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SCHEDULING & MANAGING TASKS

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Introduction

Mostly you feel there is a surplus of time left to complete the work but at the end, you will be nearing the finish line with most of the works left incomplete. While nearing the deadline every day will be another busy and stressful day without any productive work. What you have to do, to be productive right from the start date of the project to the end date? Spend few hours to prioritize the task and allocate approximate time frame required for the tasks to be completed.

Don't take too much of tasks for yourself, learn to delegate the work. Don't hesitate to get help from others if you can't do it. Submit the reports a day before the time period allotted.

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Prioritizing Tasks

Assigning time frame and priorities is an easy task but occupies predictive thinking, to assign priority list down the tasks as it occurs and then break down the tasks and write down in detail and especially in terms of their importance. Start assigning priorities to everything you work on. Label the tasks as per your choice of remembrance like "urgent", "important", "simple", etc., by taking a look at it you will know which one to be started first, which one to be concentrated more, which task occupies more time and which is very simpler to complete. Keep the list visible to you, stick it on the bulletin board near your workplace, place it on the office wall or keep it on the desktop.

Most important and dreadful task should occupy the first priority. Once you successfully completed the dreadful task then you will be free to work on other tasks without any stress. Always start the hardest task first, particularly during day hours as we feel little fresh during early hours.

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Time Management

Assigning time frame is not an easy task we cannot split the exact time frame to all the tasks. Some tasks may end before the scheduled time and some tasks will definitely occupy more time than estimated. Identify the time you have available and then start scheduling the time period for each task. It is always recommended to schedule extra time to cope with some emergencies and contingencies. Minimize the distractions as much as possible; don't let the interruptions take a lot of your productive time.

Focus completely on a single task at a time and keep yourself engaged with some tasks don't be free. If you are working on a task and someone interrupts you to send a email don't jump from the task to email immediately unless it is an emergency. If you are having some doubts don't sit with the same task for a long time ask for some help and learn to utilize the time efficiently.

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Managing– efficient track

The efficient way to manage the tasks is to organize the tasks into different categories and start approaching them immediately once you jot down the schedule. Maintain important information in a single place or folder and the folder name should be specific to the task. Always keep track of the schedule if a task is completed then remove it from the list.

If you have delegated the work to someone then keep track on the task and ask him to report his status every day. Don't divert yourself with some other tasks if most of your tasks completed and only a few more tasks left for you to complete. After completing your task you are not answerable to anyone so you may have all the fun without any burden.

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Conclusion

The environment you are working in is mainly responsible for the overall productivity, so surround yourself with some inspirational decorations. Work steadily towards your personal and professional goals by scheduling and managing the tasks effectively and achieve a good work-life balance. Focus on what is important and gain control of your life.

