

Your Time and Your Life

We all have the same amount of time. The key is to use it wisely.

You Can Learn to Budget Your Time

- ▶ Learn to plan. Decide in advance what you will do. Set your goals. Write them down and keep them simple.
- ▶ Keep track of how you use your time. This will help you identify and eliminate time wasters.
- ▶ Use bits and pieces of time. Try to make every minute count. For example, use the time while food is cooking to begin washing dishes.
- ▶ Try to divide large tasks into smaller steps. Instead of cleaning out the whole refrigerator, clean one shelf at a time.
- ▶ Recognize the time of day when you are most productive. Use this time to do your most important, difficult or unpleasant tasks.
- ▶ Arrange work and storage areas according to your needs and work practices. For example, put items you use a lot in the front part of the cupboards.

***Our time is
valuable.
We can learn
to budget
our time just
like we learn
to budget our
money .***



Learning to say “no” can help you make the best use of your time. If someone asks you to do something, don't be afraid to say "no." Or offer to do it at a time most convenient for you.

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