

Time management



Time is a valuable resource, and many of us feel as if we don't have enough of it when trying to balance work and personal tasks. There are lots of different ways to tackle time management, but the first step is to understand why it's important to manage your time efficiently.

Taking some time to learn about time management techniques will bring huge benefits for your career and work/life balance.

KEY TAKEAWAYS



Based on history

Time management theory goes back as far as the 18th century and was accelerated by the industrial revolution. There are now a variety of theories and techniques available



Assisted by tech

Technology has since evolved to assist in time management



Calmness is key

One of the most important things to remember is to stay calm and not let yourself feel overwhelmed by tasks

Whether or not we assign a dollar value to it, time is valuable and finite. Think about it: How much of your typical work week do you spend stressed about not having enough time to complete a task, reach a goal or spend on personal matters?

There are lots of different ways to tackle the issue of time management — you can download apps, adjust your sleep time, create lists, etc. But if you don't fully understand why it's important for you to better manage your time, those apps and lists aren't going to help you. If you don't have the motivation to use them, you won't.

Spending a little time learning about time management techniques will have huge benefits now – and throughout your career. It can be the difference between having a work/life balance or not.

Where do you spend most of your time?

SUBHEAD

A brief history



1748

In 1748, Benjamin Franklin said "Time is money" in an essay titled "Advice to a Young Tradesman". This phrase has become one of the mantras of the business world ever since.

19TH CENTURY

The industrial revolution of the 19th century and the rise of factories created a need to fabricate a new relationship with time. Factory work, unlike land-based labour, demanded punctuality. People needed to learn to live by the clock rather than by the sun.