



# Finding More Time

**Finding More Time**

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**Finding More Time****Table of Contents**

5 Reasons Why You Should Learn and Practice Proper Time Management	5
8 Simple Steps to Improve Your Time Management	8
Helpful Time Management Tools	11
How and Why You Should Play Time Management Games	14
How to Buy Time Management Software	17
How to Find Time Management Games	20
How to Teach Your Children About Time Management	23
Important Information on Time Management	26
Personal Time Management Tips	29
Successful Time Management Techniques	32
The Danger of Not Managing Your Time at the Office	35
The Importance of Personal Time Management	38
The Importance of Teaching Your Children About Time Management	41
The Importance of Time Management	44
The Importance of Time Management for Students	47
The Importance of Time Management In the Workplace	50
The Pros and Cons of Time Management Training in the Workplace	53
Time Management and Parents	56
Time Management Game for Kids	59
Time Management in the Workplace How to See Success	62
Time Management Software in the Workplace Is It Worth the Cost	65
Time Management Tips for Students	68
Time Management Tips to Help You See Success	71
Time Management Training What It Entails	74
What To Do With Employees Who Don't Properly Manage Their Time	77

## Finding More Time

# 5 Reasons Why You Should Learn and Practice Proper Time Management

## 5 Reasons Why You Should Learn and Practice Proper Time Management

Do you have a problem with time management? If you do, you have two main options. One of those options and often the most popular is to continue on with your normal activities. Unfortunately, doing so may have a negative impact on your personal life, as well as your work life. The other option is to make a change. The good news is that there a number of steps that you can take to improve your time management.

As for what you can do to improve your time management, you will see that a number of different approaches can be taken. Goal setting, to do lists, limiting tasking, prioritizing, and outsourcing are all effective ways to manage your time, but they are also just a few of your options. As for why you should learn and practice proper time management, there are a number of reasons why, five of which are outlined below.

### 1 – It Is Easy To Do

As previously summarized, you have a number of different options when looking to make better use of your time. These options are all easy and cost effective ways. In fact, creating goals and task lists for yourself is free of charge. Since it is easy for you to learn and practice proper time management techniques, why would you want to do anything else?

## Finding More Time

### 2 – It Is Important To Your Personal Life

As previously stated, having a poor sense of time management has a number of serious consequences, one of those being your personal life. If you regularly pay your bills late, don't make contact with friends, or arrive home later than normal, you may be hurting your personal relationships and often in more ways than you could have ever imagined. Friends, spouses, and romantic partners will likely not want to put up with this behavior for long.

### 3 – It Is Important For Your Job

Poor time management will not only negatively effect your personal life, but your work life as well. If you do not know how to properly manage your time, you may get easily distracted. This may result in you wasting company time. If you are caught doing so repeatedly, you may find yourself terminated from your current position. This can also have a negative impact on your personal life, as it may leave your finances in serious trouble.

### 4 – It Is Something That You Can Only Benefit From

Taking the time to learn and practice successful time management techniques can only benefit you, your work, and your personal relationships. Since no money technically needs to be spent on time management tools or training, you have nothing to lose, but everything to gain. It is also important to ask yourself again the important question of

## Finding More Time

“why not?” Why not improve your life with the learning and practicing of time management techniques?

### 5 – The Options That You Have

Once again, it is important to focus on the options that you have when looking to learn and practice proper time management. Creating a set of goals and a task list is easy and free to do. Alarm clocks and timers can also be used to help you make better use of your time. You likely already own a traditional alarm, but your cell phone, computer, and television may also come equipped with alarm clocks as well.

As a reminder, there are a number of other time management tools and techniques that you can easily learn and practice all from the comfort of your own home.

**Finding More Time**

## 8 Simple Steps to Improve Your Time Management

### 8 Simple Steps to Improve Your Time Management

Are you an individual who can't seem to properly manage your time? If you are having problems at home or at work, there is a good chance that your problems may be caused by your inability to properly manage your time. The good news, however, is that there are a number of steps that you can take to improve your time management. In fact, 8 simple steps that you can take are highlighted below.

#### 1 – Know That You Have a Problem

Knowing that you have a time management problem is the first step in changing your behavior. Although it is typical to be late for work or a social event on occasion, it is something that should not be happening on a daily or a weekly basis. If it is, it is time for you to realize that you may have a problem.

#### 2 – Decide To Change

Knowing that you have a time management problem is important, but wanting to change is even more important. You need to set goals for yourself, as these goals can help to provide you with a source of motivation. Sample goals include showing up to work on time for a whole month, being on time for all dinner dates, and so forth.

## Finding More Time

### 3 – Stick To Your Goals

Creating a number of time management goals for you to meet is advised, but it is important that you don't give up right away or when you are faced with complications. Setting goals simply just isn't enough, you need to stick with them.

### 4 – Create Daily Task Lists

Creating a to do list for yourself is an easy way to properly manage your time. In fact, it is one of the easiest approaches that you can take. Outline what you need to do throughout the day. Be sure to list your tasks in order of importance.

### 5 – Rely On Time Management Tools

Properly managing your time is important, but it can be hard for many individuals to get use to, especially right away. If you are one of those individuals, you will want to consider using time management tools to your advantage. In fact, did you know that many cell phones and computers come with alarm clocks, alerts, and so much more?

### 6 – Learn How To Say No

In all honesty, there are times where you may not be able to refuse a project at work or a task at home, but try to not take on more than you can

### Finding More Time

accomplish. If you must, look into using outside help. In the home, this outside help can come from a housecleaner. At the workplace, this outside help can come from a coworker.

#### 7 – Get Organized

Organization is key to being able to properly manage your time. If you are unorganized, you are likely to waste a large amount of time. For example, in the workplace you can waste time by searching for lost or misplaced documents. The same can be said for the home; if you are unorganized, you can spend hours searching for your glasses or car keys.

#### 8 – Consider Hiring Professional Help

As previously stated, if you are overwhelmed at home, you may want to call on a professional housecleaner. In addition to taking this approach, there are other professionals that you can target. There are individuals and companies who specialize in teaching others how to effectively manage their time and stay organized.

## Finding More Time

### Helpful Time Management Tools

#### Helpful Time Management Tools

Would you like to improve your time management? If you find yourself easily distracted, missing important deadlines, or showing up to important events late, improving your time management may be a good idea.

Unfortunately, many individuals do not realize just how much trouble poor time management can cause them.

When it comes to improving time management, many individuals are surprised with all of the options that they have. One of those options is using time management tools to your advantage. If this sounds like an approach that you would like to take, please continue reading on. A number of helpful and successful time management tools that you can benefit from using are outlined below for your convenience.

An alarm clock is a simple, yet effective time management tool that you can and should use. What is nice about alarm clocks, is that most of us already have them in our homes. Be sure to set your alarm clock to get up in the morning. Consider resetting it five minutes before you must walk out to door to work, set it for when you want to start preparing dinner, and so forth. Although we often associate alarm clocks with getting up in the morning, they can actually be used for so much more.

### Finding More Time

A task list, also commonly referred to as a to do list, is another time management tool that you can and should use to your advantage. What nice about task lists is that they are free and easy to do. All you need is a piece of a paper and pencil. Outlining everything that you must do for the day is a great way to make sure that you stay focused and on task, which is an important component of managing your time. If you must, keep separate lists for home and work.

Daily, weekly, and monthly planners are other time management tools that can be used. The type of planner that you will use will all depend on your own personal preferences. With that said, many individuals prefer daily planners better, as they often leave more space to create a to do list or at least a spot to write down important dates and times. If you do use a daily, weekly, or monthly planner, be sure to keep it with you at all times.

Calendar alert programs are other time management tools that come highly rated and recommended. Calendar alert programs are so much more than just a traditional wall calendar. For the most part, these time management alert tools are found on computers and cell phones. What you will need to do is enter in an important date and time. When that date and time arrives, you should receive a message on your computer screen or cell phone screen. Text message and emails may also be sent. These types of programs are often used to remember birthdays, but they can be used on a wide range of other events, projects, and activities.

Finally, another tool that you will want to consider using is that of a time management training seminar. In addition to attending a physical class,

### **Finding More Time**

you may be able to purchase a seminar in video format. Although some individuals do not consider receiving training a tool, it is an important tool. There are professionals out there who can share time management tips with you, as well as help you improve your organizational skills.

**Finding More Time**

## How and Why You Should Play Time Management Games

### How and Why You Should Play Time Management Games

Have you heard of time management games before? If you are an avid internet user, you may have. Unfortunately, many individuals make the mistake of assuming that time management games are just for fun. Some actually go as far to say that time management games are a waste of time. Yes, they can be in some instances, but did you also know that time management games may be able help you practice managing your time?

Before focusing on the benefits of time management games, namely why you should play them, it is first important to understand what they are. If you perform a standard internet search with the phrase “time management games,” you will likely get a number of different results. This is because time management games are used to describe a wide range of different games. They often have different themes, including fishing, basketball, shopping, and so much more. The only difference between traditional computer games and time management games is that you are limited on the amount of time that you have to complete the game.

As for how you can find time management games, you will find that you have a number of different options. As previously stated, you can perform a standard internet search. When doing so, you will likely find websites that allow you to play games online, often free of charge. There are also software programs that you can purchase for time management games.

### Finding More Time

These programs are available for download online or else you can purchase a software program to install on your computer from a local or online retailer.

As for why you should play time management games, there a number of different reasons. One of those reasons being that they are easy to find. As previously stated, a large number of free time management games can be found online with a standard internet search. Should you wish to purchase your own software, you can, but it is not required. The ability to easy find and play time management games gives you little reason not to.

Also, as previously stated, time management games come in a number of different formats. You can play sports games, traditional arcade games and so much more. No matter what type of games you like to play or what your favorite hobbies are, you should have a number of different games to choose from, especially when you use the internet. In fact, did you know that there are even time management games out there for children?

Perhaps, the greatest reason why you should play time management games is because they can help you learn to make better use of your time. Unfortunately, this is an important point that many individuals do not necessarily think of. For example, some games have you eliminate screens of blocks by clicking on groups of blocks that are the same color. Many associated these types of games with fun activities, but they can also teach you to think quick on your feet. This can later benefit you in the workplace, as well as at home.

### Finding More Time

Another reason why time management games should be played is because they are fun. Since you do have a number of different time management games to choose from, you can find the game or games that best fit you and your personality. Although you will be working to make better use of your time, you will also be having fun. Learning how to manage your time is important, but it shouldn't seem like work.

As you can see, playing time management games are more than just about having fun or even wasting time. They are a fun tool that can be used to help you better manage your time. To see if time management games are right for you or if they can really help you better manage your time, see what free games are available for playing online today.

**Finding More Time**

## How to Buy Time Management Software

### How to Buy Time Management Software

Are you a business owner? If you are, do you currently use time management software as a way help your business run smoothly? If you do not, it is a software that you will want to examine. As a business owner, you need to know just how much money is lost due to unproductive employees. You also need to know that there are ways for you to make office wide changes that will promote proper time management.

Before focusing on how you can buy time management software, as well as why you should, it is first important to note what it is. Time management software is just like what it sounds. It is a computer program that can help an individual or a company make better use of their time. The features that a program has will vary, but common features include automated updates and reminders on important, upcoming deadlines, the ability to send office wide notices, and much more.

As for the benefits of buying time management software to use in your workplace, you may find that doing so allows you to save money. When you require that your employees use the time management software program installed on their computers, you will likely see that they stay focused more, stay on task more, and produce better results more often. For starters, many individuals work better when they know that they are

### Finding More Time

being monitored. Next, having information and reminders on upcoming deadlines leaves little room for excuses, especially time after time.

As for how you can go about buying time management software for your office, you may be interested in shopping locally. When doing so, there are a number of retail stores, including office supply stores and media stores that sell time management software. Shopping locally is convenient, but your selection of software programs may be limited. For that reason, you may also want to consider shopping online.

Speaking of shopping online, there are a number of ways that you can go about finding time management software online. First, you can order the software in CD format. This is just like what you would buy locally; however, the internet tends to give you the largest selection of programs to choose from, as well as the best prices. With that said, be sure to remember that not all programs are the same. Visit a website, like Amazon.com and read product reviews before making your purchase.

In keeping with using the internet to help you find and buy time management software, there are also websites that sell downloadable programs. This means that you are able to purchase and install the programs immediately. This is nice for many business owners as they don't have to wait and they can start reaping the benefits of improved productivity right away. Typically, as soon as your payment is proceed, you should get a file to download and install on your computer.

### Finding More Time

It is also important know that there are a number of time management software programs that you can find and download online free of charge. These programs are nice to use, but they sometimes lack features. They are different, however, from free trial periods. In fact, if you are able to find a time management software program with a free trial period, give the program a try, as you should have nothing to lose. Back to free time management software programs, if you are a business owner who is seriously looking to reduce wasted time in the office, you should consider investing in professional software programs that are loaded with features.

As a recap, if you are a business owner who runs an office setting, you may be able to benefit from the use of time management software. If that is the case, please use the above mentioned approaches to find and buy a software program for your office. The sooner you get started, the sooner you will be able to see an improvement in office productivity for your company.

**Finding More Time**

## How to Find Time Management Games

### How to Find Time Management Games

Are you looking for a fun and exciting way to make better use of your time? If you regularly find yourself late for meetings or missing important deadlines, you may need to improve your time management. Although the playing of games isn't always associated with putting your time to good use, it can be.

As great as it is to hear that time management games can help you learn how to make better use of your time, you may be curious as to what they are. Time management games are like most traditional games. The only difference is that you have a limited amount of time to finish the game. For example, a popular time management game is that of Tetris. With this game, blocks fall from the top of the screen and you must align them in the proper way until the screen fills up with blocks.

As for why you should play time management games, there are a number of reasons why. For starters, most time management games are fun to play. In fact, that is why some individuals deem them a waste of time because they may say that learning how to manage your time should be work, not fun, but that doesn't have to be the case.

Another reason why you should play time management games is because they can help you learn how to quickly think on your feet. This can help

### Finding More Time

you with a number of different situations, including emergencies. In fact, stressful and unexpected situations are where many individuals waste the most time.

If you are interested in using time management games to your advantage, you will first want to check your computer. If your computer comes preloaded with games, which many modern computers now do, you may have free time management games already installed on your computer. Just look for games that have set deadlines for you meet. Even games with trial periods are nice, as they can help you save money incase you don't end up liking the game in question.

The internet is another great way to go about finding time management games to find and play. In fact, many time management games can be found online free of charge. With that said, there are some gaming websites that you charge you a fee, but you may first want to find free online time management games. Playing games online is nice, as there are no software programs that you have to install on your computer. These online games can easily be found with a standard internet search.

Speaking of performing a standard internet search, you may want to search with the phrase "free time management games." You can also find online gaming websites. These are websites that list all sorts of games for you to pay. You can browse through the games yourself to find the time management games that you like the most. Finding time management games on your own can take a little bit of time, but you never know what other fun and exciting things you can find in the process.

### Finding More Time

In addition to games that you can find online or games that are already installed on your computer, you can also buy software for your own time management games. When you do so, you should receive a CD and an instruction booklet. Whether you buy these items in one of your local retail stores or online, the CD will need to be placed in your computer and then installed. Since you are buying a software program, as opposed to finding free games online, be sure to read reviews or examine trails first. This will help to make sure that your money is well spent.

Since you now know how you can go about finding time management games to play online and to buy, you should give them a try. As a reminder, there are a number of benefits to playing time management games. The best being the ability to quickly think on your feet.

## How to Teach Your Children About Time Management

### How to Teach Your Children About Time Management

Are you a parent who is interested in teaching your children the importance of time management? If you are, good for you. Time management is a skill that all children should learn, as it may have a significant impact on their future. Unfortunately, many parents do not take the time to teach their children the importance of proper time use. In fact, some parents don't even realize the importance of time management themselves.

Despite the fact that you are certain that you want to teach your child the importance of time management and ways that they can manage their time, you may be unsure as to how you can go about doing so. The approach that you decide to take should depend on your child's age. Please continue reading on for a few helpful tips.

For toddlers and preschoolers, you can use a timer, like a kitchen timer. This is a fun approach to take, as you are essentially creating your own time management game. What you can do is time your child while they complete an easy task. These tasks can be anything from cleaning their room, getting ready for bed, getting washed up for dinner, and so forth. Just make sure that you set a timer with enough time for your child to reasonably do what you are asking of them.

### Finding More Time

With toddlers and preschoolers, it is important to remember that your child is still young. It isn't always a good idea to discipline them for taking longer than you expected them to take. Just be sure that you talk to your child about picking up their speed and give them easy to understand tips on how they can go about doing so. At this age, be sure to reward your child for beating the time. This reward can be a simple praise, a hug, or a sticker.

As for elementary school aged children, a timer can still be used, but some children do tend to outgrow this approach. Just be sure to talk to your children about time management, its importance, and the consequences for regularly being late. At around the age of eight or so, children are better able to understand what happens when they don't make proper use of their time.

For teenagers, it is important to talk to your child. You will also want to set a good example. Depending on the circumstances at hand, it may also be a good idea to discipline your child. This is actually important to do with schooling. For example, if your teenager isn't able to get their homework done or if they don't study for a test, they may end up with bad grades. After a few warnings, consider limiting the amount of time that your teenager is able to spend with their friends or the amount of television they are able to watch. Doing this, even just temporarily, is likely to teach your teenager an important lesson about time management and the elimination of distractions.

In keeping with teaching a teenager the importance of time management, it is important to not just take away privileges, but to also provide education.

### Finding More Time

Make sure that your teenager understands the importance of time management. In college, your child will be responsible for studying, doing their homework, and other important tasks and they will not have you there to help guide them. The same will be true for the workplace. Unfortunately, this is where many young adults run into problems. Don't let your son or daughter fall victim to poor time management.

As you can see, there are a number of easy ways that you can go about teaching your child the importance of time management, as well as tips that you can share with them. Regardless of your children's ages, the lesson of managing time is one that should be taught. In fact, the sooner that you start teaching your children how to properly manage their time, the better the results will likely be in the long run.

## Finding More Time

### Important Information on Time Management

#### Important Information on Time Management

Are you an individual who finds it difficult to properly manage your time? If you are, you may be looking to make changes. After all, not having a good sense of time management may have a negative impact on your personal life, as well as your work life.

If you are looking to improve your sense of time management, there are a number of steps that you will need to take. These steps should have you making better use of your time in no time at all. A few of these steps are highlighted below for your convenience.

First, be sure to set goals for yourself. In fact, setting goals is the most important thing that you can do. Set a number of goals for yourself, such as getting your home office or work desk organized in two to three days. Another goal that you can set is the goal of arriving to work early, and so forth.

Another important component of improving your sense of time management is knowing that there is only a certain amount of time in the day. This is important to remember when setting goals for yourself. You do not want to overextend yourself either at home or at the workplace. Instead, create realistic goals for yourself that you will be likely be able to meet.

### Finding More Time

A good part of knowing that there is only a limited amount of time in the day and a limited number of things for you to do is also knowing when to say “no.” Although you may not always have the pleasure of telling someone no in the workplace, you should have more flexibility at home. If you can’t afford to take on extra assignments at work, don’t. If you can’t find the time to complete another task at home, like dust or vacuum, seek help from your partner, your children, or a professional housecleaner.

In addition to creating a goal list, it is also advised that you create a to do list for yourself. Depending on how out of sync you are with your time, a daily to do list may be required. After time, you may be able to graduate to a weekly or even monthly to do list. When creating your list, it is important to know the importance of prioritizing. First, it is important to determine which tasks are the most important. What tasks have the greatest sense of urgency? Those are ones that should be at the top of your list.

As for ease, an easy way to improve your sense of time management is to eliminate or limit your distractions. If you find yourself wasting a considerable of time, what is it that distracts you or gets you off task? Is it the internet, socializing with friends, or the television?

If the above mentioned approaches still aren’t able to help you manage your time like you had hoped, you may want to consider hiring the services of a professional. As previously stated, if you need additional help at home you may want to hire a professional housecleaner. With that said, did you also know that there are experts who can show you how to better manage

### **Finding More Time**

and make use of your time, as well as those who can help you get your home or office more organized? There are. The professional help, knowledge, and expertise of these individuals is never a bad thing.

**Finding More Time**

## Personal Time Management Tips

### Personal Time Management Tips

Are you an individual who just feels as if you can never catch up? Do you feel like you can't get everything that you need to do done? If so, it is important that you take steps to rectify the problem. Poor time management is often associated with the workplace, but did you know that your personal life can be negatively impacted as well? It can be.

As for how poor time management can have a negative impact on your personal life, you may be surprised just what it can do. For example, if you have a poor sense of time you may find that your relationship with your spouse, romantic partner, friends, or children suffers. Those who have a poor sense of time are often stressed, frustrated, and unorganized. This is likely to put a significant strain on otherwise healthy relationships.

Despite the fact that time management can have a negative impact on your personal life, there is good news. That good news is that there are ways that you can prevent your poor use of time from becoming too much of a problem. The biggest way to prevent this from happening involves learning how to make better use of your time. To help you get started, a number of personal time management tips are outlined below.

An easy way to learn how to make better use of your time involves creating and relying on to do lists. If you have everyday tasks that have become a

### Finding More Time

part of your routine, like getting your kids ready for school or going to work, you do not necessarily have to include these items on your list. With that said, other non-daily tasks should be added. These tasks may include running an errand before work, attending a child's sporting event, helping your child with an important school project, going on a date, and so forth.

Learning how to prioritize is another important component of being able to properly manage your time. It is important to remember that the day and its time is limited. If you have a family and a fulltime job, you may find it difficult or downright impossible to get everything done. If that is the case, be sure to prioritize. You can leave the lesser important tasks, such as dusting your house as opposed to doing laundry for later or the following day.

The use of time management tools is another easy way that you can go about making better use of your time. There are a number of tools that you can use to your advantage. A to do list was cited as an example above. Other tools that you may be able to benefit from the use of include alarm clocks and daily or weekly planners. Since most time management tools are affordable, already in your home, or free to create, you should use them to your advantage.

One of the many reasons why people end up wasting time is because they are easily distracted. If you feel this the main source of your time management problems, you will want to determine what your biggest distractions are. For example, do you spend too much time socializing with coworkers after work or with the neighbors? If so, you don't have to

### **Finding More Time**

completely eliminate this contact, but try to limit it. The same can be said with television and internet use.

**Finding More Time**

## Successful Time Management Techniques

### Successful Time Management Techniques

Are you an individual who finds it difficult to manage your time at work or at home or at both places? If you are, you may be looking for information on how you can make better use of your time. You will likely be pleased with all of your options, as there are a number of different steps that you can take. A few successful time management techniques that have worked for others, just like you, are touched on below.

One of the most successful time management techniques is that of goal setting. Goals provide many with an important source of needed motivation, as they give you something to specifically aim for. Whether you set a long-term goal, such as improving the management of your time in general, or a short-term goal, such as showing up for work on time, goals are important. However, make sure that the time management goals you do set for yourself are realistic.

Creating daily to do lists is another one of the many ways that you can go about making better use of your time. In fact, after time has passed, you may not even need to use a daily to do list. For the time being, a to do list can help make sure that you stay focused and on task. It can also help create a new routine for yourself, one where you are better aware of your time and what must be done.

### Finding More Time

In addition to creating a simple to do list, you are also urged to prioritize. In fact, prioritizing combined with daily to do lists is the best form of time management. Whether your to do list is for the home or work, take a close look at all of the tasks you need to complete. Which tasks are more important? To reduce stress, add those with the most urgency to the top of your to do list.

Another successful time management technique is one that is very easy, but many people have a hard time doing it. This time management technique is just saying no. It is important to remember that there are only a limited number of hours in the day. No matter how much time and effort you put into staying focused and on task, there are still some things that you may not get accomplished. That is why you should never take on more than you reasonably believe that you can handle.

If you do find yourself saying yes to completing an extra project at work or taking on too many responsibilities at home, it is important to remember that you can ask for help. In fact, knowing when to ask for help is an important component of time management. You can ask your friends, children, or romantic partner for help around the house. You may also want to call upon the services of a professional housecleaner. In the workplace, consider outsourcing your work to another employee, if you are able to do so without getting into trouble.

Staying organized is another easy, yet effective and successful time management technique. In fact, did you know that time management and organization go hand in hand? They do. If you are organized, you will

### **Finding More Time**

spend less time searching for lost or misplaced items or other important work documents. The more organized you are at both home and work, the easier it will be for you to manage your time.

## Finding More Time

# The Danger of Not Managing Your Time at the Office

## The Danger of Not Managing Your Time at the Office

Are you employed? If you are and if you work in an office setting, do you know how to make good use of your time? If not, it is vital to your success and your financial standings that you start doing so as soon as possible.

Unfortunately, many individuals do not know the many consequences that they may face if they don't perform their best at work. Even if you have been able to slide under the radar before socializing with coworkers or surfing the internet, your time of just messing around may soon come to an end. This is because more employers realize just how much money they are truly losing with employees who don't know how to manage their time.

As for the dangers of not properly managing your time at work, you are less likely to stay focused and on task. If you do not understand the importance of managing your time at work, you are more likely to get distracted, which may delay an important project or prevent you from meeting a deadline. This, in itself, can have a number of serious consequences. In a professional workplace, you shouldn't miss a deadline unless you have a good reason for doing so.

Another danger of not managing your time is that you are likely to get unorganized easily. In fact, did you know that organization and time management go hand in hand? If you do not know how to properly

### Finding More Time

manage your time, you likely rush to complete simple tasks, such as putting away important files. This will likely result in errors. However, when you later go to find those important files or documents, they may not be where you thought. This may result in you wasting time searching for them.

Although you may not necessarily think about this danger, it is still important to take into consideration. That danger is setting a bad example. Many individuals do not understand the ripple effect that most workplaces have. If other coworkers see that you are able to waste your time, either by socializing or playing computer games, they may try to do the same, especially if you are able to get away with this type of behavior. You may unintentionally endanger a whole office or company.

Perhaps, the biggest danger of not knowing how to properly manage your time at the workplace is putting your job at risk. As previously stated, many business owners are realizing just how much money they are losing on poor performing employees; therefore, many are starting to take action. You may receive a warning first, but there is a good chance that you will lose your job. After all, why should a company pay you to not work when there are hundreds of other men and women out there who would love to have your job?

If the possibility of losing your job wasn't enough, it is important to take into consideration what can and will likely happen with your good name. If you are terminated from your job, chances are you will find it difficult to find a job in a similar position. This is most often the case if you had a good, well paying job, such as that of an office manager. Many high paying positions

### Finding More Time

require recommendations and job references. If you get terminated from your position, these will be hard to come by. In fact, instead of not giving any comment at all, you may end up getting a bad recommendation!

The above mentioned examples are just a few of the many ways that you may end up suffering from poor productivity at work. The good news, however, is that you may be surprised just how easy it is to change your ways. Whether you choose to create daily to do lists for yourself, use a computerized day planner, or learn to better prioritize your responsibilities, get started with doing so as soon as possible.

## Finding More Time

# The Importance of Personal Time Management

## The Importance of Personal Time Management

Are you an individual who knows how to make good use of your time? If you are not, you may want to learn ways to make improvements. This is because time management can have a negative impact on your personal life. Unfortunately, many individuals only believe that poor time management hurts those in the workplace, but this isn't the case. In fact, there are a number of ways that your personal life can suffer from poor time management.

If you do not know how to manage your time, there is a good chance that you will be stressed out. You may also feel a wide range of other emotions, including anger, frustration, and fear. With that said, if you know how to properly manage time you are more likely to live a happy, healthy, productive, and stress free life.

Although we often associate poor time management with missed deadlines and showing up late to work, it is important to remember that the same can be said with your social life. Do you have friends? How much do you stay in contact with them? How often do you get together for coffee or lunch? If you do, do you show up for your meetings with friends late or do you forget to make regular contact with them? If you do, you may end up putting your friendships at risk.

### Finding More Time

In addition to having a negative impact on your friendships, poor time management may also have an impact on your relationship. To have a healthy and happy relationship, time management is important. You need to know how much time you should devote to your spouse, as opposed to spending it working, watching television, or hanging out with friends. Time management is also important as you want to make sure that you arrive home or at dates on time.

If you are a parent, having poor time management may also impact the relationship that you have with your children. When you are a parent, you have responsibilities to your children. The most common of these responsibilities is to feed and clothe your children. Depending on their ages, you may also be responsible for getting them ready and sent off to school or daycare. If you do not have proper sense of time or if you do just choose not to use your time wisely, you can end up hurting your children, like by making them late to school or other important events. All individuals are encouraged to have good sense of time, but it is vital for parents.

In keeping with being a parent, if you are a parent, poor use of your time also sets bad examples for your children. Whether your children are teenagers, toddlers, or elementary school aged, they will likely make note of your behaviors. If you want your children to get good grades at school and later get good jobs, it is important that you teach them all about time management and its importance. One of the best ways to do so is by setting a good example for your children. The good news is that this is a lot easier than it sounds. You can set a good example for your children by

### Finding More Time

getting ready for work in the morning on time or by arriving at scheduled events on time.

Another one of the many ways that having a poor sense of time management can hurt you is with your credit. Those who have poor time management also often have poor credit. This is because those who are unable to properly manage their time often pay their bills late. With credit cards, this can result in expensive minimum payments that just cannot be paid. By knowing when all of your bills are due, you are likely to have better credit, but time management is important.

As you can see, there are a number of ways that poor time management can negatively impact your personal life. For that reason, take steps to make sure it doesn't impact yours.

**Finding More Time**

## The Importance of Teaching Your Children About Time Management

### The Importance of Teaching Your Children About Time Management

Are you a parent? If you are, do you know the importance of properly managing your time? Since you have the responsibility of working, getting your children clothed for the day, and sending them off to school or daycare, there is a good chance that you know the importance of time management quite well. But, do your children know? If not, you should teach them.

As for why you should teach your children about time management, namely the importance of it and how to achieve, you will find that there are a number of benefits to doing so. A few of those benefits are highlighted below for your convenience.

For starters, it is important to know that time management is a lifelong lesson. It is one that your children will need to learn anyways, so why not get them started now? A head start on important life lessons can never hurt a child. In fact, poor time management, especially at the high school and college level can hinder your children's ability to get a good job and make a good living.

Another one of the many reasons why you are encouraged to teach your children about time management, as well as share time managing tips with

### Finding More Time

your child is because it is easy to do so. One of the best ways to teach your children how to properly manage their time is to set a good example. For instance, before leaving for an important event, show your children the clock and tell them what time you need to be ready to leave by. When you are ready to leave, be sure to make note of the time. If you and your family are able to beat that time, be sure to congratulate and praise your children, especially those that are young in age.

As cited as an example above, setting goals to be ready to leave the house by is a good way to teach your children about management. A fun approach for younger children is to rely on a kitchen timer. You can make a time management game out of brushing teeth, cleaning up a room, and so forth. This is ideal for toddlers and preschoolers. In addition to showing by example, it is also important to talk to your children about time management. Around the ages of eight to ten, children are better able to understand the consequences of running late. These consequences may involve missing a fun activity.

Another reason why you should talk to your children about time management and share important tips with them is because there are a number of benefits to doing so. These benefits are ones that will help your child for years to come.

At the elementary school, high school, and college levels, having a good sense of time can help your children get better grades. When in high school and in college, your children will have more freedom, in terms of studying and completing homework assignments. Those who have a poor

### Finding More Time

sense of time and those who do not know how to manage their time are likely to get poor grades on tests and homework assignments.

Another one of the many benefits to teaching your child how to improve their time is that you can receive some additional help at home. As parent, you should be relying on your children, especially teenagers to complete small tasks. These tasks should depend on their age. For example, toddlers and preschoolers should be able to clean their rooms and teenagers can help with laundry or dishes. These important skills are all skills that children should learn anyways, so why not turn them into time management lessons?

Since there are a number of benefits to educating your child on the importance of time management, you are advised to do so right away. As a reminder, toddlers and preschoolers, although young, can still benefit from a few important lessons.

## Finding More Time

# The Importance of Time Management

## The Importance of Time Management

How are you at managing your time? Are you good at it? If not, you may want to take steps to improve your time management. Doing so may involve creating a to do list for yourself, prioritizing your goals, and so forth.

As important as it is to hear that managing your time is important, you may be curious as to how so. Did you know that there are serious consequences to not managing your time, both at the workplace and in your personal life? To find out what could happen if you don't know how to manage your time or if you don't care to start, please continue reading on.

As for your personal life, this is where many individuals stand to lose the most if they have poor time management. Your romantic relationships and friendships can suffer.

As previously stated, poor time management can have a significant impact on your romantic relationships. In fact, it may cause your relationship or your marriage to fail. For example, those who don't know how to properly manage their time often have problems managing their money. Not paying your bills on time and other similar problems may be more than your relationship can handle.

### Finding More Time

Also, as previously stated, your friendships may suffer due to poor time management. Those who do not have a good sense of time often show up late for important events. This means that you may find yourself showing up late to lunch dates with your friends or parties. Doing so, especially time and after, can have a negative impact on your friendships. In fact, it may put too much stress on your friends.

In addition to having an impact on your personal life, poor time management can also have an impact on your ability to hold down a job. In fact, that is just one of the many consequences of not being able to manage your time at the workplace. For example, you may end up losing your job. When you don't have the ability to stay focused and stay on task, you are likely to follow behind with work responsibilities. This can put your job at risk because employers know that if you can't do the job, someone else can.

In addition to putting your job at risk, poor management in the workplace, will also put your good name at risk. It is no secret that being let go from a job is not good. In fact, you may find it difficult to get another job in the same field. If you have spent years working, there is a good chance that you will likely aim for the high paying jobs. Even with a lot of education behind you, work experience and reputation is important. Unfortunately, if an employer chooses to fire you, you likely will not get a good recommendation. This may essentially leave you stuck with a low-paying, dead-end job.

### Finding More Time

Since there are a number of serious consequences to not properly managing your time or at least making important improvements, it is important for you to take action right away. As for what action you should take. You will find that you have you have a number of different options, a few of which are outlined below.

One of the best ways to learn how to effectively manage your time to is create a to do list for yourself. When making your list, be sure to prioritize your tasks in order of importance. If you must, ask for help or rely on the use of time management tools. These tools come in a number of different formats and may include something as simple as a daily planner or something as elaborate as an automated alert system for cell phones and computers.

With a large number of serious consequences and the fact that it is easy to manage your time, there are a number of reasons why you should take steps to make an improvement. That is why you should get started on improving your time management today.

**Finding More Time**

## The Importance of Time Management for Students

### The Importance of Time Management for Students

Are you a high school student or a college student who finds it difficult to manage your time? If you regularly find yourself having late night study sessions or if you miss important deadlines to turn in your homework assignments, you may need to learn how to make better use of your time.

As important as it is to hear that time management is important for all students, including high school and college students, you may be wondering why. In all honesty, there are an unlimited number of reasons why proper time management is important for students. A few of those reasons are highlighted below for your convenience.

Learning how to properly manage your time will not only allow you to complete your homework assignments on time, but it will also allow you to stay better organized. In fact, this is great because time management and organization go hand in hand. When implementing a time management plan, you are likely to get all of your affairs, including your car, desk, and locker in order. This allows you to easily find your books, homework, assignments, and other school supplies. Staying organized is key to staying focused and on task.

Another reason why it is important for all students, like yourself, to learn how to properly manage your time is because it is a good lifelong lesson.

### Finding More Time

When you leave high school or college, you will likely enter into the workforce. Do you honestly expect to be paid to sit around and surf the internet or socialize with friends or coworkers? Jobs that allow you to do so are few and far in between. That is why it is important for you to learn how to effectively manage your time, as there are serious consequences for not doing so in the future.

From the standpoint of a student, proper time management can also make studying easier. When you are able to devote a specific period of time to studying, you are more likely to do so. This will also help to eliminate last minute cram sessions, which may occur in the middle of the night. The elimination of late night study sessions will not only help to keep you happier and better on your feet, but it will also help to improve your grades.

Speaking of better grades, that is one of the biggest benefits to learning how to properly manage your time. One of the many ways that you can better manage your time is by creating a to do list for yourself and by prioritizing. This should allow you to get all of your homework assignments completed on time and with ease. This is also likely to translate into better grades, since you should not have to rush.

The elimination of stress is another one of the many benefits to having a time management plan in place if you are a high school or a college student. It is no secret that college and high school can both be stressful on their own. After all, your grades may have an impact on your future job and your future income. With that said, proper time management will allow

### Finding More Time

you to get your homework done and studying done in a timely fashion, eliminating many stressful and nail biting situations.

Now that you know just how important time management for students is, you may be curious as to how you can improve yours. There are a number of tools that you can use to your advantage, including to do lists, day planners, alarm clocks, and computerized calendar programs. Eliminating distractions, such as socializing with friends, television watching, or internet surfing, is another great way to make sure that you stay focused and on task, especially when completing a school project or studying.

Since your high school and college grades can have an significant impact on your future, start making better use of your time. As a reminder, there are a number of helpful time management tools that you can use to your advantage.

**Finding More Time**

## The Importance of Time Management In the Workplace

### The Importance of Time Management In the Workplace

Do you work? If you do, you likely have a number of responsibilities at work. If you do, how well do you perform those responsibilities? Are you known as an overachiever at work or are you known for your poor time management skills, which often involves you showing up late to work or missing important deadlines? If so, you need to make changes right away.

As nice as it is to hear that you must improve your time at work, especially if you have a poor sense of time management, you may wonder what the importance is. In all honesty, there are a number of ways that making good use of your time at work can help you. On the same note, there are also a number of ways that poor time management skills can hurt you in the workplace. For more information on these situations, please continue reading on.

Poor time management at work is likely to have an impact of your public perception, as well as the public perception of your company as a whole. This is due in part to organization. If you do not know how to properly manage your time, you are likely very unorganized. This means that your office desk is a mess and that you may spend extra time looking for misplaced documents or other important files. A messy desk is not what you want your clients or your bosses to see.

### Finding More Time

Poor time management can also have an impact on your ability to receive a promotion or a pay raise at work. Even if you have what you would call a decent job now, there is a good chance that you do aspire to climb up the company ladder or to make more money. Your chances of doing so are quite slim if you are known as the worker who likes to waste company time. Learning how to make good use of your time at work can prevent that from happening, possibly resulting in your receiving a promotion or a pay raise.

Having a poor sense of time and use of time at work can also put your job at risk. You need to think about it from the standpoint of a business owner. Why would you continue to pay an employee that performs poorly and who has a poor sense of time management when there are many other workers out there who would love to have the same opportunity? Don't let your inability to properly manage your time cost you your job.

One aspect of poor time management in the workplace that should be examined is that of your credit. If you do not receive a needed pay raise, a promotion, or if you lose your job, there is a good chance that you will enter into financial despair. This may impact your ability to buy a home, get a new car, as well as a new job.

As you can see, time management is important if you want to have a happy, healthy, successful, and profitable career. For that reason, you are urged to take action right away before it is too late. Whether you temporarily lessen your job responsibilities, create daily task lists for yourself, learn to prioritize better, or seek time management training from a professional, you

### **Finding More Time**

are encouraged to do so. Remember, that your job can otherwise be put at risk.

## Finding More Time

# The Pros and Cons of Time Management Training in the Workplace

## The Pros and Cons of Time Management Training in the Workplace

Are you a business owner? If you are, time management should be of great importance to you. If your employees do not know how to make proper use of their time, you could be suffering the consequences. As for what those consequences are, they may include the loss of profits and a poor public perception.

If and when you determine that your employees are wasting their workday or even just a few minutes here and there, you will want to take action. In fact, the sooner that you take action, the better it will be for you and your company. As for what action you should take, you may want to consider time management training.

Time management training; it sounds professional and effective, but what is it? In all honesty, you will find that time management training comes in a number of different formats. For starters, you can have your own time management training run by you and your staff. On the other hand, you can use the assistance of a professional. There are individuals who specialize in teaching others how to stay organized, focused, and on task. You can hire one of these individuals to come into your workplace and educate your employees.

### Finding More Time

Now that you know what your main options are in terms of time management training for your office, you may be curious as to what the pros and cons are. For starters, the cost can be quite high. Many professionals charge a set rate, but others charge depending on the number of guests in attendance. One way that you can keep your cost down is by only requiring your problem workers to seek training. Another way is by hosting your own training sessions. This should be relatively cost effective for you.

Another con or downside to time management training in the workplace is the time that you must spend doing the trainings. In a way, it can seem like you are wasting the time of your company. In some instances it may be a time waste, but it is important for you to remember the end result. Taking an hour or even two hours to teach your staff the importance of time management, as well as sharing tips on how to be productive in the workplace is likely worth the time spent.

Although there are a number of cons or downsides to having your staff members sit through time management training, there are also a number of pros or plus sides to doing so as well. One of those is the fact that you are able to provide your staff members with a refresher course in the area of time management. This is a nice alternative to terminating some of your employees. In fact, some of your best performing employees may have problems managing their time. What this means is that when they actually do choose to work, they are likely to produce the best results. These are the type of employees that you will want to work with, not terminate right away.

### Finding More Time

Another one of the many pros or plus sides to having your staff members undergo time management training is that they shouldn't have any excuses. When you or a professional lays out specific ways that your employees can better manage their time at work, they don't have any excuses for not doing so. They can't claim that they didn't know that there were specific approaches they could take, as they sat through the meeting or training session. In fact, once your employees go through a training session, they are likely to know that they are being watched. This alone should reduce the amount of time that is wasted by your employees and produce better results.

Since there are a number of both pros and cons to offering time management training to your staff member, you need to decide if it is right for you and your company. If you are noticing a lot of staff members who take too long to complete their work or if you just see your employees hanging around the office, time management training is a good idea.

## Finding More Time

### Time Management and Parents

#### Time Management and Parents

Are you a parent? If you are, do you know how to manage your time properly? If not, you will want to make changes right away. All individuals can benefit from being able to properly manage their time, but parents can often benefit the most. With that said, parents also stand to lose the most.

As nice as it is to hear that all parents should have a proper sense of time and know how to properly manage it, you may be curious as to why that is so. After all, if you are poor with time management, you may not think that the situation warrants any changes or improvements, but it does and it should.

Parents who have a proper sense of time management end up setting good examples for their children. Whether your child is a toddler or a teenager, it is important to know that they do pay close attention to your actions. In fact, many children end up copying their parents. In these instances, you want your child to know that their time should be managed properly, as opposed to taken for granted or wasted.

In keeping with setting a good example for your children, parents who have a good understanding of time management and its importance are better able to educate their children on the subject. Whether your child is a teenager or a toddler, they can benefit immensely from knowing the

### Finding More Time

importance of proper time management. Since it is your responsibility, as the parent, to educate your children, you will want to do so. Remember, be sure to set a good example for your kids.

Parents who have a good sense of time management are also likely to have children with better grades. Although the effort that your children put forth in school will impact their grades, your role as their parent may also have an impact as well. This is most often the case during elementary school and junior high school. Do you help your children with their homework? Do you remember to help them study for tests? If not, you may be putting your child's future at risk, even unintentionally.

In addition to better grades, parents who have a good sense of time management are also likely to have children who participate in school related activities, including sports. Many children, especially those at the elementary school and the middle school level, feel pride when their parents attend their events. Do you remember to show up on time? In fact, did you even remember to get your child signed up for a school sponsored event before the deadline?

Although there are much more important things than having a ton of friends, friendship and social interaction is important to children of all ages. For parents of toddlers and preschoolers, their friendships will likely depend on your actions. Do you take time to meet other parents and to schedule play dates? For those play dates, do you make sure that your child arrives on time? If not, you may hinder your child's ability to make long-lasting friendships.

### **Finding More Time**

As you can see, your actions as a parent do have significant impacts on your children. Do not let your poor time management hamper their growth. If you need assistance, there are a number of resources that you can use to your advantage to help you improve your time management skills and techniques.

## Finding More Time

# Time Management Game for Kids

## Time Management Games for Kids

Are you a parent who would like to teach your children about time management? If you are, you may want to share with them the importance of properly using time, as well as tips on how to go about doing so.

Although you will have a number of different options, in terms of approaches taken, you may want to examine time management games for kids. For the most part, you will find that time management games for kids have a number of benefits.

As nice as it is to know that there are time management games for your kids to play, you may be looking for more information on these games. For starters, you may be curious as to what time management games are and how they can help your child. It is important to know that time management games for kids come in a number of different formats. Regardless of format, the gist of all games are to beat the timer. All players have to complete a certain task or play a game within a specific period of time.

As for time management games that you can have your children play, you will find that you can make up your own. For many parents and kids, this is fun. Making up a time management game is ideal for toddlers and preschoolers, as well as young elementary school aged children. What you can do is set a timer for a specific period of time and have your child complete an easy task during that time frame. The task can be something

### Finding More Time

as simply as singing the alphabet or something as elaborate as having a treasure hunt.

For older children, you may want to turn to the internet. There are a large number of time management games available for playing online. If your child knows how to use the computer, which most school aged children and teenagers know how to do, you may want to find games that they could play online. What you will find online will vary, but your children may be able to play a timed fishing game or have a timed shopping spree. Classic arcade games are also popular and many can be considered time management games.

As for how you can find time management games to play online with your child or to let your teenager play by themselves, you will want to perform a standard internet search. Your search can include the phrases “time management games,” or “free online games.” You will likely be directed to websites, including gaming websites, that have time management games online for playing. Most of these games should be easy and free for your child or children to play. As an important side note, it is always important to monitor a child’s internet use.

As nice as it is to hear that your children can play time management games, you may be nervous about letting them do so. After all games are often associated with fun or even the wasting of time. Despite the fact that this can be true in some cases, there are a number of benefits to playing time management games with your kids or letting them play their own games. These benefits include the development of proper time

### **Finding More Time**

management and the ability to quickly think in stressful or emergency situations.

**Finding More Time**

## Time Management in the Workplace How to See Success

### Time Management in the Workplace: How to See Success

Are you a business owner or an office manager? If you are, it is your responsibility to make sure that your company is making money.

Unfortunately, a company cannot profit from employees who do not know how to make good use of their time. Whether you notice an increase in employees socializing on the clock or an increase in personal computer use, it is important that you put a stop to this behavior right away.

As important as it is to know that employees with poor time management may have a negative impact on your company and its profits, you may be unsure as to how you should proceed. Your first impulse may be to terminate the employees who are causing the most problems or the most profit loss. Of course, this is more than possible to do, but there are other time management steps that may prove just as successful. To help you get started, a few of these steps are highlighted below.

If you notice multiple employees in your office wasting company time, it may be in your best interest to hold time management training. This training can be put on and organized by you or other well performing employees or you can use the services of an outside company that specializes in time management and organization in the workplace. Time management training should involve outlining the importance of proper time management, tips should be shared on how work time should be spent,

### Finding More Time

and consequences should be laid out for those who continue to waste their time, company time, and money.

Time management software is another way to reduce the amount of money lost due to employees who just can't seem to manage their time correctly. Time management software programs come in a number of different formats, so be sure to find a program that has features that you and your staff members can benefit from. These features should include automated updates, messages, and reminders on important deadlines, desktop computer calendars, office wide communication at the click of a button, and so forth.

The use of rewards is another way that you can work to improve the time management of your office employees. Although we often associate rewards with young children, adults are likely to produce better results when those results are noticed. Be sure to comment on employees who perform well at the office or meet all deadlines. You can implement an employee of the month program or offer pay raises to those who make the best use of their time.

As much as employees who perform well and improve their time management need to be rewarded, those who don't need to be called out. One of the many reasons why office workers waste time is because many know or feel that they can get away with the behavior. Be sure to first give warnings if you notice an employee of yours who is socializing as opposed to working or if an employee of yours regularly turns in their projects late. Termination can be used as a last resort.

### **Finding More Time**

As a recap, employees who waste company time can put your business at risk. As a business owner the last thing that you want is to see your company fail or lose profits. If you are not a business owner, but rather an office manager, it is still important that you take action immediately. If you do not, you may end up taking the fall for the employees who just can't seem to properly manage their time at work.

**Finding More Time**

## Time Management Software in the Workplace Is It Worth the Cost

### Time Management Software in the Workplace: Is It Worth the Cost?

Are you a business owner? If you are, do you have any idea how much time is wasted by your employees? Chances are, you will find that quite a bit of time is wasted. In fact, you may be surprised to know just how much time many of your employees spend time doing something other than working. Remember that even five minutes here and there of socializing with coworkers or surfing the internet is likely to cost you a considerable amount of money in the long run.

Since wasted time in the workplace is a problem that should be fixed and right away, there are many business owners who choose to use time management software to their advantage. Unfortunately, most time management software programs are costly. With that said, there are a number of instances in which time management software is more than worth the costs. Will it be for you? It will honestly all depends on a number of factors, a few of which are highlighted below for your convenience.

The amount of money that your company is losing by employees who don't know how to manage their time should be taken into consideration.

Although it will be difficult to determine an exact figure, closely watch those in the office for one day or even one hour. How much money do you think was wasted? Times that amount by one whole year or even just a month. Chances are, time management software will more than pay for itself. This

### Finding More Time

makes it a good investment. In fact, if you have multiple employees in your office who just don't seem to be able to manage their time, an office wide software program is advised and well worth any costs.

Speaking of costs, the amount of money that you will have to spend on time management software for the office should also help you determine if it is a wise business investment. Of course, you don't want to end up paying more than you need to, but it is also important to keep quality in mind. Quality software programs are more than worth the extra cost, as they will likely allow you to see a return on your investment. It may, however, be in your best interest to take a few minutes or a few hours to research, examine, and compare time management software programs.

In keeping with time management software programs, you may want to examine those that work on an office wide basis. Can you access a program and its contents from multiple computers in the office? You should look for software programs that allow you to do so. This can allow you to checkup on your problem employees. It is also ideal for projects where team members must work together and share important information. Another neat feature to look for is the ability to send company messages through the software program, sort of like an alert.

As a reminder, it may be a good idea to first research and compare time management software programs before purchasing one. This will help you protect your business investment. Since time management software programs do come in a number of different formats and do have different features, it is important that you know what to look for in a software

### Finding More Time

program. Most companies find success with tracking features that allow them to track the progress of problem employees, regular, yet automated updates and reminders on important deadlines, desktop calendars, and so forth.

As for whether or not your office can benefit from the use of time management software, you should be able to. If you want to test out a program before purchasing one, see if a free trial period is available. If not, first search for free programs online and give them a try. If you like what you see, consider investing in a similar time management software program that gives you more features and better results.

**Finding More Time**

## Time Management Tips for Students

### Time Management Tips for Students

Are you a high school or college student who finds it difficult to manage your time? If you are, there are a number of steps that you will want to take to improve your time management. After all, having poor time management in school can have a number of serious consequences, including poor grades.

When looking to improve your time management, it is important to know that there are a number of tools that you can use to your advantage. As a student, you likely have a computer and a cell phone. Many already come equipped with time management programs that you just need to start using. These programs can include calendar alert programs where a special message will appear on your screen or you will receive an email or a text message. A standard internet search can also help you find and buy additional programs that can be installed on your computer or even your cell phone.

Another time management tip for students, like yourself, is to stay organized. Organization is key to staying on task and focused. If your school locker or desk is messy or cluttered, you will likely end up wasting a considerable amount of time. For many students, a considerable amount of time is wasted looking for lost or misplaced items, like books or

### Finding More Time

homework assignments. If your locker, home desk or dorm room desk is not clean and clutter free, take a few minutes to get organized.

Another easy and effective way for you and other students to better manage their time is to prioritize. When doing so, it is important to take a close look at what you have to do. For example, what homework assignments, study sessions, and so forth need to be completed first? Simply just creating a to do list isn't enough for many students. By determining ahead of time which tasks are of more importance, you are better likely to manage your time and produce the best results.

One of the many reasons why high school and college students have poor time management is because they find it easy to get distracted. If you find it easy for you to get distracted, it is important to examine the source of your problems. For example, do you end up surfing the internet when using your computer? If you try to watch television when doing homework or studying, do you find that most of your focus is placed on the television? If you do, action should be taken. Temporarily disconnect the internet from your computer or turn off your television.

It is also important to be flexible. If you are an individual who hates change or the unexpected, you need to get use to it. Even those who have good time management skills and those who rely on the use of schedules are often presented with unexpected events, an example of this being coming down with a cold. That is why it is always important to leave "wiggle room," for yourself. Set aside a little bit of extra time each day to do with as you

### Finding More Time

please. Whether you use that time to finish a project, study, or socialize with friends, it is important to have it.

As nice as it is to know that you should be able to effectively manage your time as a high school or college student, it is also important to know the consequences of not doing so. As previously stated, poor time management may translate into poor grades. If you do not know how to properly manage your time, you may find yourself not studying properly or you may be unable to complete important assignments before they are due. From the standpoint of a student, proper time management may also help to eliminate stressful late night study sessions.

As highlighted above, there are a number of steps that you can take to improve your time management. As a student, it is extremely important that you know how to effectively use your time.

## Finding More Time

# Time Management Tips to Help You See Success

## Time Management: Tips to Help You See Success

Are you a person who finds it difficult to stay focused and to stay on task? Are you regularly late for important events or do you turn in projects or homework after the deadline? If you do, you may need to improve your time management. The good news is that there are a number of tips that can help you do so. A few of these tips are outlined below for your convenience.

One of the first things that you will want to do is create time management goals for yourself. These goals can be for different things. For example, you can set a main goal of improving your time management in a specific period of time, like two weeks or a month. You can also set individual goals for yourself, like arriving to parties, social events, work, or important business meetings on time. No matter what goals you choose to set for yourself, they are important, as goals work to provide motivation.

Another way to improve your time management is to determine where you have the most problems. What exactly is it that causes you to waste time? Chances are you already know. If not, do a little test. Walk through a normal day and record what times you get distracted the most and what you are doing at those times. Do you find yourself wasting time when socializing with friends, using the internet, or watching television? If so, reduce or completely eliminate those distractions.

### Finding More Time

It is also important to note that there a number of time management tools available for your use as well. These tools should not be relied on daily, but they can be used to help you establish a routine. As for what time management tools you can use, you may be surprised with all of your options. To do lists, daily planners, and alarm clocks are all great ideas. Many modern computers and cell phones also come with time management tools, including alarm clocks, calendars, calendar alerts, and so forth.

As previously stated, a to do list is a time management tool that you can benefit from using. As helpful as a to do list can be, it is important to also prioritize. You will want to list your items in order of importance. For example, if your list focuses on tasks to do at home is it more important for you to do laundry, vacuum the house, or wash dishes? The order of your lists should all depend on importance and urgency.

One of the best ways to properly manage your time is to stay organized. In fact, poor organization is the leading cause of wasted time. If you are employed, be sure to keep your office desk clean and clutter free. When doing so, you are able to stay focused and on task better. You should be able to get more work done, as you should spend less time searching for misplaced or lost documents. Organization is not only important in the workplace, but other areas that you frequent, such as your home or your car.

### Finding More Time

The above mentioned time management tips should be able to help you better manage your time on your own. With that said, it is important to remember that sometimes help is needed. The last thing that you want to do is be overloaded, whether it be at work or at home. If you need to outsource some of your work to a coworker or if you need to hire the services of a professional housecleaner, go ahead and do so. Once you are caught back up, you can begin to properly manage your time. As much as we all want to complete our responsibilities on our own, it is important to remember that sometimes help is needed.

By taking the above mentioned points into consideration, you may be able to better improve the use of your time. There are a number of benefits to having effective time management both at home and at the workplace.

**Finding More Time**

## Time Management Training What It Entails

### Time Management Training: What It Entails

Are you an office manager or a business owner? If you are, you must know the importance of time management in the office. Did you know that when your employees don't know how to manage their time, they likely end up costing your company money? Whether you are a business owner or an office manager, you do not want to see this happen.

When it comes to poor time management at the office, there are many office managers and business managers who choose to provide their employees with time management training. If this sounds like a good idea to you, you may be looking for more information. You may be curious as to exactly what time management training is, how it works, and what your staff members will learn. If these are all questions that you have, you will want to continue reading on.

When understanding time management training, it is important to remember that it does come in a number of different formats. For example, most companies choose to hire outside specialists. These are individuals or teams of individuals who come in and teach staff members the importance of proper time management, as well as share tips on how to get the most done through the day. A good example of this is by showing or helping your staff members get their office desks better organized. This is key, as organization and time management go hand in hand.

### Finding More Time

As nice as it is to hire outside help from professional office organizers and time management specialists, the cost of doing so may be a put off for you. If it is, you may be able to host your own time management training sessions. Doing so is actually a lot easier than you may originally think. In fact, many business owners and office managers like this approach as it gives them complete control over what their staff members learn.

Speaking of what your staff members will likely learn in time management training, it will vary. As previously stated, you can hire outside help or you can perform your own training sessions. Regardless of which approach you do take, there are some things that you will want to make sure that your staff members know. First, make sure that you not only tell them the importance of properly managing their time at the office, but show them ways that they can improve the use of their time. These ways may involve keeping a clean and organized office desk, completing a to do list each morning, and so forth.

It is also important that you outline the consequences for employees who continue to waste company time. After time management training as has been offered to all employees, there is no reason why employees should be seen standing around, socializing with each other, or using an office computer for personal use. State that these things are okay for break time, but not during normal work hours. You may want to go as far to show your staff members just how much their wasted time is costing the company. Let them know that additional warnings may come, with termination being a possibility.

### **Finding More Time**

As a reminder, time management training is not required by many means, but you may find it a relatively easy and effective approach, especially when compared to terminating and rehiring new employees.

**Finding More Time**

## What To Do With Employees Who Don't Properly Manage Their Time

### What To Do With Employees Who Don't Properly Manage Their Time

Are you a business owner? If you are, there is a good chance that you have employees in your staff who do not know how to manage their time. What do you do with these employees? If you are unsure as to how you should proceed, please continue reading on.

First, it is important to do something. The last thing that you will want to do is let an employee who has bad time management fly under the radar. Many business owners do not think about this at the time, but there are serious consequences for not calling out poor performing workers.

One of the many consequences to allowing one of your employees to keep on wasting their time and yours, is that others are likely to follow suit. Even some of your best performing employees are likely to waste time socially or by surfing the internet when they see that others are able to do the same and get away with it.

Your business profits will also likely be put at risk. When an employee spends too much time surfing the internet or wasting time in general, it will likely take much longer for you to get projects completed. This can have an impact on your business profits. For example, you may later end up paying

### Finding More Time

your employee overtime to complete a task that they should have finished during normal work hours.

If your business deals directly with the general public, an employee who does not know how to manage their time can also have a negative impact on your company's public perception. Deadlines should not be missed, but proper time management is vital when working with clients. Did you agree to have forms drawn up on time for a client of yours? If you did, they should be ready when expected. If not, your client may look elsewhere. Also, places that have employees just hanging around the office and socializing tends to look unprofessional in nature.

So, you now know the consequences of letting an employee with poor time management slide, but what should you do?

It is important to bring a lack of time management to the attention of your employee or employees. Let them know that wasting time on the clock is not acceptable, especially when there are other tasks or projects that they could be working on. Clearly state that socializing is for break times only.

Next, be sure not to let the same behavior continue. Workers who have been warned about wasting their time and the time of the company should not have any excuse for doing so. Give one more final warning before taking evasive action. This action may include terminating your employee's position with the company.

### Finding More Time

Despite the fact that termination is an option, you may have what you believe to be an otherwise good employee. If that is the case, you may want to opt for time management training. This can be done yourself or with the services of a third party. In fact, if you have a large number of employees who seem to not know how to manage their time, you may want to opt for company wide training.

Should you decide to host your own time management training seminar, as opposed to using outside help, be sure to share tips with your employees, outline the importance of making good use of their time at the workplace, as well as the consequences of not doing so. This leaves no room for exceptions and you should see a significant improvement in productivity in your workplace.

As a recap, if you are a business owner or even just an office manager, it is important to make sure that all of your employees are working to the best of their ability. Your company and your own personal reputation may end up taking the fall for those who do not perform to the best of their ability.



# Natural Help for Anxiety & Depression

## Dealing with Anxiety

A fast-paced modern lifestyle can be difficult for both adults and children. Trying activities such as work deadlines, job interviews, school competitions and public interactions don't make it any easier either.

It's **not uncommon to find oneself a little overwhelmed** at the thought of a particular upcoming event or situation. Sometimes demands may be so great that it is difficult to slow down and take a deep breath, causing us to worry about everything.

### The natural way

A lot can be done to **support a healthy ability to relax** and slow down. One way of doing this is to keep your mind producing its own natural feel good chemicals by eating lots of fresh fruit and vegetables and whole grain foods, getting plenty of fresh air and sunshine and exercising regularly.

**Practicing relaxation techniques**, meditation or even taking time for a regular walk on the beach can all help to reduce stress levels and facilitate a feeling of calm – helping us to wind down and relax.

Natural remedies can also help to **support the nervous system and to keep nerves settled and soothed** – to enable us to cope more easily with the everyday stresses of our modern existence. In fact, natural remedies have been used in traditional medicine for thousands of years **to support the healthy functioning of the brain and nervous system.**

In more recent times, research has confirmed this traditional wisdom. There are now many published clinical studies demonstrating the ability of a range of herbs to support the normal functioning of the brain and nervous system and maintain a healthy equilibrium - which will assist with staying calm under pressure.

PureCalm is a 100% safe, non-addictive herbal remedy that has been specially formulated by a Clinical Psychologist for adults and children.

PureCalm can be used to safely **maintain harmony, health and systemic balance in the brain and nervous system**, without harmful side effects. This remedy contains a selection of herbs known for their supportive role in maintaining healthy nervous system function. Due to the concentrated tincture formula, PureCalm Drops work quickly to maintain balance and harmony in the nervous system – exactly when you need it!

## Naturally Helping Depression

Serotonin is an important neurotransmitter manufactured and found in the brain. Along with other neurotransmitters, serotonin helps to support **emotional wellness and sleep patterns as well as energy levels, sex drive and appetite**.

Serotonin also promotes healthy concentration, a positive mental attitude, memory and mental alertness. Other neurotransmitters such as dopamine, as well as **certain hormones like cortisol** are also involved in maintaining balanced mood and feelings of confidence and well-being.

While your feelings are not all about brain chemicals, the delicate balance between neurotransmitters and other hormones can play a big part in **maintaining emotional stability**, wellness and a positive outlook. Lifestyle, stress management and maintaining healthy relationships all contribute to happiness.

However, when there are challenges to face, a solid foundation of emotional health, **balanced brain chemistry** and a healthy self esteem will make all the difference to how we are able to cope or have the emotional strength to make changes necessary to improve our lives.

## The natural way

A lot can be done to naturally **maintain emotional health and a healthy positive mental attitude**.

It is a good idea to keep your natural feel-good chemicals flowing by eating lots of fresh fruits and vegetables and whole grain foods, ensuring plenty of fresh air, adequate sleep, moderate sunshine and regular exercise. Many healthy foods (e.g. bananas, turkey and carbohydrates) contain nutritional precursors of serotonin and this makes them natural ‘mood foods’ to

maintain healthy serotonin levels!

Also, never underestimate the power of a few stolen minutes during the workday (or school day) to rejuvenate the spirit and relax the mind – **meditation, yoga or listening to a calming CD can all promote relaxation.** Smoking, recreational drugs and alcohol can all depress the nervous system and affect the balance of neurotransmitters like serotonin – so try to cut back or avoid these habits for the sake of your emotional as well as your physical health.

MindSoothe is a 100% safe, non-addictive, natural herbal remedy that has been especially formulated by a Clinical Psychologist for adults and teens, and comes in a compact capsule form, making it easy to take.

MindSoothe can be used to **safely maintain emotional health, balanced mood and systemic harmony** in the brain and nervous system, without harmful side effects. This remedy contains a selection of herbs known for their excellent and supportive function in maintaining brain and nervous system health, **emotional balance** and overall emotional well-being.

While the herbal ingredients in MindSoothe have been used for thousands of years in traditional folk medicine, more recently extensive research has supported the therapeutic and tonic benefits, as well as the safety profile of these herbs – meaning that you can use MindSoothe with confidence and without fear of side effects.