

Managing Your Time

Contributed by Admin
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The Importance Of Managing Your Time

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If you have trouble getting things done at work, it could be the result of a schedule being created for you by a professional. Management may take this upon themselves to ensure the office, restaurant, or other place of business runs efficiently. The United States lags behind other countries when it comes to time management. If you ever work with someone overseas, you will quickly pick up on how well they are able to manage their time.

I used to work as a secretary for a company with offices located in the US and overseas. They flew in staff from Belfast, Ireland to teach other staff in the US who to manage their time effectively. While it was expensive, management felt overall it would be an investment that saved the company money.

To make this reorganization work, the employees from Ireland observed US employees during their regular work routine. They consultants were able to devise a plan for the company to work as a unit rather than independently. Once the plan was in place, we were amazed that so much more was being accomplished with us all working together.

This time management plan lead to better communication among staff members. I became efficient at working together with others as well as delegating tasks. I decided to implement the same type of plan at home.

Together with my husband, we made a list of what needs to be accomplished. Using the divide and conquer approach, things run smoothly at home and we have plenty of time to play with our daughter.