

# How-To Improve Your Schedule



Have you ever jumped on Facebook, only to still be scanning a half hour later? We have all done it. At work, distractions can be a serious problem to our productivity.

A thorough schedule can be a lifesaver when we are struggling with distractions. You are able to break down your tasks into a manageable timeline that helps keep you on track. That's just one piece of the puzzle. Learn some of the best techniques to managing your schedule to save hours in your work week.

## Break It Down

Almost every task can be broken down. Instead of “write a report”, schedule 20 minutes for researching, 20 minutes for an outline, 40 minutes for a rough draft, etc. Breaking up projects makes your day more manageable.

## Be Realistic

You can't do everything in a day. Be realistic with your work week. We may really want to complete a research project but with other deadlines, it's not always feasible. Instead, create a realistic schedule with push goals if you have extra time.

## Prioritize Items

Start your day with your two most important items. For many of us, that could be checking emails and meetings. Finishing your priorities prevents stress for the

rest of the day.

## **Time It**

Create a timeline for each day. We often think optimistically that our report summary will only take an hour when in reality, it will take two. Be honest with yourself.

*How much time will the project really take?*

That way, you can comfortably fit the assignment into your schedule. Any extra time can be used for miscellaneous tasks or a head start on another project.

## **Schedule Time to Schedule**

As your week passes, you might need to reschedule your days. Give yourself a half an hour on Friday to create the schedule for the following week. Schedule at least ten minutes at the end of Monday through Thursday to make changes. As meetings and projects arise you will need to be flexible.

## **Acknowledge What You Accomplished**

Pat yourself on the back! You deserve it. Work can be stressful and managing your work schedule can be complicated. At the end of each day, reflect on what you accomplished. It can help boost morale and keep you motivated.