

Time Management And Goal Setting



From the beginning mankind has endeavoured to make better use of time as evidenced by the recording and tracking of time.

Beginning with the sundial to the modern calendar, the need to manage time has been a matter of great concern, in the personal as well as the professional arenas of life, for thousands of years.

Time management today integrates diverse methods of recording time, helping to identify obstacles to the efficient use of time.

Constructive use in making long and short term goals is the best and easiest way to manage time.

There are numerous methods that can be used to help organise and prioritise the goals to be achieved. The major element in the overall effective use of time is incorporating essentials of the goal setting process.

By setting goals and implementing them, in your professional and personal life, you can effectively manage your time and, as a result, become more productive.

"Goals" is a term that includes many specific obligations that need to be accomplished by a certain time-frame; such as household chores on the personal side, and important professional proposals on the professional side.

Depending on the amount of time you have to finish them, these obligations are either short-term, medium-term, or long-term.

Short-term goals would be your daily goals such as household chores and projects that need to be finished immediately.

Using effective management in short-term goals means that a list is created and each goal on that list is completed on a daily basis.

Medium-term goals are usually goals that need to be accomplished in one week to one month. Depending on the amount of time needed to complete these goals, they can be broken down in smaller segments, which you would complete on a daily basis.

For example, if you have a project that needs 6 to 7 hours to complete over a one week period, you could break it down into one hour per day increments.



Long-term goals generally take months or years to complete. They would include such things as getting a college degree over a four year period or building your own house over a 6 month period.



Long-term goals can and should be broken down into daily, weekly, monthly and even yearly segments.

Let's take the example of a four year college degree. You will need to research your financial options, register for classes, take and pass required subjects, complete your homework, etc.

Thus long-term goals are made easier and less daunting when broken down into smaller segments and completing them one step at a time until the final goal is reached - in this case, your college degree.

Effective time management skills include setting deadlines. It's important to set shorter deadlines for each phase of your long term goals by breaking them down into smaller, more manageable parts.

This is the planning process and it requires that you make a commitment to yourself to meet your long term goals.

The 3 Secrets Of Successful People

Do you want to achieve all of your goals and dreams?

Do you want to live a successful life?

If your answers are 'yes' to both of these questions, then read on.

A lot of people fail to live the life that they desire because they do not have what it takes within them. As a result, they fail to produce the outcomes that they wish.

So, if you're different and you're prepared to do what it takes to be successful on your own terms, here are the three secrets that will get you there.

The first secret is knowing what you want

Do you have a clear idea of what you want to achieve?

If you don't know what you want your destination to be, how do you expect to get there?

Without this knowledge you cannot possibly achieve your life dreams.

So, the first thing you need to do is get clear on what it is you need to achieve to make you feel that you are a success.

The first secret of a successful person is that they know what it is they want to achieve so that they can plan the steps needed to get there - and know when they get there that they have reached their destination.

The second secret is motivation

When thinking about your dreams and goals you must be motivated and excited by them.

Then - key thing - you must take action towards achieving them. But that on its own is only part of the answer. You need to add regular action to the mix, preferably on a daily basis. This is where most people fail. They talk about what they are going to do, but never actually do it.



Taking action is what separates the successes from the failures. And the only action that is going to add up to ultimate success in achieving goals and dreams is consistent, regular action.

You must stay focused on your goals, and take regular, preferably daily, action towards achieving them.

The third secret is never give up

There will inevitably be roadblocks that get in the way. You will sometimes feel that you are going backwards not forwards. But you must remain totally committed to your life dreams and never give up.

If you stay focused and keep taking regular daily action in the direction of your dreams and desires then you will ultimately continue to move towards achieving them.

Never give up, keep your dreams - your target - in the forefront of your mind and your creative brain WILL provide solutions to any problems you face along the way. Remember, everyone who has ever achieved success in their lives is really no different from you.

They are just ordinary human beings. But they are ordinary human beings who took the time to work out what it was they wanted from life and then took regular, consistent action to get it. Are you going to join them?

7 Ways To Excel As A Leader

1. Focus on your strengths

Why try to be a pilot if you're a better engineer? Find out what you're good at and build on it. You are much more likely to excel as a leader if you know what it is you can do and accept what you can't.

2. Delegate

If you have no time to spare in developing your areas of weakness, turn to your team instead. If you must excel as a leader, learn to delegate.

3. Learn from your mistakes

There is no single leader in the world who is without fault. Whether we're talking about CEOs, Presidents, Prime Ministers, church or community leaders, all of them have made mistakes in their lives. The only difference is that they treated their mistakes as opportunities for learning.

4. Refuse mediocrity

If you want to excel as a leader, you must always aim for excellence. Compromising on second best when you can insist (and actually obtain) the best will show that your standards are easy to reach without a lot of effort and that your team doesn't have to work too hard.

5. Be consistent

Don't renege on your promise or turn your back against a policy as if nothing happened. Avoid double standards and be fair.

6. Practice good people skills

You can only excel as a leader if people are willing to follow you. You must be able to inspire and motivate your team.

7. Learn, learn and then learn some more

You should never stop learning. By building your personal competence, you are much more able to cement your value as an excellent and competent leader.



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