

Time Management

Time management is one of the top priorities these days, with the advent of more and more gadgets coming into the market to aid, improve and make things simpler. The focus is coming back to Time Management to reevaluate and understand what is required to manage one's time in a healthy fashion. The gadgets are getting smarter, efficient and powerful. Most gadgets get obsolete in one year or two, learning to use the new gadgets also take time, puts constant pressure and stress on people. But these issues can be very easily solved by setting correct expectations for oneself. For instance one doesn't need to pick a new gadget as it appears in the market.

Coming back to the Time management, one of the approaches is to have a vision for a period in your life. Identify goals for the period; verify if these will help you achieve your vision. Now For each goal, identify the list of tasks. At the point, project management comes as a good tool to ensure you are able to get all the tasks completed and the goal is reached. Each of the Tasks can have subtasks. You can do planning and ordering each of these tasks. Latest in time management is to have flexible and manageable time table and aligning the work done in available time to the task completion.

At the end of the day, you have to ask the question did you like doing what you did in the period. Did you achieve what you set out to do? Do you need course correction for the vision to be realistic? If you are engaged and able to sustain the interest and achieve your goals, you will be happy. BTW taking good vacations is important for you success. Ensure in your vacations you are not reminded of your work or goals or related stuff. Let the vacation be a true vacation.

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