

Career Headlines

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Stop Stealing Your Own Time

Your ability to reach long-term career goals will depend on how well you manage your work and personal time. We only have 24 hours a day—86,400 seconds. And each one of those, once used, can never be used again.

Today's *Career Headlines* will help you overcome the first time theft described below.

- Being distracted by your cellphone, email and other electronics
- Controlling the interruptions in your day
- Saying "No" to people who want your time
- Asking for help
- Letting personality take over



A study by a large international group estimated that distractions like these cost U.S. businesses hundreds of billions of dollars every year. Employers penalize employees who abuse technology and cause loss of money.

You can increase your productivity and effectiveness, reduce your stress and become a high performing employee with a few simple strategies for eliminating electronic time stealers.

- Turn your cell phone off when you enter your workspace. Do not place the phone on vibrate or merely silence it!
- Avoid checking email during your most productive time. Some people work best in the morning, and others late at night. Handle email during your least productive time and save your peak time for high-value work.
- Read the news on your device before the start of your day.
- Log off your personal Internet account so you can't repeatedly check personal email, go to Facebook, Twitter, or another social site.
- Close your Internet browser when you aren't using it.
- Take Internet breaks after deep concentration to rest your mind and to reward yourself for your high-quality work. Your Internet browsing should be work related, not about something personal. Passersby who see your personal screen won't know that you just finished a highly productive work session.

Action: Look at the list of time stealers and name the thieves that distract you most from your school, work, or home life.

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**Career Solutions Publishing 1199 Lancaster Avenue Berwyn, Pennsylvania 19312 United States
(610) 993-8292**