



UNIT-1

Prioritising Your Time

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Understand the importance of, and the most useful techniques for, setting and achieving goals.

Unit 1

Prioritising your Time

The Power of a Change

Your Bucket List

It takes time to make time work for you. If you are truly going to make any difference in your life because of today, you have to be prepared to make some changes.

There is an expression from somewhere that says no one ever lay on their deathbed and said, “I should have spent more time at work.” At the end of their lives, people mostly think about people they love, particularly their family. We even tell our children to treasure their relationships with family, because it’s not usually the boss who comes to hold your hand when you are lying on your deathbed.

To get us started in thinking about time management and peak performance in the best way possible, let’s put life into perspective.

My Bucket List

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Changing Our Perspective

Making Changes

It would be hard to find a person who hasn't read a book or taken a workshop on time management, or at the very least thought about time management. Everyone is interested in learning to use their time more wisely.

However, traditional time management wisdom only works well for some people. We've assembled ideas here that aren't just encouraged by time management teachers. We've tested them ourselves and bring the very best to you! We've scoured the research to consider the range of personality types, and also looked to techniques that have been researched and applied to people from all walks of life. Because, let's face it, we're all different, so we need different tools to collect and consider before figuring out which ones will work the best in our own situation.

Our days seem full to bursting with meetings, e-mail, voice-mail, projects, and task lists as long as your arm. Is it any wonder when we get to the end of a week and say, "Wow, where did that week go? I can't believe it's gone already!"

The truth is, we can all probably rearrange some things and do things differently. The result will be that we increase our personal efficiency, and enjoy life too.

Of all the high priorities that we consider, we generally find the following four are the most neglected. See if you can relate to any of these. Neglecting any or all of them can be at a high cost.

Connecting with People

We're most likely to stay in touch with people that are on auto-pilot with us, so that we don't have to plan anything. Friends who belong to the same clubs, sports, and school activities are people we will see more often, just based on following our usual routines. Friends that we lost touch with, though, can offer us a lot.

Test Your Knowledge

How can you make more connections with the people you want to see?

Exercise

We talk about exercise a lot. We know how valuable it is; regular exercise reduces stress and increases mental alertness in addition to making us physically healthy. It's a critical component of healthy living, and yet it is easy to avoid if we don't preserve the time for it in our planner.

How do you make time for exercise?

Summary

These activities are all possible if you make an appointment and protect the time for yourself. If a colleague asks for a favor that you'd rather not do, or a friend wants you to help them move, you're more likely to say "no" if the time is reserved for other things and noted in your planner.

Further Reading:

- ✓ Allen, David. *Getting Things Done*. Penguin Books, 2001.
- ✓ Baca, Claudia M. *Project Management for Mere Mortals*. Pearson Education, 2007.
- ✓ Covey, Stephen. *The Eighth Habit*. Free Press, 2005.
- ✓ —. *The Seven Habits of Highly Effective People*. Free Press, 2004.