

## HOW DO YOU MANAGE YOUR TIME? USE THIS METHOD TO SUCCEED



**Summary:** *Do you know how to manage your time effectively? If not, you should take all of the tips from this post and put them to good use immediately at work and at home.*

**Time management** is one of the most important aspects of life today since we are all so busy with work, family and school. For those of us who think that we manage our time well, you might want to reconsider what you do. For those who have trouble managing time, you should definitely take into consideration what is presented in this post.

If you want to figure out how you divide your time, you need to use the wheel of productivity. The wheel is a clock, and inside the circle is a list of items. Those items should include primary work, other work, your commute, fun and relaxation, exercise and life maintenance and sleep.

While using the wheel of productivity, you need to analyze your time in three steps. The three steps include the following:

1. Each type of activity needs to be filled in with a specific color.
2. Color in each hour during the day with the color of the activity that you perform at that time of the day.
3. Analyze the colors on the wheel. Do they represent activities that matter the most to you?

By adding a little bit of color to your schedule, or wheel of productivity, you will be able to find out how you are actually using your time during the day. If the colors do not express the most important activities that you should be performing, then it is time to change around your day.

You can use this chart to help complete projects at work, home improvement projects, and spend time with family and friends. Once you get used to the new schedule you will be able to stop using the wheel of productivity on a regular basis.