

## TIME MANAGEMENT

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Allow me to use an example from home. This morning I had three chores to do before church. I had to catch up on laundry, vacuum and mop the floors, and clean the kitchen. Oh, yeah ... and shower.

How on earth do you save time with household chores? If I think through the process, I realize that mopping the floors involves a drying time of 20 minutes. So that I don't have to waste that time, I organize my chores. If I do my floors FIRST, I waste the drying time, because I can't get in the kitchen while the floors are drying. If I do my laundry first, it's being done WHILE I get my other chores done so that I am effectively doing two things at once.

1. Do the laundry. Two minutes to put it into the machine.
2. Clean the kitchen. Laundry is still going.
3. Vacuum and mop the floors. Laundry is still going.
4. Transfer laundry to dryer. Shower while waiting for the floors to dry.
5. Fold the laundry while my hair is drying – OR fold immediately after church. No wrinkles means less ironing time during the week.

Not only did I get all my chores done in plenty of time to take a shower before church, I saved about 20 minutes by planning, prioritizing and managing my time efficiently. Not to mention the ironing I now get to skip throughout the week.

Use the TIME MANAGEMENT concept at work and throughout your life. By the end of the week, you have saved hours because every five, ten, twenty minutes you save accumulates – until by the weekend, you will actually have time to spend with your family. “How can I streamline this process?” becomes the mantra until successful time management is second nature. My chores? Were done before anyone else got up.

1. **P**lan and prioritize.
2. **A**ccomplish two or three things at once where possible.
3. **M**anage time efficiently.
4. **S**teamline and execute.