



Why Is Time Management Important?

Soft skills are increasingly becoming the hard skills for today's youth. While your technical skills may get your foot in the door of opportunities, your people skills are what open most of the doors to come. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that ensure your holistic development.

What Are Soft Skills?

Soft skills are character traits and interpersonal skills that enable someone to interact effectively and harmoniously with other people. Soft skills characterize one's relationship with other people. They enable you to work well with groups, solve problems, manage your time, and take personal responsibility for your work.

Why Are Soft Skills Important?

Soft skills are more critical today than ever as they equip you with meaningful ways to remain competitive and be productive. If you are a high school student, these skills will allow you to stay on the top of the class, will give you a confidence boost and will enhance your personality, which means better chances of admission to a good college. If you are in college, these skills will enable you to build your profile and again, they will polish your personality and set you apart from the candidates while applying for your dream job. If you are a working professional, you need these skills to be on top of your work, manage time efficiently, take decisions that'll benefit your company, manage your team, maintain a pleasant work culture and stand out in whatever it is that you do.

For the purpose of this guide, we will focus on Time Management.

What Is Time Management?

Time Management is the process of planning and exercising conscious control over the amount of time allocated to specific activities, so as to increase efficiency and productivity. Invest some moments in reading this guide and save yourself a lot of time in the future.

Why Is Time Management Important?

As time is limited, effective management of your schedule will allow you to:

1. Increase your productivity.
2. Explore more opportunities.
3. Make better decisions.





4. Prioritize important things.
5. Say goodbye to stress.
6. Boost your free time.
7. Drive the road to success!

Time management is important no matter what age or stage you are at in your life. Students need it to stick to project deadlines, housewives need it to effectively juggle all their tasks, working professionals need it to deliver good quality work prior to deadlines - more than a soft skill, time management is a life skill.

How Can I Productively Manage My Time?

In this section, you will learn about “working smarter, not harder”. Managing time is not at all about squeezing the maximum number of things possible in your schedule, it is about doing things efficiently, in a way that more important things are done first, your work is simplified, you save time and your stress levels are reduced. So here are few tips on how to productively schedule your day:

1. **Prioritize:** This is a famous way of classifying your tasks and setting priorities: Divide your tasks in the following categories:
 - i) Important and urgent: Do them now!
 - ii) Important but not urgent: Next focus, include in your long term goals.
 - iii) Non important but urgent: Complete them, but do avoid any sort of distractions while finishing them.
 - iv) Non important and non-urgent: These are just a waste of your time!
2. **Create time logs on a regular basis.** Develop a habit of keeping track of all the tasks that need your time and attention on a daily or weekly basis, and write these down. This will help you understand where all you are wasting time, and based on these observations, you can start saving time. Also, figure when you are most productive, and schedule top priority task for this time.
3. **Focus on one thing at a time.** We all have heard the saying ‘Falling between two stools’, and it fits perfectly here. If you try to do too many things at the same time, you will finish none of them and you will end up doing them poorly, because your attention and wit gets divided in several parts and you perform each task with a lesser efficiency and attention to detail.
4. **De-procrastinate.** Does this ever happen to you that you are sitting with your laptop open, all set to finish your work, but you just keep staring at the screen and keep checking random sites and social media profiles for hours? And before you even realize, you end up wasting a lot of





your time. This is followed by stress and anxiety, and therefore it is highly recommended that you avoid procrastinating. This will save you time more than you can imagine, and you can use this extra time to rest and enjoy your hobbies!

5. **Review your progress.** Making a plan is one thing, adhering to it is a different story. So, develop a habit of reviewing your progress on the tasks on your tracker at least once a day, this will help you revise your plans according to your progress and reach your goals much quickly.
6. **Take breaks.** While you are working hard on improving your time management skills, do not forget to give yourself a break every once in few hours. You must realize that nobody in this world can work for 24 hours straight without their efficiency getting affected. Therefore, instead of just sitting in front of your laptop for hours, take short breaks, go for a quick walk or grab a snack. This will freshen you up, and when you get back to work, you will notice that your efficiency has increased manifold.
7. **Make key tasks your habits.** There are so many things that we have to do on a regular basis. For example, a student has to finish his daily assignments, a manager has to take team meetings every day and a writer has to write something each day. The only way you can do these things smoothly, without getting anxious is by turning them into habits. Habits come naturally to you, and hence, save you time and relieve stress.
8. **Maintain a healthy lifestyle.** This is more important for time management than you think. When you exercise regularly, sleep for at least 7 hours a day, eat nutritious food, you are able to maintain a good state of mind. Believe it or not, with a healthy lifestyle, you are able to do quality work faster and with much more efficiency.
9. **Enjoy your work!** Lastly, love what you do and you will see how effortlessly you can do it. When you do something classifying it as 'work', you get tired easily and tend to waste a lot of time. So, enjoy your classes, explore new interesting things while working on an assignment and find a career that you are passionate about.

Good time management will help you at each stage and age of your life, not only within the office or classroom walls but also beyond. Hope this guide helps you maximize each day!

