Time Management

Time is a relative term. We all differ in how we define and manage time. We even differ in our understanding of being “on time.” For many individuals the perception of time is culturally driven. For example, the office, the classroom, and the family all have unique cultures that impact how we define and manage our time. Time is constant and irreversible, nothing can be substituted. As a leader you will have many demands on your time, so it seems time keeps getting away with no control over it. Thus, time needs to be effectively managed to be effective.

**Time Management is...**
the effective implementation of a systematic course of action to ensure accomplishment of a specific objective. Effective time managers set priorities, goals, and timetables to achieve maximum productivity.

These complaints are all too common among college students, but with some basic time management skills these repeated time complaints could be eliminated.

*If I only had more time...*

*I never seem to have enough time to get things done...*

*I can’t go with you; I have to stay up all night to finish this assignment...*

*Can you help me; I don’t have time to finish this...*

*This assignment is taking me longer than I thought; I wish I had more time...*

**Remember:** Individuals who are strong time managers are more able to be strong leaders. As a result, you can’t meet your potential as a leader unless you are able to manage your time well. Time management is a skill that if not practiced can be lost. In addition, if you believe you have strong time management skills you can always improve them. Understanding how you use your time efficiently in combination with how effectively you manage time-related tasks are two of the keys to being a good time manager.