Time Management and Priority

By - Pradeep Chaudhary, Founder **www.SimplifiedSuccess.com**

Time management is a process of organizing your priorities of tasks and scheduling a deadline to complete them. Time management helps you stay focused on your Goal and the tasks. At every point of time you have a clear picture of what you have to do and when you have you do. That's the reason I say Time management keeps you focused and make your goal setting more effective by helping you devote your time and energy in a right direction and at right time.

When we talk about today's effective and efficient time management procedures, the PRIORITY is a keyword that is going to affect the end results. In relevant to time management, Priority can be of three types Normal, Urgent and Important.

Normal Priority

Normal priority means something that has a very less importance. Even if you fail to do such task, or ignore the task the final output will be less affected. You can consider such tasks as a normal priority tasks.

Urgent Priority

Urgent tasks include something that needs immediate attention. Even though its affect won't be too much on your outcome, but it needs immediate attention from your side. Even you are hell busy preparing some report, or a presentation, but if your dad gives you a call you will say, yes dad I am coming, or may be you will respond in some other way. Suddenly the alarm is ringing, you have to go out and switch off the alarm. Such tasks are the task that are Urgent, but does not have so big affect on your final outcome.

Important Priority

Important covers tasks that are really important. It has a greater affect on the final outcome or on your goals. You are most bothered about such tasks.

I have been surveying a number of peoples and concluded that often people get confused while making the priorities and schedule. When they prepare their work priorities, they pay more attention to the urgent tasks, even though it is not important, and less attention to the work that is Important but not urgent. As a result, they always complete the urgent but un-important tasks, and always ignore the Important but un-urgent tasks. While setting your priorities, be careful and know that your time management should be quite flexible, portable and balanced. Take the printout of the sample weekly timesheet and try managing your time effectively and see how easy and effective it is.

My Weekly Timesheet for the Month of:_____ **Week :**_____

My Mission Statement:

Tasks	Priority	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Remarks