

You have re-distribution rights with this article. You can post it to your website, give it away as free gifts. You must keep it as is. You can't add to or take away. You can't tamper with the links or change it in any way.

Learning Time Management Skills; 7 Principles To Master

Summary: Learning time management skills are a matter of education. It requires effort and a possible lifestyle change. If you think change is difficult you are correct, but people do it everyday.

1. **Maintain a to do list or tasking list:** Become a taskmaster. It is important you make a plan and stick to your plan. What you want to avoid is going with the flow. You don't want to complete a task and then do whatever comes up next. Think and ponder in advance what needs to be done, rank it in order of most important and be militant in working on the first item on the list. Don't deviate from that first most vital list, unless of course there is an emergency. If you have a family member bleeding to death in the next room, of course you will respond.
2. **Get in a habit:** Habits will make you a success or crush you. The problem is many people are hunting after sensations. Some people avoid habits because they think it is drudgery to do exactly the same thing day after day. You shouldn't be that person. You know the specific tasks that will make you successful if done every day. Make sure you do them.
3. **Make blocks of time:** Block out a period of time where you do the same thing every day. This will do at least two things for you. 1. You will develop a habit. 2. People will respect your time and not bother you. Keep in mind also that often projects or tasks take longer than you think. Computers and software do not always cooperate.
4. **Over-scheduling:** This is being too rigid in your schedule, when you plan to the very minute or half hour. You need some flexibility otherwise stress will set in.
5. **Avoid Distractions:** You shouldn't multitask something important that requires mental effort. Only you know what distracts you. The phone and the TV is a common distracter for many.
6. **Don't take the easy way out:** Doing difficult things are hard. Doing new things is also hard. Getting started is sometimes compared to a rocket ship. The greatest force that pushes the rocket ship into outer space is in the take off. Starting a new venture is hard because your faith has not been strengthened from successful accomplishments. Human nature is to do the trivia and unimportant things than start something you have never done before which will bring you success.

7. **Doing More Than You Can Handle:** Be realistic. If you are not a one-man business, delegate down to someone else. Trust your subordinates that they can make correct decisions even better decisions than you. If you are the only person outsource it. If you are a home based business owner there are many services that specializes in most outsourced jobs.

Conclusion: Learning time management skills is a skill set required for self-mastery. If you can master yourself, you can accomplish anything.

Bret Bradshaw owns the website www.mindbodyandmoney.com. Go there to learn more about self-development and self-help principles.