

### Introduction: Developing Time-Management Skills

#### Your personal life

Time management is one of the most challenging tasks you face as a busy adult—particularly if you are a parent. It can be difficult to juggle job and family responsibilities, as well as time for yourself. Complete the time-management checklist to help you get an idea of where your current strengths and weaknesses are when it comes to time management.

Source: Red Cross

### Time-Management Checklist

#	Question	Yes	No
1	I get to work 15 minutes early so that I can plan my workday before it begins	<input type="checkbox"/>	<input type="checkbox"/>
2	I know what I want to accomplish each day.	<input type="checkbox"/>	<input type="checkbox"/>
3	I list tasks that need to be done each day and check them off as they are completed.	<input type="checkbox"/>	<input type="checkbox"/>
4	I take big jobs and break them into smaller pieces.	<input type="checkbox"/>	<input type="checkbox"/>
5	I do not take too much time away from my work by continually listing and planning.	<input type="checkbox"/>	<input type="checkbox"/>
6	I do the most difficult and least interesting jobs first thing in the morning.	<input type="checkbox"/>	<input type="checkbox"/>
7	I do not put off tasks; I do them now.	<input type="checkbox"/>	<input type="checkbox"/>
8	I avoid letting one day's work carry over to the next day	<input type="checkbox"/>	<input type="checkbox"/>
9	I make full use of each day to complete that day's work	<input type="checkbox"/>	<input type="checkbox"/>
10	I sometimes evaluate myself to find out where I lose time.	<input type="checkbox"/>	<input type="checkbox"/>
11	People compliment me on my use of time.	<input type="checkbox"/>	<input type="checkbox"/>
12	I do not spend too much time on the phone.	<input type="checkbox"/>	<input type="checkbox"/>
13	I watch and learn from the people around me who always seem to be ahead of schedule.	<input type="checkbox"/>	<input type="checkbox"/>
14	I look for ways to use my time wisely each day.	<input type="checkbox"/>	<input type="checkbox"/>
15	I group tasks logically.	<input type="checkbox"/>	<input type="checkbox"/>
16	I listen carefully when someone gives me directions or other information.	<input type="checkbox"/>	<input type="checkbox"/>
17	I set deadlines and strive to meet them	<input type="checkbox"/>	<input type="checkbox"/>



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### Good Time-management skills

Essential in helping you keep your job and reduce your stress levels. Here are some strategies you can use to help you manage your time effectively:

- Plan ahead for each day. Prioritize (list in order of importance) the things you must accomplish each day. Allow a realistic amount of time to complete each item.
- Have back-up plans in place (for example, for child care and transportation).
- Always plan to report to work at least 15 minutes before your shift starts.
- Make sure you have a reliable alarm clock.
- Have a reliable form of transportation.
- Keep a monthly calendar noting personal and family activities and appointments. Record all activities and appointments and coordinate them with your work schedule.
- Share household duties with your spouse and children.
- Establish set times for daily activities such as homework, baths and bedtime.
- Check your phone messages and write them down. Open mail daily.
- Pay bills twice a month (for example, on the 1st and the 15th of each month).
- Keep an ongoing grocery list, noting items that need to be replaced as they are used up, and shop once a week for the entire week.



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