



Time Management

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Learning Objective: The student shall learn the importance of time management and the skills necessary to perform such in order to become a successful manager.

Organizing your time is a must! The most important hurdle to be conquered in managing time successfully is to understand that time management is linked to all of the functions that a manager performs. Unless a manager can plan, organize, and control the use of time effectively, he/she is doomed to failure.

Proper use of organizational resources to achieve goals and objectives limits the amount of time a manager wastes, thereby keeping activities on target. Establishing reporting schedules, performance reviews, etc., reduces wasted time and allows managers more time to perform technical management functions.

Managers need to use the time they have efficiently and effectively to address their varied personal and professional responsibilities. Effective time management is a valuable tool for the fire service/emergency medical services (EMS) manager. Effective time management can also help to reduce a manager's stress level.



ORGANIZING YOUR TIME

1. List goals.
2. Set priorities.
3. Make a daily "to do" list.
4. What is the best use of my time right now?
5. Handle each piece of paper only once.
6. Do it now!