

## Time Management

### Market Sentiments

#### Web Search Interest in 1 Year (2010-2011)

Shows general market interest, attention and curiosity online about the topic.



#### Regional Interest

Shows general market interest online according to geographical location

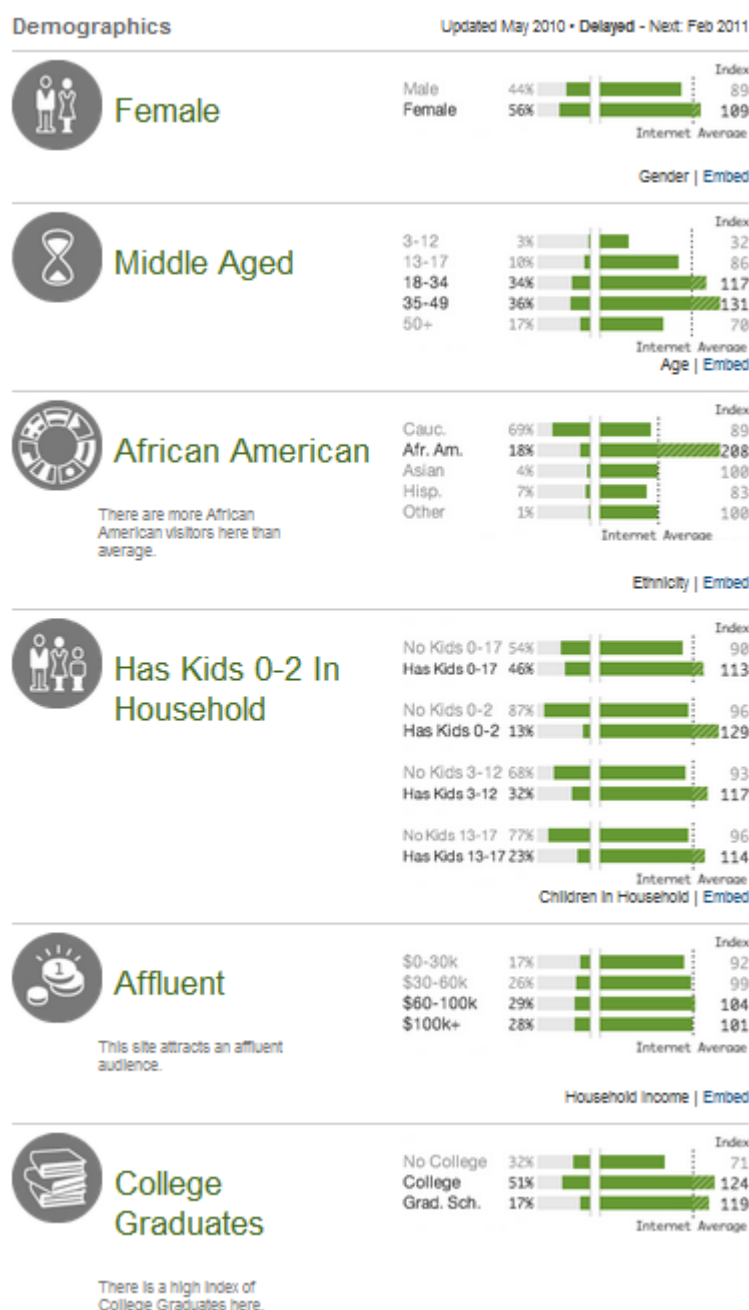


Note: All results from Google Insights are normalized. So just because a particular region doesn't appear on the top Regional interest list, it doesn't necessarily mean that the niche isn't popular at all - it just means that the term is more popular in other regions.

## Demographics (data based on [www.mindtools.com](http://www.mindtools.com))

Demographics are the characteristics of a population. In the field of marketing, it is important to define the demographic profile of your target audience. This is to identify target audience in the overall population and to create a clear and complete picture of the characteristics of the target consumer.

The following data tells you the gender, age, children per household, education status, income levels, and other demographic insights of your target audience.



The “index” represents the delivery of a specific audience segment compared to the internet average of 100. Composition, which is represented by the % of audience figure on the left side of the chart, represents the percentage of a property’s total audience that meets a specific demographic criteria.

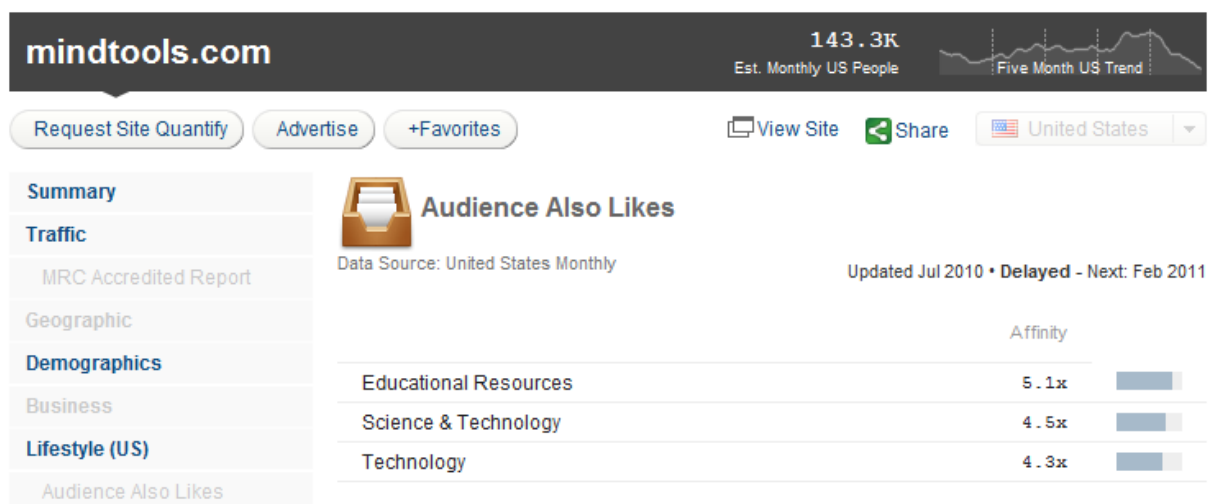
For example, an index of 100 indicates the target audience is equivalent to the demographic make-up of the total internet population. Any increase over 100 means that the property is “over indexed” and attracts a more concentrated group of a particular demographic group than in the general internet population.

## Psychographics (data based on [www.mindtools.com](http://www.mindtools.com))

In the field of marketing, psychographic variables are any attributes relating to personality, values, attitudes, interests, or lifestyles.

The following data profile shows other topics that the audience is likely to be interested to visit and the affinity indicates how much more likely than average.

An affinity of 10x means that your target audience is ten times likelier to be interested in the topics than the average internet user.



## **Frequently Asked Questions**

- What is time management?
- What is most effective way of time management?
- What are the different time management techniques?
- What are the time management tools?
- What are the time management strategies?
- What are the activities I should concentrate on?
- How important is time management?
- Does time management affect your daily life?
- How do you ensure you are punctually on time?
- What are the practices of time management?
- How do you teach your children time management?
- What is time management in practical terms?
- How do I practice time management skills in my day to day work?
- What is the best way to develop time management skills?
- How important is learning time management as a component of writing?
- What are the advantages of having good time management skills?
- How to make an effective Time Management?
- What makes time management plan inefficient?

- What is Time Management besides prioritizing?
- Where can I find good methods for time management?
- How can I have better time management?
- What role does an effective time management plan play in alleviating stress?
- Why is time management so difficult?
- What are some methods to aid in improving time management skills?
- What's the balance between having a packed schedule/complete time management and being spontaneous?



## **Problems & Frustrations**

- **Difficulties in handling tight daily schedule**

My schedule is really tight, as I try to fit a lot of things into every day. The only downtime I get is an hour and a half for 'showering, eating dinner', and a lot of that is spent showering, cooking and doing dishes. I also have a live in girlfriend, so sometimes I have to spend time with her or help around the house doing extra chores - so as you can see it is very easy for me to get off track and skip some activity during the day. Sometimes I skip stuff and think that I can make it up over the weekend, but things happen over the weekend, and I never can seem to catch up. I don't work out every day - but when I have an extra hour because I'm not working out that day, I tend to use that time to unwind a little. I'm trying to think of how to make this schedule more flexible and liveable. It doesn't help to be so ambitious and overload your day with so many things to do when it is so easy to burn out, and then nothing gets done and you fall behind even more. Any advice on how to handle my schedule? I've been trying to work this schedule for almost a year now and I've only made limited progress.

- **Losing focus due to breaks**

I'm pretty good at getting focused, although it does take a while for me to build up my focus. But the moment I take a break, I lose sight of what I'm supposed to be doing so fast. The amount of time I lose while getting side-tracked is so annoying. I need to utilise my time better. How do I stop letting breaks affect me so much?

- **Unmotivated and tired**

I'm currently stuck in a crappy average paying job. I need to get a better job, and I've identified what I need to do to get out. I need to study every night to get certifications, and I

need to apply for jobs. No matter how much I try and plan I just can't seem to do anything. During the day, I make elaborate & detailed plans on how I am going to study, I set up schedules, create task lists, but at 9:00pm after a full day's work, playing with children, housework, all I can do is collapse in a heap in front of the tv. I KNOW i should be studying but I just can't bring myself to do it. I procrastinate & tell myself I will do better tomorrow, but never do. The next day I feel regret & promise myself I do better. In the morning & early during the day, I am full of energy & motivation, but it all disappears when I finally get to my free time. I just can't bring myself to do anything except rest & relax. I am just too tired & demotivated. The day has sucked & drained all the life & energy out of me. My wife says I should just force myself yes, and sometimes I can with a huge effort, but it's not a long term solution. I try to stay up, but iam not a night person, I need my full 8 hours of sleep to function. What can I do to get out of this endless pattern of inaction and spend my time more wisely?

- **Time management during examinations**

I have major exams coming up, and have been preparing for them. However, I find it difficult to complete the papers. Today I had a mock exam and because of poor time management, I was able to give time for just 7 questions and didn't even look at the rest of the questions. When it comes to knowledge I have it all but I am in that position where i will need more than the time given to complete the paper. What should i do? How should I go about it?

- **Problem managing time when caring for elderly**

My mother-in-law started receiving homecare (nursing visits, OT & PT) about a month ago, and I'm having a real struggle keeping up with all the things that need to be done. Almost every visit, the providers tell me more things I need to do with Mom every day - and my days are already full! Mom is still in the moderate stage of Alzheimer's, and I'm feeling overwhelmed already. How do all of you manage your time to get everything that's



necessary done? I'm feeling stressed with all the daily responsibilities, and fearful of what lies ahead.

- **Partner needs to manage time better**

I was single for a year. I was waiting to meet someone that was worth my time before I was going to start dating again. So, I met someone special, but he has so much going on that we only see each other once a week. He has his son over every other weekend, and the relationship is very new, so I understand why I haven't met his son yet. He works crazy hours, sometimes doubles... he is trying to get his car fixed, fix up the house, fix the child support paperwork (as it is stating that he makes more than he actually does, and therefore it eats up 50% of his money)... basically the list goes on. He is trying to find another job with more reasonable hours. But for the time being, the situation sucks. Is there anything that I can do to change the situation, so that he would have more time for me? How can we try to manage our individual timetables better so that we can spend more time together?

- **Nervous and stress over schedules and deadlines**

I'm chronically late for everything. Although now my husband drives me to everywhere he reminds me to get ready early, I still worry and obsess about every appointment. A scheduled life cause me a great deal of anxiety. My favorite way is to do things unplanned, whenever I feel like it. I'm very productive if left on my own schedule with not much pressure. However I found that other people don't seem to like that at all. They'll make appointments for everything. Even for dropping off something at your door people give you email notices nowadays. Then they make me anticipate anxiously and keep checking the time. Is there anyway I can manage my time, yet make it less stressful for myself, seeing how schedules and datelines make me nervous?

- **Cannot stick with an organized time management system**

I've always had a big problem with time management. I know if you can manage your work and home time efficiently, you can be more productive. I just can't seem to stick with an organized time management system. I excel in some areas and slack in others terribly due to this fault. I really wish I could manage my household better. I have four teens and a newborn grandchild. You would think I would be able to delegate most of the housework to the teens, but it doesn't work that way around here. I seem to be always fighting with them when I try to delegate duties and it ends up not being worth the hassle. Any ideas on how I can manage my household duties better, while still working at home at least 8-10 hours per day?

- **Cannot stick to plans and lost interest easily**

I find it very difficult to discipline myself and stick to plans that I have made for myself. When I was young, my parently even had myself tested for Attention Deficit Disorder, but it turns out I'm just gifted and easily bored. I seem to always create new timetables, stick with them for about a week or 2, then lose interest completely. However, I'm trying to manage my time so that I will be able to fulfill my commitments of college activities as well as my job. Does anyone else have the same problem? What helped you?

- **In need of time management techniques**

I am a working mum. Many days, I feel that I don't have the time to do everything. My day starts very early in the morning. Waking everyone up, getting them dressed, fed and then sent off to work or school while I myself go to work. When I come home from work, I will have to settle my young kids as well. All weekend, I do catch up with things (like I do some bulk cooking which I use on those days which I doze off). Husband has to put in long hours

at work and he takes care of the laundry in the weekend for everybody. My weekends are so hectic also that I feel that I am not able to spend quality time with the kids even during weekends. Can you please suggest some time management techniques or tips which will free my weekends so I can spend some quality time with them? I know that I have the option of leaving my job, but somehow it is very difficult for me to leave my job as I always worked and it is now a part of me.

- **Procrastination**

I've tried many tips that I found online for my time management problems, but time and again, I find myself procrastinating and slacking off. Is it possible to seek professional help for my problems? Will a psychologist or something be able to help with my problems? I really need help with organising my life!

- **Unable to gauge time required for tasks**

I find myself always overestimating my time, thinking that I will be able to get everything done in a particular amount of time, when in actual fact I can't. I feel like I'm never ready for anything. Getting homework done in a timely matter is out of the question, and needless to say I find it difficult to have time to revise my work for tests. What can I do to improve my time management skills?

- **Lose time because easily distracted during tasks**

I seem to lose time. Or, more specifically, I'm one of those people that needs to get a bunch of things done, but I can easily sit on my laptop and play flash games for what turns into 4 hours. It's not any one thing I fixate on - it can be wikipedia, it can be reading blogs, it can be watching DVDs of Ducktales, but the main problem is that they all form a time sink I can't escape. How do I break this habit/get my stuff together? I'm doing pretty good in my

graduate classes, but I'm starting my Masters thesis up soon, so I feel like I need to shed this. How do I stop losing so much time, and do what I need to do?

I have been finding myself spending too much time on trivial things instead of important ones, and it irritates me. for example today, I've spent several hours struggling with my computer to download ISO viewer for a language program I'm going to use to study French! I also spend a lot of time on cooking/cleaning/running errands and sometimes I'm too tired to do anything worthwhile once I'm done with those! Things need to be taken care of, but is there a way to spend as little time on that as possible? Has anyone had the same time management issue?

- **Too many commitments and unable to prioritize effectively**

I'm a school student with no financial aid right now. I'm majoring in Business Management. I work a 3rd shift job and I get off work at 7 a.m., I go to school at 9:30a.m. to 3 p.m. 3 days a week, while on the other 2 days it's 1p.m. to 2 p.m., However, when I'm not doing the full day I'm studying and doing my homework for classes. My grades are good. I'm starting up a business online in the midst of the two things already going on. I try to get some sleep, but if I get too much sleep on days when I am able to, I end up sleeping too much and I can take my online business starting out. However, I feel that sleep is really making me cut short on my business arrangements. I'm a poor person, doing whatever the hell it takes to get out of poverty-the legal way. Nothing comes easy I know this. That's why you see the struggle. If something doesn't give, however, I might not make it. I need some effective direction, because right now it just feels like I'm going in circles. A whole lot of goal chasing but no results. How can I get my online business started and be successful, get my college degree in Business Management, and stay afloat on my bills? I didn't get financial aid this semester either. Should I work more hours at my 3rd shift job until the next semester where I qualify for financial aid again? Anybody have it hard like me, and if so what did you do?

Lately I've been feeling very overwhelmed and under pressure from work and domestic stuff. This is a big month for me work wise and I'm getting over (or trying) a big mistake I made in the personal/relationship department with someone inappropriate for me. I'm behind and can't seem to get back into my routine and get on top of things. I'm worried this rut will turn into a vicious spiral if things get more out of hand. Is there any way I can get my life back in order and allow me to get the best out of my 24 hours a day?

- **Productivity problem**

I always feel like time is running away from me and this causes me lots of stress. Sometimes, on morning when I have to go to classes, I would wake up in advance and try to do as much of frivolous things before school, just so I feel as if I had more time. I am also always scared of being late, I rush and walk real fast, and always arrive 30 minutes earlier. The concept of being late devastates me. With these habits, I feel like my fear of time running away from me is also causing me to not utilise my time to the best of my abilities. There are times when I realise that I am not doing anything productive at all. Is there a way to cope with my problem and allow me to manage my time better?

- **Unable to multi task**

I am great at focusing on a particular task at hand, but I'm also very bad at multi-tasking. As such, sometimes I feel like I am slower and doing everything as compared to others. How can I plan my time and use it such that even when I only focus on one task or one project at anytime, but I will be able to finish all of what I need to do before the datelines arrive?

- Need to help children manage time better

My children are homeschooled. As they are now older, they have recently started to take up online classes. While my 10 years old child has no problems with distance learning, my 7 years old child does not seem to have the self-discipline. Sometimes when I walk away to prepare meals, I would come back to my child not paying attention to his classes or even playing games. I have been trying to teach them proper time management, and their daily timetables are set by themselves, and my children know that they have to learn online for at least 5 hours every day. How can I get my younger child to stick to the timetable he has done up for himself? Is there any way I could encourage him to manage his time better?

- **Serious time management problems**

I have been having serious time management problems. I am on a study break, trying to take in as much content as I can for my upcoming finals, but I find that when I'm left alone, I tend to deviate from my plans. Some days I feel like I'm going backwards, forget making progress. How can I keep a check on myself? Does anyone have any tips for improving time management skills?