

CHANGES MODULE 7:

Tips on budgeting your time



Sometimes we can forget that **we own our own time**. While there may be compromises that we need to make at work and in relationships, how we choose to spend our time is up to us individually.

Here are some tips for managing your time:

Make 'to do' lists

Keep track of the things you *must* do, the things that you feel you *should* do and the things you *want* to do.

Review the 'shoulds'

Ask yourself why? See how many things you can cross off your list. Decide whether or not you have to do them. Chances are if you take time to do all the things you feel you should do, you will not have time for the things you must or want to do!

Review the 'must dos'

See how many of these you can cross out on your list. Ask yourself if it is really you that has to do all the 'must dos' on your list. Maybe there is someone else that can do them? Also, ask yourself if all these things are really important?

See what is most important

You've cut down on your list! Now start to see which are most important. Don't try and do everything at once. Set a date and time for each task within your day. Spread them out and don't try and put them in unrealistic time slots.

Put in 'closed door' slots

Ask everyone not to interrupt you during these times, unless it is very important. This time is strictly for you and you only!

Set a standard instead of perfection

Appreciate that there is a difference between qualify and perfection. Looking for perfection in projects or at small details that do not matter is a waste of time and can cause stress.

Respect other people's help

Don't try to do everything yourself when others can and would like to help!

Here are some tips on changing your attitude to time:

Live for now

Instead of living in the past or future, take notice of what is happening now!

Take time to enjoy all the little things.

Count and notice the many blessings in life, experience the beauty of your environment and the people who share your world.

Slow down

Talk more slowly, walk more slowly, drive more slowly etc. Just do one thing at a time. Start to live life at a slower pace!

Enjoy waiting

Instead of becoming irritated, take pleasure in the process. Relax and enjoy doing nothing.

Let go of time

Outside of work, a general idea of the time is enough to get you through the day – don't become a slave to the clock! Whenever possible, just totally forget about the time.

Discussion

- What could you do to manage your time better?
- How do you choose to spend your time?

Further resources

- Developing time management skills, an article by Beverly Flaxington:
<https://www.psychologytoday.com/us/blog/understand-other-people/201507/developing-time-management-skills>
- The Forest app helps you to put down your phone and focus on what's important. It's free on Android but costs a small amount on Apple.