

# What is Time Management?

By Barbara Myers

What is Time Management?

Barbara Myers  
barbmyers@adelphia.net

Getting Organized Saves Time <http://www.ineedmoretime.com>

Time management is a term we're all familiar with and yet many still believe it means getting more done. Time management is really about accomplishing the important things. Of course, only you can decide what those are.

To manage your time well, you first need to decide what is important to you. What are your goals? What are your priorities? Make a list and review it frequently.

Next, make a master list of everything you need to do. It may seem like a chore but it is a great way to help you prioritize. Then review the list, asking yourself what can be delegated to either a family member, an employee, a spouse, a coworker or an outside source.

Then review your goals and priorities along with your master list. Schedule time to do the important items first.

Managing your time according to your priorities is a great way to do things guilt-free. For example, if you have children, you probably want them to grow up with good self-esteem. How can you help them achieve that? By spending time with them every day and letting them know you care.

So when you take 30 minutes tonight to play Chutes and Ladders with little Johnny, don't feel guilty that you aren't cleaning up the kitchen or making a phone call. Enjoy the moment for what it is and know that you have your priorities straight.

[Get-Articles.com](http://Get-Articles.com) : 1000's of reprintable business and internet marketing-related articles.

[Submit your article for reprint.](#)