



## How Important is Your Time?

If you're feeling like there is never enough time in the day, you're not alone. Between school, work, family, and personal goals, life can quickly feel overwhelming. The good news is you don't need more hours in the day—you need better strategies for managing the hours you already have. Here are a few practical, no-nonsense time management tips that work.

- 1. Start with a Daily Plan** - Before you dive into your day, take 5–10 minutes to map it out. Outlining your top priorities will keep you focused. Try using the “Top 3” method: identify the three most important tasks for the day and make sure those get done first.
- 2. Set Boundaries Around Your Time** - It's okay to say no. Whether it's not responding to non-urgent messages after school or work hours or declining an invitation to hang out. Protecting your time is crucial. Clear boundaries help others respect your schedule and give you more control over your day.
- 3. Use the 2-Minute Rule** - If a task takes less than 2 minutes, do it immediately. This rule, popularized by productivity expert David Allen, prevents small tasks from piling up and cluttering your mental space.
- 4. Eliminate Distractions** - Identify what steals your time—whether it's social media, excessive notifications, or chatty schoolmates or coworkers—and put up some guardrails. Use tools like website blockers or noise-canceling headphones or simply schedule focused “do not disturb” periods.
- 5. Take Breaks Intentionally** - It might sound counterintuitive, but taking breaks improves your productivity. Try the Pomodoro Technique: 25 minutes of focused work followed by a 5-minute break. These short pauses refresh your mind and help maintain energy levels throughout the day.
- 6. Review and Reflect Weekly** - Spend a few minutes each week reviewing what worked, what didn't, and where your time went. Adjust your schedule as needed and celebrate what you accomplished. Time management is a skill—refining it takes practice and awareness.

Time management isn't about squeezing more into your day—it's about making room for what matters most. Start small, stay consistent, and you'll begin to feel more in control, less stressed, and far more productive.

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