

The Importance of Time Management



“Lifestyle Redesign® is a type of occupational therapy that guides you through the process of creating habits and routines that are personally meaningful and health promoting.” (<https://chan.usc.edu/>) .

Time management is one area in which the concepts of lifestyle redesign can help you to create effective routines. Through self awareness, education and problem solving beneficial changes can be made. Simple changes can make a world of difference.



Importance of Time Management

- ★ Time management is the act of planning and organizing your time to successfully complete separate tasks. Between work, school and daily life it is important to set the correct amount of time to ensure you will be able to complete all necessary tasks. So why is time management so important?
- **24 Hours in a day:**
 - Everyone has the same 24 hours in a day, but being able to successfully organize these 24 hours for yourself sets yourself up for success. Maximizing the time you do have allows you to complete more in less time.
- **Better decision making**
 - When you have your time laid out in front of you it rids the risk of lack of clarity when making a decision that may impact your day. When you understand what needs to be done you are able to react in a calm manner and make more rational decisions rather than if you were pressed for time.
- **Success:**
 - When successfully managing your time, your chances of being successful are much greater. Being able to put in the correct amount of time needed to effectively finish a task allows for the right amount of effort creating a better outcome. Compared to rushing to finish a homework or needing to rush to an appointment it creates unnecessary stress inhibiting your quality of life.
- **It improves self discipline:**
 - Being able to effectively manage your time also has benefits in other areas of life. When someone is good at managing their time it tends to also mean they have better self

discipline. The better at time management you are, the greater discipline you have and can help make you successful in goals in other areas of life such as self care and relationships.

→ **Time management is a core skill:**

- Time is valuable, and is something that once it's gone can never be returned. It is up to you to decide how you want to spend your time. Being able to successfully do so creates a sense of fulfillment rather than urgency. Time dictates our whole life so being able to properly manage it does not make it seem so intimidating and allows you to slow down every once in a while.
- ★ Overall time management allows for a better quality of life. Having time management teaches you to work smarter not harder but be just as successful if not more. With the decrease in stress, and ability to make better decisions it leaves time to complete activities you truly care about or just being able to relax without deadlines constantly looming over you.

Benefits of Time Management:

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Effective time management helps an individual accomplish more in less time, adding up to overall life success. Time management skills determine how you relate to people around you. It also impacts physical, emotional, and mental well-being.

Tips for Time Management:

School and Work

- Create a daily schedule
- Add breaks throughout your schedule
- Set goals for your day, prioritizing them wisely.
- Set a time frame for each of your goals
- Learn to say no
- Turn your notifications on Do Not Disturb to avoid interruptions while working



Self-Care

- Start your day with some meditation
- Set aside time in the morning or night to do your self-care
- Prep or plan your meals for the week
- Limit yourself to 1 hour of social media per day
- Set time aside for exercise or going outside
- Schedule time for paying bills, cleaning, and errands



Videos and Resources

["Tips for Effective Time Management"](#) Youtube Video

["How I Manage My Time - 10 Time Management Tips"](#) Youtube Video

["The Philosophy of Time Management"](#) Ted Talk Youtube Video

References:

About lifestyle redesign. (n.d.) USC Chan Division of Occupational Science and Occupational Therapy, Retrieved October 1, 2021 from <https://chan.usc.edu/patient-care/faculty-practice/about>

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