

SUPER TACTICS OF TIME MANAGEMENT

**Essential Time Management Tips
for Thriving as a Working Mother**



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Time management is a crucial skill for everyone. All of us have limited time to work and also rest. It is that essential for functioning mothers to handle their time correctly.

More and more mothers are venturing into official employment as a way of making extra income due to the nature of the current world economy.

However, going back into the workforce either it being a 9 to 5 job, shiftwork or even part time requires a substantial shift in running the family household, organizing quality time with the family and managing the requirements of work.

Time management is about prioritizing and planning ahead.

If you feel like you're never getting anything done try some of these ideas.

Introduction

Tempus Fugit, or Time Flies as expressed in Latin, is a saying that is still very relevant. As a matter of fact, it is very evident in our modern lives. We would sometimes feel the urgency of things, the rapid changes of our environment, and the somewhat fast mobility of people and work.

Just imagine yourself every morning, still sleepy and dreamy from the less than five hours of sleep. You are about to start your day with seemingly insurmountable tasks: there are bills waiting to be paid, reports to be submitted before 12 noon, calls to be made, a long grocery list for the weekends, a barbecue party, endless post-6 p.m. meetings, tasks, tasks, tasks...and even more tasks.

You are an overworked and stressed out machine and you feel the weight on your shoulder. Your biggest enemy is not your boss, nor is it your children's math teacher; but TIME and the lack of it to finish all your duties and activities.

Likewise, the rapid flow of time is very much felt in highly urbanized and industrialized societies. Gadgets and modern tools, like cellular phones, microwave ovens, computers, and portable electronic organizers (PDAs) have made our lives easier and have given us the necessary advantage to lessen our time to work on certain tasks.

The connectivity of people through mobile technology, as well as the vast and efficient transportation system in industrialized and currently developing countries, leads to faster communication and social linkages.

Changes like these have emphasized the importance of time management and a creation of a more organized and practical lifestyle. Time has therefore been measured and controlled through these developments, so we have to adjust according to the demands of our times.

To picture this out, just think of your life as a giant hourglass with golden grains of sand, the top-half running empty and inside the bottom-half, we are being drowned by so many works and labors. We can say, that in our daily struggle towards our goals, time and the lack of it becomes our enemy.

But this should not be the case since time is also a human invention, a form of measurement in knowing our past or history. The narrative of time, or how we have organized our memories and our past experiences using the standards of time, is very important in knowing the development of human civilization as well as societies and cultures.

More than this, we can also influence the changes in time and space relationship. We can manage these changes and prepare ourselves for the tasks within the time being that we can foresee.

Time Management is an important skill and knowledge especially in organizing complicated social structures. In practical terms, we must recognize the importance of every moment and how each daily perception of second, minute, hour, etc, affects our survival and interaction with others in our rapidly changing environment.

We could learn new things by knowing the importance of little changes that could affect larger phenomena.

One should know that a particular second in a chemical change is very relevant to whatever result of a scientific experiment. On a more practical note, a decision made within a matter of seconds or days can change a destiny of a person, more so, even a nation.

The Millennium Celebration during the onset of the year 2000 was a major event and had inspired millions of people on what to expect and what to reflect as we marked two thousand years of human triumphs, defeats, and struggles.

That celebration marked some of the most important achievements and even worries, as time is about to enter its historical leap. The millennium bug made some of us anxious. It scared people with cataclysmic scenarios of technology going frenzy as the two zeros of the year 2000 enters into our state of mind, resulting in outdated computer technology.

We are now moving towards the future, when and where time is one factor that can influence our success or downfall. In this regard, we can contemplate on some concepts and ideas about time.

Chapter 1 - Time Management Is Really Life Management

We have not only invented time and its various measurements (seconds/milliseconds, days, centuries, millenniums); but we're also able to give meaning in the usage of time when an experience was felt or when a task was done.

The highly organized structure of human society gives us the ability to limit our physical and mental space. Our environment is composed of objects and things that we have invented, and associated with these are the labels and concepts that define their existence. For example, medicines have expiration dates, which give us the time period to use them within their period of potency.

We have birthdays, wedding dates, anniversaries, and other special dates to recognize as important events, as they signal significant changes or developments in our lives.

We have also created the working periods in which human efficiency and environmental conditions are considered to maintain balance. Just imagine the importance of rest and sleep and the rhythm/cycle that is followed in the creation of our work, play, and learning schedules. Thus, we are able to measure and define things according to their proper space in what we measure as time.

However, things are not always perfect, or should we say that time may not be perfect, all the time. There are stumbling blocks along the path towards success. One of these is the lack of time to reach your aims. The improper use of time, the wrong utilization of resources, or the undertaking of unnecessary tasks within a given period might cause these delays or time wastage.

Most people also commit mistakes because they're not able to accurately perceive the proper time to do a given work, or because of unforeseen circumstances and delays. In these cases, we must consider the best ways to utilize our time. We must expect the limits of time in defining our tasks and goals.

Time Management is one human organizational aspect that we should give utmost consideration to. This form of management (either as part of self-improvement or within the level of professional work) is the process of perceiving the measured changes/developments and closely monitoring how we utilize our skills and labor capacity within a limited period.

By analyzing our "work styles," along with the development of other processes (machine works, transportation, communication), we can lay down basic foundation in which we can assess our development as individuals.

Part of this development is our ability to make plans and revise/improve our working conditions. The fluidity of time - its restriction or leeway - should be considered in making plans, in organizing, and in bringing out the efficiency of each individual to create a smooth work flow.

However, Time Management is also a part of an individual learning experience in getting along with other people and with changes in the environment. Practically speaking, time is constant: 60 seconds per minute, 60 minutes per hour, 24 hours per day, 7 days a week (24/7).

However, the usage of time differs among each individual. Some might give time the capacity to control their lives, and others may find themselves a slave of time. Some might have no time at all to relax and create a stress-free lifestyle. But the bottom-line is not to make time an enemy. One must have time to think of things in order, to plan ways to minimize waste of time, energy, and valuable resources.

Effective time management involves patience and practical thinking. Time and the natural changes in the environment may be modified but in the end, we should follow the natural order of things. Remember that "Haste makes waste." Yet you must also think about the saying "There's no day but today."

On the other hand, we can use tools and ideas that could improve our efficiency in using time. There are things, like energy (fuel), that are not renewable; and there are moments that are irreplaceable. Actually, we can say that a thing done or a past experience cannot be recreated.

However, we can expect these changes and prepare ourselves for better or worse scenarios. We cannot control time but we can make adjustments based on a given moment. Learning or studying something to achieve mastery is one good example where we can minimize errors or develop ourselves amidst the ever-changing times.

During this period of learning, we must maximize the given resources (including time) to fully develop a skill or to acquire knowledge so that by the time we need such skill, we won't be wasting hours just by learning the necessary human adaptation to solve a problem.

One who is able to prepare for a number of possibilities upon entering a situation may have more time to think of the moves and decision to take to minimize the possibilities of errors. Here are the necessary pre-requisites to help you manage your time effectively:

1. Think of goals and aims as necessary achievements.

In achieving your desired goals, you should start with a positive outlook. You must be excited with the challenges and tasks that you have to do to give you the right start or motivation. However, you should also see the path towards your goals in concrete terms. These achievements or aims can be reached by becoming realistic and by knowing your directions.

Think of the scenarios of success but you should also recognize the fact that these roads have to be traversed in a given time. This way, you are not only looking at the possibility of success, but you are also giving yourself the right motivation and the proper time to prepare for a fresh start and achieve your goals at the soonest possible time.

2. Think of the time frame in achieving goals and aims.

You are to do a task at a particular time. As you begin planning your strategies, you must also look forward and recognize your time frames in doing such tasks. Time frames are the periods you are giving yourself to finish a task. These are just estimates or approximations since you are not the sole factor that will contribute in finishing the given task.

Be wary of the processes in your environment; for example, if you are to write a book or an article, consider the time you are giving yourself for this activity. However, since you are also doing other things, you cannot devote your entire time in doing the said endeavor. Finally, think of the flow of things or the movement of time in your daily life as you move forward in achieving your desired goals.