

## **5 QUICK TIPS ON TIME MANAGEMENT**

Paul mentions in Colossians 4:5 and Ephesians 5:15-16 to walk in wisdom. One of the areas we can exercise wisdom in is making the best use of our time!

During this circuit breaker, everyone still has the same 24 hours, but with no need for commuting we may suddenly feel like we have extra time. Ironically, this can actually result in unproductive work habits that cause us to waste more time than we should. Aside from praying and asking God to help us be more efficient, here are 5 quick tips for managing our time better:

### **1. START YOUR DAY RIGHT BY SPENDING TIME WITH GOD**

- By setting time aside for God, we place focus and priority on our relationship with God.
- There will always be more things to do, but time spent with God will set the stage for our day ahead. Seek God in everything that we do and allow Him to direct our steps.
- By committing it all to God in prayer, He can increase our efficiency as well!

### **2. DETERMINE YOUR MOST IMPORTANT TASKS (MIT)**

- Prioritize the tasks that will have the biggest impact on your work or life.
- The sense of accomplishment from completing these helps motivate us to finish other smaller tasks.
- After clearing major tasks, take a break! It's important to spend time with family and plan for rest.

### **3. REPLACE YOUR TO-DO LISTS WITH A SCHEDULE**

- Organising tasks into blocks of time forces us to stay focused on one task at a time.
- Once we know we have an allotted time slot for a task, we don't have to keep reminding ourselves to get it done. We can focus on the current task, knowing that other tasks will get taken care of at a later time.
- Use a phone calendar, journal, or piece of paper to work out the schedule.
- Reschedule any tasks that can't be accomplished in the day!

### **4. USE TIMERS TO MAINTAIN FOCUS AND ENERGY**

- Time management is not about obtaining more time, but about maintaining focus and energy to finish our tasks efficiently
- Focus is a limited resource that is hard to maintain, and recognising that we have limited focus helps us to manage time more effectively.
- Set a timer for 25 minutes and devote our full attention to a single task for the full 25 minutes, before taking a five minute break and repeating the cycle.

### **5. THEME EACH DAY**

- Planning the function of each day can help streamline work and channel focus. Even devoting each half of a day to a similar type of task will help with efficiency.
- Focus Day: Vital activities such as planning, strategizing, content creation, and creative work.
- Admin Day: Administrative tasks like catching up on emails, returning calls, having meetings, delegating tasks and doing paperwork.
- Free Day: These days are for intentional rest, family time, hobbies and catching up with friends.

