

The secret of time management

The best kept secret about time management is that there really is no such thing as good time management. We only get so many hours in the day and there is no way we can change it no matter how hard we try.

The fact is that the real secret of time management is learning to manage ourselves and our own personal energy. We need to adjust how we look at the time we have available to us and how we choose to use it.

If you find that you are struggling to fit all the things you would like to do into the time that is available to you, then it is probably time for a change. The first thing you need to do is to spend some time getting your some clarity about your priorities.

Think about how you really want to spend your time and identify the things that you spend your time on now that you enjoy and that are important to you. These are the things you need to concentrate on and schedule time for. Everything else is just surplus and should be phased out of your life in a way that is comfortable for you.

Another essential part of time management is the ability to be effective with your time. It is not about getting a lot done, but it is about getting the right things done. The things that make you more productive; make you more money; or get you closer to your goals.

For example, if you own a business that sends out a hundred letters a day, effective use of your time is going out and finding a machine to print, fold and stamp letters; or getting a secretary to do it. Ineffective use of your time is spending two hours a day doing it yourself.

So, that's the secret of time management. Only spend time on the things that matter to you, and make sure you use that time effectively.

About the Author

Discover how to get more done in less time, the top 7 "time management" truths uncovered in this free report by [clicking here](#) - <http://www.AboveAndBeyondTimeManagement.com>

Wendy works with business owners to be more effective and successful, achieving a more profitable business in less time using [effective time management](#)

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