# Coaching Tip:Time Management- A System for Getting Things Done

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“I am definitely going to take a course on time management… just as soon as I can work it into my schedule.” – Louis E. Boone Can you relate to this quote?  So many of us take the time to worry over not completing a task, or watching time go before us.  There is never enough time.... Managing your time will:

* relieve the stress you feel,
* give you a sense of self accomplishment,
* show your value to others,
* keep your tasks under control so your life is not controlled by an inanimate object.

Tasks fall into 4 quadrants:1. urgent and important, 2. not urgent but important, 3. urgent but not important, 4. neither urgent nor important. Examples of quadrant 1: pressing problems and managing crises, 2. preparation, prevention, planning, relationship building 3. interruptions, some phone calls, some reports, some mail, many activities 4. trivia, junk mail, busy work, "escape" activities Activity:

* Make a list of your tasks
* Give them skill levels: high, medium, low; Give them value levels
* Categorize them according to the quadrants.
* Select those tasks that fit into quadrant 1 and develop a time sheet for each day.
* Select the other tasks and do the same.

You will have to plan each day to cover most of those tasks that are on your list. As you tick them off, you will also be adding new ones. Before the end of the day review your list and add tasks that have come up.  At the beginning of the day, review your list again so you know what your day will look like.

### Take time on your schedule to rejuvenate.  Fifteen minutes a day of quietness, deep breathing, or mediation, can work wonders for your mental acuity.  Be in control of your time.  Don't let your time control you.  Hold yourself accountable!!

When you have the time, let me know how this activity worked for you.

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