

First Steps Toward Time Management

We all have a list of tasks that need to be done and we all make choices about how we spend our time. If you are finding yourself stressed at the end of the day because you have too much to do, you may need to change something about how you spend your time. Here is an exercise that will help. Discuss these three questions with your manager.



What went well today?

Describe one instance of a task that you accomplished successfully. Talk about your role in making it successful.



What didn't go well today?

Describe one instance of a task that didn't go according to plan. What was your role and what did you have control over? Walk through alternative scenarios of what you could have done differently.



What did you learn today?

Reflect on why you were successful in one task but not in the other. Think of something you could have done to make better decisions.
