A Message From

P ★ O ★ S ★ D ★ A

PRESIDENT OF SDA SAN ANTONIO



Time Management Tips

by Roxanna Rosales, CDFA

As the year has approached for me to step into my role as the SDA San Antonio President for 2022, I found myself excited for this new chapter in my career. I also experienced changes in my role and daily duties at the same time. I find myself looking for ways to manage my time better and prioritize my schedule and deadlines. I must admit I struggle with my time management currently and have found different ways to help coordinate my schedule and meetings to allow time to do my work but also allow time for trial and error should anything arise unexpectedly. I have purchased a daily planner and each day I write all tasks, deadlines, and events, even if I do not finish the task for the day, that item is rewritten each day till completed. I came across an article that I feel has been effective in helping me with my time management and couldn't agree more with the topics. When you are efficient with your time management, you go home with a clear mind.

Benefits for Time Management

Stress Relief

Following a task schedule reduces anxiety. I will admit I get fulfillment getting a highlighter and crossing off a task off my to do list. I like to coordinate each day with a color and each task is crossed off with that same color.

More Time

Once tasks are completed for the day, this allows you to have your own personal time after work or during the weekend to enjoy your free time doing your favorite hobbies.

More Opportunities

Managing your time allows more opportunities to come your way and less time wasted on insignificant actions. Good time management skills is essential qualities that employers look for. Having the ability to organize and schedule work is extremely alluring in any industry.



Ability to Set Goals

When time management is used to its full advantage, goals are met and completed in a shorter span.

Tips by CFI (2015 to 2022 CFI Education Inc.) Time Management - List of Top Tips for Managing Time Effectively (corporatefinanceinstitute.com)

Following these tips has been extremely helpful with my time management skills, a complete page turner in capturing my time management.