

University of Baghdad
College of Nursing
Community Health Nursing Department
Leadership and Management in Nursing

المحاضرة التاسعة

Time Management

“**Time management**” is the process of organizing and planning how to divide time between specific activities. Good time management enables to work smarter – not harder – to get more done in less time, even when time is tight and pressures are high. Failing to manage time damages the work effectiveness and causes stress.

“**Time management**” refers to the way that you organize and plan how long you spend on specific activities.

Benefits of Time Management

1. Greater productivity and efficiency.
2. A better professional reputation.
3. Less stress.
4. Increased opportunities for advancement.
5. Greater opportunities to achieve important life and career goals.

Consequences of Time Management

1. Missed deadlines.
2. Inefficient work flow.
3. Poor work quality.
4. A poor professional reputation and a stalled career.
5. Higher stress levels.

Time Management Skills

1. Being aware of yourself - your habits and your ways of working.
2. Structuring your time.
3. Making task lists.
4. Breaking down large tasks into smaller pieces.
5. Organizing resources and work.
6. Setting goals.
7. Prioritizing those goals.
8. Increasing personal efficiency and effectiveness.
9. Creating and reviewing a schedule
10. Scheduling specific time for specific tasks.
11. Scheduling relaxation time in order to regenerate.
12. Adjusting plans as they change.
13. Revisiting the goals and priorities regularly.
14. Observing results.

Strategies for Time Management

1. Know how to spend the time.
2. Set priorities.
3. Use a planning tool.
4. Get organized.
5. Schedule time appropriately.
6. Delegate: Get help from others.
7. Stop procrastinating.
8. Manage external time wasters.
9. Avoid multi-tasking.
10. Stay healthy.

