

Scheduling – www.cleverism.com

We have all had those busy days at work where we have been frequently disturbed by calls for urgent meetings, or been assigned with last-minute tasks. Yet, we return home without accomplishing anything significant.

The ability to overcome such complex and frustrating situations by planning your activities such that you are able to complete all your projects and goals according to your priorities as well as within the available time limit is referred to as the scheduling skills. It enables you to manage activities in a manner that makes time for the most significant tasks to be completed.

Why is scheduling important

Time is one of the most limited resources that one cannot buy. Therefore, we should avoid its wastage or ineffective use. Developing scheduling skills is the only way to do this successfully. Scheduling helps to keep you on track by making you ponder over what goals you wish to achieve over a particular time period.

Scheduling is the only way you can have success in achieving the work-life balance that you have always struggled for. Since it helps you gain an insight into what is realistically possible for you to achieve over a certain time period, you consciously avoid taking more work load than you can actually handle. As a result, not only does the completion of all your essential tasks become possible but also the quality improves, helping you steadily move towards the achievement of your career goals.

How to improve scheduling skills

Scheduling skills, essentially, help you plan the utilization of your time, reducing your stress level and enhancing your effectiveness consequently. It may sound very basic, but the two tools that will help you actually improve your scheduling skills are your to-do-list and your calendar.

- **Keep updating your to-do-list.** This is the very first step where you define as well as prioritize the things that you are required to do. Listing all activities down, with the high priority tasks making it to the top, is the best way to remember them. Also, it serves as a prerequisite to the use of our next suggested tool.
- **Mark your calendar.** Once you have identified what to do, it is time to decide when and within how much time are you going to complete. This step serves as a promise made to oneself and makes procrastination very rare. It help you remain focused as well as gives a greater sense of accomplishment because whenever you look back at your calendar, you will appreciate how well you have managed to avoid being impulsive and achieved all your goals well in time.