



**“Time management is not a peripheral activity or skill. It is the core skill upon which everything else in life depends.”**

-Brian Tracy

Do you sometimes find yourself missing deadlines? Does it ever happen that a task took more time than you had anticipated, which in turn throws the rest of your day off?

It's okay, don't beat yourself up about it. This isn't a permanent condition and can be easily overcome by enhancing your time management skills. How do you do that? Simply make sure that you avoid making the following time-consuming mistakes:



### **1. Setting Improper Goals**

According to a study conducted in 2014, 80% of the population does not set goals, and of those who do, roughly 70% fail to achieve the goals they set for themselves. The same study revealed that there is no doubt about the efficacy of goal setting, but it is the type of

goals set that are a problem.

In order to set achievable goals, one must follow the S.M.A.R.T. principle, which can help you organize and achieve your goals one step at a time. For this, your goal must simply conform to the following criteria: Specific, Measurable, Attainable, Relevant and Timely.



## **2. Procrastination**

One in every five people are chronic procrastinators, according to psychology professor and procrastination expert Joseph Ferrari. Studies have also shown that chronic procrastinators experience more stress. So plan a little and then take action and just do it no matter how you feel and what you think.



## **3. Always saying "YES"**

This is a tough one, particularly in the workplace with someone above us in the reporting hierarchy. What we do not realize is the fact that we may not always be able to do justice to the things we should not have accepted. This is where we all need to learn the skill of "Assertiveness".



#### **4. Demotivation**

Motivation is essential. While outside factors influence it, your reaction to those factors is what eventually leaves you demotivated. If you continually feel demotivated, then it might help to talk it with someone you trust. It can be difficult to achieve things on your own, so having a good support network may help when you've taken on a big challenge.

**Still facing difficulty in manage time? Our experts are here to help you!**

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If you have any further doubts, concerns, queries, or simply want to say hi, drop us a mail at [campus@yourdost.com](mailto:campus@yourdost.com).

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