6 Steps for Taking Control of Your Time

It's difficult to manage work and life when they are both happening in the same space. You have to set boundaries and make sure you find that right balance that works for you. Here are some helpful tips on how to start taking control of your time.

Your time is valuable but also finite—make the most of it by following these six steps:

1 Establish your goals. Know where you are today and where you want to be in the future.

2 Create and follow a time management plan that suits both your capabilities and capacity.

3 Do the right things right by prioritizing your activities, so you can accomplish what's most important in your work and your life.

4 Improve productivity by sharpening your concentration and focus. Avoid distractions like emails, phone calls, social media, etc, for a set period of time.

5 Structure your work environment to support your goals. Remove clutter, create a filing system, and systematically manage your messages and electronic files.

6 Establish boundaries. Learn to say YES to your own priorities and goals by saying NO to others. Value your own time, and others will learn to respect your time.

Explore these additional AMA resources to help you better manage your work day and maintain a positive work-life balance:

Time Management • Secrets to Boosting Productivity • Confidence-Building Skills for Women
Managing Priorities for Max Productivity • Building Your Resilience: Mental Toughness in the Face of Chaos
Building a Resilient Mindset to Thrive During Chaos and Change

**All of these online resources are available for individuals, or can be delivered organization-wide in a private setting, with content aligned to your business goals.
Visit our website or call 800-262-9699 for more information.**