Managing Priorities
Last Part / Eliminating Time Wasters

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Time management is a personal issue, not social. It is the person's problem if he/she is too busy, does not have enough time, and having a load of stress. However, no matter how stressed you are, you have to do your various daily activities, show up for work on time, and perform what is expected from you. We have exactly the same hours each day that every efficient, productive, and great person in our recorded history had.

The main purpose of managing priorities is to maximize your productivity and to have extra personal time. This journey necessitates establishing commitment and brand new habits. It necessitates that you have to understand how precious your time is, establish the habit of using your time wisely, and build a solid foundation that time management becomes one of your habits.

The first step, after committing, is to organize almost every thing associated with your daily activities and work. Looking for a tool, for example, in a messy store is not like finding it within a glimpse. Neither searching for a report or a letter in a messy office is like finding it in its proper folder or file, and the same goes for your computer files. Organizing makes your job easier, improves your performance level, reduces your stress, gives you extra time, and leads to greater productivity.

Many people believe that arranging our tasks and activities is out of our control; the truth is; it is not. Arranging priorities is under our control and it is part of being organized. In personal life or at work, making a list of the things that you must do first,

the things that you must do, the things that are desirable to do, and the things that can wait is very useful in managing priorities. In addition, considering a time plan or budget and preparing a timetable for your activities can help largely to produce more in lesser time. However, the list must be realistic in its activities and the estimated time. Attempting to do unrealistic things at unrealistic time would lead to failure or reduce the quality of the result, and leads to a high level of stress.

The second step is to eliminate your time wasters to maximize your work productivity and your personal achievements. According to Michael Fortino's, an efficiency expert, research, the average American person spends "seven years in the bathroom, six years eating, five years waiting in line, three years in meetings, two years on the telephone, eight months opening junk mail, and six months waiting at red lights", what about you?

How long you need to take your breakfast, lunch, and dinner, how long you spend talking on the telephone, and how long do you spend taking your shower every single day?

You and only you have to decide how you spend your time. Nevertheless, as mentioned in the previous article, one cannot eliminate all of the time wasters. There are time wasters that beyond the person's control. However, many time wasters are under the person's control and he/she can eliminate them by applying some practices.

In the previous article, I pointed out that sending and reading non-essential emails, short message service (SMS), and being obsessed with communication tools are time wasters. You would have extra time to do other important and beneficial things if you reduce the usage of these time wasters.

In the work place, the lack of objectives, priorities, and deadlines, ineffective meetings, visitors without appointments and telephone interruptions, unclear communication, unclear instructions, the lack of standards and progress, and the delayed or inaccurate information from others are all time wasters.

In order to have an effective meeting, we must set the agenda and the expected outcomes early, start the meeting on time, focus on the meeting's subject, encourage the participants to contribute, and record the results. A meeting is not to convey information. It is to discuss a new business, decide on a matter, planning and setting goals, discussing budgets, and or solve problems and disputes.

Visitors without appointments – colleagues or others - contribute to your time wasting, and affect your productivity. In order to reduce these time wasters, you must set time limits for visits, have someone to screen the visitors, and do not place candies in your office. If these colleagues or others still come to your office and you sincerely, want to be more productive and perform well, then put a sign behind you so they can see it. Write on the sign, "IF YOU HAVE NO WORK TO DO, PLEASE LET ME DO MY WORK".