing other products or services that are of value to others. With this, it can be said that business and time management training are inseparable and should always go hand in hand to ensure success. ©

About the Author: Sheila Mulrennan is a business author and journalist who regularly contributes articles on Management, Personal Development and Time Management Training to leading business publications. Visit www.professionaldevelopment.ie for more information.

Time Management in the Workplace – Three Time Management Tips to Help You Get More Things Done Faster



Success in your career has a lot to do with time management in the workplace. Wouldn't you want to have time to finish that six-page analysis or report? Unfortunately, you don't have all the time in the world to do what you have to do. What then happens is that you overlap your responsibilities with your personal life. However, by employing time management in the workplace, you'll be able to perform faster, better and just plain get ahead. Here are some time management tips to help you:

1. Don't let email slow you down.

Of course, you need to check your email for important work-related messages. My advice is that you dedicate specific times in the day for that purpose only.

That sense of having just enough time to read a batch of messages puts you in work mode and allows you to concentrate on responding to the emails efficiently, as opposed to sporadic email checks which you probably do leisurely and without the same sense of urgency.

2. Make use of your planner.

There is a reason planners (both leather bound and electronic) were created. They help you schedule things and assign tasks on a specific time slot.

Planners help you develop better time management in the workplace by keeping you on track. Besides, it can


be very fun filling in details in your planner. Having a little fun with planning makes you less vulnerable to slacking off.

3. Know your priorities.

One of the most important tips for time management in the workplace is to know which tasks should be done first. Don't try to do everything at once.

I tried to juggle several tasks once because I assumed multi-tasking would help me complete my work faster. Sadly, that wasn't the case at all. I ended up getting tired quickly and unable to put in as much effort into them. As a result, I had to re-do some of them because I wasn't satisfied with the end product.

Doing things over will cost you; so unless you can settle for mediocrity, I strongly suggest prioritizing your responsibilities. And do it one thing at a time.

Time management in the workplace is an efficient skill to have. Don't worry if you're not the most organized employee in the world or if you're always lagged behind deadlines. It's not too late to change your habits for the better. You still have time to deal with time. 

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Balancing Work and Life

While we are all looking for “a balanced life,” few know where to find it. The digital age has brought about significant changes in the way we work and live, and it is as if our work and home lives have morphed into a never ending list of commitments from the boardroom to the soccer field. People have become so disorganized; those few who know where they are supposed to be and what they are supposed to be doing outperform the rest.

Time management has become a critical job skill, and lack of organization can be a trigger of tremendous stress, and poor health. Our minds are capable of processing a tremendous volume of information, which is why we often wake up in the middle of the night thinking about the important details we have missed. This happens because our subconscious has much more capacity than our conscious mind, which results in inner conflict when we have missed our commitments.

Here are some practical recommendations for managing your time and optimizing your effectiveness:

Manage your energy effectively. If you wish to contain the number of hours you work, make sure they are as productive as possible. Make sure you are eating well and exercising at least 3 times per week, and make sure you are getting enough sleep. Alcohol and caffeine are proven to disrupt sleeping patterns, so drink modestly during the week and balance cardio, stretching and resistance workouts to reduce stress. Green tea is a great alternative to coffee and soda as it balances out your energy and mood swings. To improve your metabolism and sustain energy by stabilizing your blood sugar, eat meals of no more than 400 calories every 4-5 hours and drink lots of water.

Hire and retain the best talent available. Senior executives should spend 80% of their time with customers and developing direct reports. If you are reacting to problems and serve as the primary problem solver in your organization, you have the wrong people on the bus. The most effective leaders are generally very strong delegators. C-level executives should be strategic thinkers, investing in developing long term systems, processes and products/services that will sustain long term growth. Concentrate on hiring and developing people who can manage sales, and day to day operations. Failure to succeed in the war on talent will drain your company and your time.


Set limits on your role. Define which decisions you expect to make and which you expect others to make, and stick to the script.



Find dedicated time for planning and thought leadership. I have always been the first to arrive to my office, because I cherish at least 30-60 minutes of focused time to complete projects without phone calls and distractions. If you are not an early bird, find a couple of hours a week of quiet time and let your staff know you are not to be interrupted while your door is closed, unless there is a legitimate emergency. Always have a book or magazine with you and take advantage of down time on planes and at car washes.

Plan productive meetings. Require that the meetings you attend be productive. Participants should come prepared and an agenda should be used with clear deliverables articulated and documented. Generally, meetings should start and end on time, be completed in an hour and be scheduled in advance.

Use an appropriate planning system. Use a planning system (such as Franklin Covey) and/or PDA religiously. Track every action and every detail on a list. You may not cover every item on the list but knowing that you have the list will reduce your stress. Every day, plan your work for the following day and track it in your planner. For me, I have found that having both a planner (for notes and tasks) and a PDA (for dates and appointments) to be the most effective system but many people are effective using one tool.

Schedule time in your planner for personal and health commitments. When we manage time ineffectively, we often do not eat and exercise as well. To counteract this, schedule workout time in your planner, and keep to your exercise regimen. Schedule time in advance for those things you never get to such as your child's sports practices or performances, and honor the commitment as if it were a meeting. Have your employees do the same! 

By Marc Emmer

Time Management for Small Business



Time. We all want more of it, but sadly, there's just not enough hours in a day to go around. And there's nothing that a small business needs more than time: more time to build your business, more time to look for clients, and more time to pass deliverables.

Smaller businesses are always the first ones to feel the pinch of the ticking clock. They're under-staffed, under-budget, and even under-managed. That's because during the first few years, the boss spends most of his time doing some of the dredge work, taking away precious minutes that he could have spent growing the business.

While we can't add more hours to a day, we can learn better ways to make use of them. So here a few ways that managers of smaller business can better manage their time:

Do a work-audit.

What do you really do every day? We all have a general idea of our goals, and what we need to do in order to achieve them. But rarely do we ever evaluate the different tasks required to do our jobs. The result, is that we sometimes repeat the same tasks; do something we could have easily delegated, or never find out a better way to do a particular task.

By breaking down our tasks and doing a work audit, we can come up with not only more efficient ways to do our business, but it also gives us a better idea on how we all spend company time.

Learn to delegate.


Most bosses hate delegating, more so in smaller businesses, where the boss tends to be the business owner. They feel more in control if they do the important stuff, which in their eyes is everything.

Delegating smaller task not only allows you to focus on the core business, but it also builds a feeling of trust among co-workers.

Play to your strengths.

It is amazing how people never capitalize on their strengths. Likewise, how people seem to be stuck on their weaknesses.

Do yourself a favor; step back and analyze the things at which you excel. List them down, then move on to examining the things with which you feel you need help. (Do not include those which you hate doing.)

Playing to your strengths means concentrating your efforts where you excel; and delegating the things with which you need help. Not only do we do the things we're good at faster, but it makes no sense to spend half-a-day drafting a sales copy, when you know writing is one of your weaknesses. Instead, hire someone who can do a better and faster job, then focus your efforts where you excel. 

By Jay Hindrik

“Time = life; therefore, waste your time and waste your life, or master your time and master your life.”

- Alan Lakein