Time is a special resource for anyone trying to meet family, work, community, and personal needs. Some say time is the most valuable of all resources because it is limited. Others think time is endless . . . thinking they can always do their tasks at another time. Most busy people have to plan carefully to meet all their time demands. Jobs, schools, and other events require you to be on time, even though you would prefer a more relaxed schedule.

**TIME IS:**
- Measured — by clock or calendar, by season, by life stages.
- Limited — we all have 24 hours each day.
- Unique — we really manage ourselves in relation to time.
- Perishable — we cannot save it for future use.
- Money — it has a dollar value.
- The key — to finding satisfaction and enjoying life.

Time itself is not the real problem: The key is how you use your time. Time cannot really be managed; you manage yourself in terms of time use.
Plan with Goals and Priorities in Mind

As you make out your plan for the day, decide what you really need to do. Then decide how you will do it. Your activities should help you accomplish your goals.

Ask yourself
- Why am I doing this?
- When should I do it?
- How will I do it?
- Who will help me?

The ABC System

Usually you end up with a list that can be broken down into things that “must be done today,” “should be done today,” or “should be done sometime — but there is no hurry.” You may even have a category of things that should not be done at all.

After making a list of possible tasks for the day, give an A to the most important ones, a B to those of medium importance, and a C to those that are not important. This list becomes your daily “To-Do” list. To put the plan into action, start to work on an A priority task. There is often a temptation to finish up all the C’s and get them out of the way first, but often this means you never get around to the A tasks.

Example
“TO-DO” LIST:
- Grocery shopping – A
- Parent Teacher Meeting 7:00pm – A
- Send thank-you notes – B
- Plan Brian’s birthday party – B
- Laundry – A
- Call Linda – C

Source: Essential Living Skills: Time Management Skills, K-State Research and Extension