



### **Most Frequently Asked Questions for Time Management**

**Q. Will managing my time mean that I'll be able to get everything done?**

A. No, unfortunately for many people, there will always be more tasks than time. Time management (which really means self-management) does help to make certain that individuals are able to work most effectively to complete their most important tasks.

**Q. Using a time management system sounds like a lot of work. Isn't it easier to just start working on all of the things I need to do?**

A. While it may seem simpler to just begin working on tasks, using a time management system will help to make certain that the most important tasks are completed first. "Efficient people get things done. Effective people get the right things done."

**Q. Does using a time management system mean I'll have to use one of those Day-Timer/Day Runner/FranklinCovey planners?**

A. Not necessarily. What matters most is that you use whatever system works well for you. Many people have found that an effective system should be portable and help them to manage appointments, tasks, phone numbers and/or emails, and any miscellaneous bits of information they may need to retain.

**Q. I like to use sticky notes on my computer monitor. Are you going to tell me I have to get rid of them?**

A. Not if they're working for you. If your system is working for you, then keep it. If you find your system is not helping you in some way, consider adding to, refining, or flexing your system in some way.

**Q. What's the difference between a master list and a to-do list?**

A. A master list contains every task that could or should be done at any time. Some people may even call it a "Capture" list (as in capture every task). A to-do list contains those tasks that should be done today in most cases.