

TIME MANAGEMENT GUIDE TO SAVE HOURS AND REDUCE STRESS



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Abstract

Effective time management is crucial in a bustling city like Perth, where balancing work, family, and personal activities is essential for a fulfilling lifestyle. Proper time management helps individuals meet deadlines, reduce stress, and improve productivity. It allows for better organization, ensuring ample time for both professional commitments and leisure activities. With Perth's thriving business environment and vibrant community, managing time efficiently can lead to enhanced career growth and personal well-being. Embracing effective time management techniques enables residents to make the most of the city's opportunities while maintaining a healthy work-life balance.

1. Introduction

Effective time management is a vital skill for thriving in Perth's dynamic lifestyle, where balancing work, family, and leisure can be challenging. As one of Australia's fastest-growing cities, Perth offers endless opportunities, making it essential to manage your time wisely to stay productive and stress-free. A well-structured time management plan allows you to save hours, accomplish more, and enjoy the city's vibrant culture and natural beauty. By prioritizing tasks, setting realistic goals, and avoiding procrastination, you can reduce stress and maintain a healthier work-life balance. This guide will help Perth residents maximize their time while embracing the city's opportunities.

2. Time Management Is Really Life Management

Do you often find yourself run down by your daily workload or overwhelmed by the complexity of projects and tasks in your life?

Time is one of life's most valuable possessions, as it is something you can never get back. Subsequently, one of the most essential life skills to master is time management. After all, time management is really life management. Learning how to make every day count for something is the objective. But it takes ridding your life of procrastination and a great deal of self-discipline.

Mastering time management does more than just increase productivity. It can yield important health benefits as well. When time is managed wisely, it minimizes stress and improves the overall quality of your life.

If you often find yourself run down by your daily workload or overwhelmed by the complexity of projects and tasks in your life, it is likely because you have not fully mastered effective time management. As the day flies by, you realize you're behind, or you are on schedule only because you haven't put forth your best effort in hopes of completion.

Nothing great ever transcends from haste. Cutting corners will eventually catch up to you, and as with anything, quality always beats quantity.

Lay the foundation for effectively managing your time.

Delegating the appropriate amount of time to get adequate sleep, maintain a healthy diet and exercising regularly are all essential elements to improve both focus and concentration. Making the

time to create a healthy lifestyle will help improve your efficiency throughout the day, allowing for more time to complete other tasks.



Identify and evaluate how you are currently spending your time.

If you drive to work, how do you pass the time during your commute? If you take a bus or train, how do you spend all those hours a week? How many audiobooks or language tapes could you have completed while in traffic last month? How many books could you read on the train while getting to and from work the next few weeks?

These are the best times throughout your day to incorporate all those little things that you "wished" you had time for. Over time, these habits become a lifestyle, and you will find yourself well ahead of the pack.

Say no to nonessential tasks and prioritize the ones of extreme value.

Consider your goals and look at your schedule before agreeing to take on more work. If a task is time consuming but not necessarily important to the main goal, pass it off or add it to the bottom of the list.

Dedicate time blocks and limit distractions.

Everyone has a place where they work the most effectively. Some people love to have music in their earbuds, while others need complete silence. Some people can work just as efficiently from their dining table as they can in a library cubicle. Wherever that place is, utilize it. Turn the television off, silence the cell phone, put away the tablet and dedicate complete focus to the task at hand. No responding to texts, no browsing the web.

When you operate your life in a healthy, organized fashion, and are able to execute daily tasks efficiently, stress is reduced, productivity increases and overall satisfaction manifests.

Never hesitate to take a break if needed.

Everyone gets worn out from time to time and piling on more and more tasks leads to stress that will simply derail you from the mission at hand. Take a walk, go to the gym, get some fresh air or take that sick day you've been holding out on. Sometimes all we need is a moment of clarity and solitude to clear our overworked minds and recharge our bodies to give us that next big push.

3. This Brilliant Time Management Technique Will Help You Better Manage Your Weekly Schedule

Past time management challenges can help you prepare for a successful future. Learn how to better manage your weekly work with these practical tips.

You're well aware you need to manage your schedule weekly in your business.

But how are you supposed to make lasting changes when those weeks just seem to roll into one another without end?

The answer is incredibly simple: Use your weekly calendar to your advantage.

I regularly remind my time management coaching clients that time does not exist in a vacuum.

If you want to better manage your time in the present, then you must be aware of how you spent your time in the past.

This simple four-step time management review process will help you better prepare for current and future time management success on a weekly basis.

Review your work calendar

Open up your current work calendar or schedule. You can review a digital calendar, wall calendar, paper planner, timesheet, or daily work tracker.

Don't have a calendar or planner handy? Locate business records that both capture and quantify time.

For instance, you can reference customer intake sheets, weekly client rosters, issued invoices, sent emails, or meeting agendas.

Evaluate last week's schedule

This next step allows you to get a big-picture view of the previous week. This step can be quite eye-opening simply because you've lived through this segment of time.

Now it's time for you to use those golden nuggets of experience.

Review last week's schedule and ask yourself the following: What was my schedule status? Was it empty, partially, or fully booked? How many meetings were held?

Were these internal or external meetings? What client and customer work was completed, updated, or started? What issues, concerns, or challenges did you address?



Make note of three things that went well in your schedule. Likewise, make note of three things that didn't go as well. Finally, if you could rate this week on a scale of 1 to 5, with 1 being poor and 5 being well managed, how would you rank it?

Get a gauge on this week's schedule

Now that you have last week's time review in hand, you're going to construct a bridge from the past to the present. The idea here is to use your past weekly experiences to help you better manage your time this week.

If you're at the beginning of the week: Quickly review your weekly schedule. Is it similar or different from the previous week?

Knowing what you know now, what immediate steps can you take to mitigate similar scheduling concerns as last week? Could you reschedule meetings, delegate tasks, or block out time in your calendar?

If you're in the middle of the week: Do a brief schedule check. If your schedule is running smoothly, continue with what you're doing.

If things are not going as planned, identify three steps you can take right now to prevent a repeat performance from last week. How about leaving earlier for meetings, setting a timer while you work, or shortening the length of work sessions?

If you're at the end of the week: Compare last week's schedule with this week's. Which scheduling events are one-time errors or mistakes? Which events appear to be more chronic or systemic in nature?

Identify three key areas of concern for you to improve in the coming weeks. Keep these items top of mind when you review your schedule by jotting them on a sticky note or adding them to a note-taking app.

Plan for a successful future

Now that you've got some crucial information under your belt, it's time to plan for the future. Take a moment to open and review next week's schedule.

What do you see in terms of your bookings, meetings, and client work? Now, consider where can you make positive and lasting changes to your schedule.

For instance, where can you modify the length of meetings? Where can you time-block tasks into your calendar?

When can you adjust meeting types and the number of attendees? How can you adjust your mindset so you take a positive approach towards calendar management?

No matter what your current schedule looks like, you can take steps right now to create a more efficient and effective calendar for yourself and your business.

4. Top Time Management Tips From WA Business Owners

If running a business makes you feel like there's just not enough time to get everything done, you're not alone.

Whether you 'are' your business, or you manage a small team, it's always challenging to find enough hours in every day, while maintaining a healthy work-life balance.

Sometimes, the best you can do is more effectively manage the time you have available to work on as well as in your business.

We asked members of our Facebook group, I'm a small business owner in Western Australia, for their top tips on time management. Here is some of their collective wisdom...

Make lists

Some business owners suggest using a number of lists or separate calendars for each area of their life or business - or you might prefer to have one master list. Whether you use an app on your smartphone, a diary, a whiteboard or the back of an envelope, the key is to get everything down in writing. This way, you can see what needs to be done at a glance, rather than relying on your brain to remember everything.

Set your priorities

Once you've worked out what is on your 'to do' list, you can identify what actually needs to be done. You might find you can outsource some of the items on your list, especially if there are tasks which are outside your area of expertise.

You can also work through your to-do list and determine what is urgent (needs to be done now) versus what is important (what takes you closer to your goals). Knowing this can help you to schedule your time to get the most from your day.

Know yourself

It's important to learn when the most productive time of day is for you. You might prefer to be up before dawn to get started while your energy and focus are high. Perhaps you like to work at night when your household is quiet. Some of our members prefer to tackle their most important (or even most dreaded) tasks in the morning, which helps to set the rest of the day up for success.

If you know you're likely to get distracted, plan ahead to help keep your focus. You might like to have certain times allocated to checking your email or social media feeds, so these don't get in the way of what you really want to achieve that day.

Examine how you spend your time

Are you wasting time, killing time or investing your time in your business? It's often important to set boundaries, particularly if you work from home in a busy household. Try to set aside dedicated work hours and let your family members know when you will and won't be available.

Find out more

If you would like to spend more time working on your business instead of in your business, take a look at our upcoming small business workshops or read this blog article with a 5-step plan to work on your business.

You might also like to join our Facebook group, I'm a small business owner in Western Australia, where you can join in conversations and share advice with other local small business owners.

5. The Ultimate Guide To Mastering Time Management

"The bad news is time flies. The good news is you're the pilot."

When global speaker and bestselling author Michael Altshuler wrote these words, he may not have been contemplating how you spend your day. But he did open our eyes to a harsh truth that's quite easy to forget, considering the rat race we're all in, right

We have only 24 hours every day. While some people squeeze tons of work into just their waking hours, some aren't able to move a finger all day long.

Researcher Joseph Ferrari estimates that 20% of Perth. adults are chronic procrastinators, which is a significant factor to consider when striving to enhance your productivity at work.

To address this issue effectively, possessing a well-structured time management system is crucial. Yet many people lack such a system.

So, what it all boils down to is what I am going to discuss here—time management—which involves how you choose to manage your time and not the other way around.

First things first: Why is time management important?

Let's start by talking about something we all share: the hours in a day. There are 24 of them, no matter who you are or where you live. It's one thing we all have in common.



But what sets us apart is how we choose to use those precious hours. It's not uncommon to be the type of person who always feels rushed, constantly trying to catch up with your never-ending to-do list.

I know I've been there. Time management became a rather crucial part of my life and work for a number of reasons

- Maximizing productivity.
- Reducing stress.
- Achieving goals.
- Improved work-life balance.
- Personal growth.

Time management is key to unlocking a more fulfilling and less chaotic life and career. It's not about rigidly scheduling every minute of your day but rather about making conscious choices about how you want to spend your time.

Where do you begin?

Now, like I said, it's not about scheduling every minute of your life down to the most excruciating details. Your first schedule should be as general as possible but should include all of the things you need on a daily basis.

At the very least, it should indicate time slots for sleeping, eating your meals, exercising and self-care, personal hygiene and work. For me, sleep is absolutely crucial, and having a fixed bedtime and time for waking up can be a godsend if you're looking to manage your time. Making sure your meals are

timely and having a fixed time slot to exercise can also be good for maintaining your health and optimizing your productivity. Once you have those sorted out, fit in your work.

Remember, this initial schedule is your foundation: your first step toward regaining control over your time. It provides structure and ensures that your basic needs are met. Over time, you can refine and expand your schedule as you become more comfortable with time management. The key is to start somewhere and take that first step.

Be selective about what you do.

Imagine your workday as a buffet of tasks.

The key to effective time management is being selective about what you choose to put on your plate. Here's how you can do that.

- **Prioritize what matters:** Not all tasks are created equal. Some will have a more significant impact on your goals and well-being than others. By being selective, you can focus on the tasks that truly matter and move the needle in your life, career or whatever area you're working on.
- **Avoid overcommitment:** One of the quickest paths to stress and burnout is over-committing yourself. When you say yes to everything, you may spread yourself too thin, and your energy and attention can become diluted. Being selective allows you to commit fully to what you choose to do.
- **Prioritize quality over quantity:** Think about the difference between a rushed, half-hearted effort and a task completed with care and attention. Being selective means you have the time and mental space to do things well and are likely to produce higher-quality results.

Manage distractions and stop procrastinating.

Distractions are like the sneakiest thieves of your time.

They steal your focus and productivity without you even realizing it. But fear not; with the right strategies, you can fend off these productivity predators and make the most of your time. Let's look at some of the ways to manage those distractions.

- **Identify what the culprit is:** Is it your smartphone, social media, noisy co-workers or a cluttered workspace?
- **Create a distraction-free workspace:** Clear your workspace of unnecessary items, set up an ergonomic desk and create a comfortable, focused atmosphere. Have you tried noise-canceling headphones?
- **Use technology wisely:** Use productivity apps and website blockers to limit your access to distracting websites and apps during work hours. "Do Not Disturb" can work wonders.
- **Utilize time blocking:** Schedule specific blocks of time for focused work. During this time, there should be no emails, no social media and no messaging apps. Dedicate your full attention to the task at hand.

The most important thing to remember is that distractions are a universal challenge in today's fast-paced world. What sets successful time managers apart is their commitment to recognizing and addressing these distractions head-on.



Review and adjust your time.

Time management isn't a one-size-fits-all solution.

What works for one person may not work as effectively for another. That's why it's crucial to regularly review and adjust your time management approach to ensure it aligns with your changing goals and circumstances.

Here are some of the ways I do it.

- Conduct periodic self-assessments.
- Celebrate your success.
- Identify challenges.
- Adjust and set new goals.
- Reevaluate priorities.
- Experiment with techniques and tools.
- Track your progress.

Concluding Thoughts

With all things said and done, time management starts as a skill and ends as a way of life. It's not merely a set of techniques; it's a mindset and a commitment to making the most of every moment. Remember, it's not about striving for perfection. It's about progress, growth and continuous self-improvement.

6. How to Build a Daily Routine That Works for You

Figuring out how to create a daily routine that works for you—and sticking to it—can take some time. What should your perfect daily routine contain? That depends on your needs. Build a successful routine to fit your daily timetable. Be honest about what you can make work by evaluating your lifestyle, bandwidth, time-management abilities, and what you need to accomplish.

Here are five steps to help you make a daily routine that's reasonable to stick to.

Make a List

Figuring out how to write a daily routine begins by writing down everything you need to do daily at home and work. Don't worry about how you organize this list; this is a brain dump, not a checklist. Jot down everything you do each day and everything you should get done.

If you find it difficult to remember all the tasks in one sitting, carry a planner or notebook to take notes throughout the day. No task is too small—if you want to work "brush teeth" into your daily routine, put it on the list.

Structure Your Day

Early birds do things most effectively before lunchtime, while night owls get their burst of energy in the evenings. Think about when you work best. Then, group your tasks into the time of day that makes the most sense for when you will efficiently complete them.

Mornings: You might be pressed for time in the morning, but group all your early tasks, such as feeding and walking pets, preparing breakfast, or putting dinner in the slow cooker. Do tasks you want to do while fresh. Or schedule things you dread or procrastinate doing so they're not looming over you all day.

Midday: Morning caffeine wears off by midday, and energy levels wane. Do the boring, routine stuff that doesn't take a lot of brainpower, like answering emails, setting appointments, and running errands. If at home, handle routine cleaning, such as emptying and loading the dishwasher or scrubbing the bathroom.

Evening: Evenings work best for planning and preparing for the next day. Lay out your clothes, pack lunches, and declutter the spaces that tend to be drop zones, such as mail piles.

Get Specific (Optional)

Get as specific as you want with your outline of tasks. For example, write a daily morning routine that looks something like this to account for time:

6:00: Wake up, shower

6:30: Breakfast, brush teeth

7:00: Leave the house

7:15: Drop off kids at school

7:30: Arrive at the office

You might prefer that level of detail until you get the hang of your routine.



Schedule Time for Flexibility

A good daily routine will harness your most productive hours for challenging tasks and your least productive hours for mundane tasks. But life can be unpredictable sometimes, so prepare for unplanned events by scheduling flexible free time in your routine.

Having blocks of free time in your daily routine allows you to shift tasks around while keeping things flowing smoothly despite atypical events. That's helpful if you have a long doctor's appointment or an impromptu social invite. Free time blocks ensure you never feel pressed for time.

Test Drive Your New Routine

Once you've created your daily routine, try it. Ask yourself:

How does your daily routine feel?

Did you schedule your tasks at times that make sense?

Do you need to adjust anything?

Commit to the routine for at least 30 days. Tweak any scheduling that isn't working out. Sticking to your daily routine will be easier once your tasks are slotted into the right spots.

Moving Forward With Your Routine

Creating a daily routine can seem daunting, but you will soon reap the rewards when your productivity soars, morning meltdowns are reduced, and you suddenly have pockets of free time.

Remember: Nothing is written in stone. Keep tweaking as things change in your life. Follow the steps you used to create your initial routine to form new and productive habits. Begin by finding a free planner online to kickstart your new routine.

7. How A Professional Cleaning Service Can Save You Time And Reduce Stress

A clean and organised living space prevents the spread of allergies and ailments. It promotes a healthy indoor environment, brings positivity, enhances productivity and reduces stress. However, dusting, scrubbing, vacuuming, and mopping can feel like a never-ending task, particularly for busy people.

They often find it challenging to balance their professional and personal lives, which can leave little time for a thorough house cleaning. Unfortunately, this can result in dirt accumulation, clutter, and germs & pest infestation. If you are concerned about your family's health, consider hiring a professional cleaning service.

They can handle everything; from regular house cleaning tasks to a professional vacate cleaning Perth, carpet cleaning, and other specialised services. With their expertise, you can ensure a meticulously clean abode without a hint of stress.

Here is a complete guide to help you understand how professional cleaning services save you time and reduce stress. Make sure you do proper research and hire the best cleaning company in your area.

Let's Get Started!

1. Cleaning Experts Work Efficiently & Effectively

There is no denying that cleaning an entire house requires a lot of time and energy. In fact, the process can be overwhelming without proper tools and techniques, which leading to a stressful situation.

On the other hand, professional cleaners are trained to work in different conditions. They thoroughly inspect the property and spruce up your home quickly and efficiently.

Highly-credible experts are well-versed with cutting-edge cleaning equipment and techniques to dislodge accumulated dirt, carpet stains, window grime, soap scum, rust stains and lingering odours to deliver you shiny and healthy abode efficiently. They can get your home spotless in less time as compared to your DIY approach.

Tip: It is good to consider key factors that can help you determine the house cleaning duration with ease.

2. Free Up Your Weekend Schedule

Nobody wants to spend their weekends and events scrubbing floors, removing stains and dusting cabinets. You can free up your schedule by outsourcing a professional house cleaning service for your dirty homes, kitchen appliances and other surfaces.

Experts take over time-taking and monotonous tasks and give you precious time to do the things you love and enjoy, such as exploring Perth City, watching your favourite movie, going out for dinner, etc.



3. Tackles Difficult Cleaning Tasks With Perfection

It can be challenging to clean dirt-laden carpets, ceilings, and kitchen appliances inside and outside. This is especially true when you are at the end of your tenancy. If you want to pass your rental inspection and secure the full bond money, pay attention to hard-to-reach areas, important spots, bathroom fixtures and fittings- which is difficult to do without any expertise.

That's where cheap vacate cleaning Perth comes in. They have the expertise to tackle difficult cleaning tasks without giving you a hint of stress. You can relax while letting them spruce up your ceilings, air vents, windows, sills, tile grouts, and other difficult areas to help you regain the full bond.

4. Enjoy Customised Cleaning Plans

One of the major benefits of professional cleaning services is that they can be customised according to your specific requirements and time availability.

Whether you need regular weekly house cleaning, bi-weekly cleaning, or a one-off deep cleaning service, professionals will work with you according to your schedule. This flexibility saves you a lot of time and gives you peace of mind in the long run. The best part is that you can follow proven DIY cleaning tips in-between professional cleans and keep germs and grime at bay.

Vacate Cleaning Perth Experts know what you want and deliver the same results to help you ensure a smooth move-out without any delays. Believe it or not! Customised or personalised cleaning services can increase the value and contentment by maintaining a tidy abode all year round.

5. Creates a Healthy Living Environment

Believe it or not! Having a tidy home can significantly reduce the spread of germs and disease-causing allergens. Professional cleaners strictly adhere to eco-friendly cleaning practices to remove dirt, grime, grease and bacteria from almost all surfaces. This can deliver various benefits, such as:

Improving the Indoor Air Quality

Keeping germs at bay

Protecting your family from health risks, such as allergies, respiratory disorders and asthma symptoms, etc

Plus, they clean every nook and cranny to promote overall well-being- which can automatically reduce stress.

6. Professional Cleaning Delivers Consistent Results

With a regular and intense professional cleaning schedule, you can consistently maintain the highest standards of cleanliness.

This means you don't need to fret about the condition of your home because regular cleaning often tackles accumulated dust and prevents mould infestation and grease buildup. It can save you a lot of time and provide peace of mind.

7. Access to Modern Cleaning Tools and Effective Products

Highly-trained vacate cleaning Perth professionals use high-quality equipment, such as a heavy-duty vacuum cleaner, a steam cleaner, microfiber cloths, a rubber squeegee, etc. These supplies are more effective than standard household tools and can deliver better results in less time.

The best part is that you do not have to invest in expensive tools to attain sparkling results because they make everything easier. However, it is good to follow sustainable cleaning practices and protect the environment while maintaining a clean house.

Hiring a professional cleaning service can help you leverage a lot of benefits. They spruce up the property using proper tools and products to save you time, energy and, of course, money. With their expertise, you can ensure a healthy abode and reduce unnecessary cleaning stress.

8. Conclusion

In conclusion, mastering time management is essential for navigating Perth's fast-paced yet vibrant lifestyle. By implementing effective strategies, residents can save valuable hours, reduce stress, and make the most of their personal and professional lives. Whether it's optimizing work routines or carving out time to explore Perth's stunning beaches and cultural events, proper time management ensures a balanced and fulfilling life. Remember, small changes, such as prioritizing tasks and minimizing distractions, can lead to significant improvements. With the right approach, you can enjoy the opportunities Perth offers while staying productive and stress-free, creating a brighter and more organized future.

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