



## **Time Management and Your Home Business**

Time management skills will allow you to establish priorities for your [home business](#) that focus on the most important goals you want to accomplish. You will be able to base your decisions on what is important to your home business and what is not.

Realistically scheduling your time will help you identify and eliminate low priority tasks. To establish a schedule for your business you'll need to first determine how much time you are currently spending to accomplish each task. A good way to establish a time management baseline is to track how you are currently spending your time. You can use a day-planner, calendar, software program, digital recorder, a paper notebook or whatever you are comfortable with to record your daily activities. Keep track of each activity you perform throughout the day and how much time it takes you to complete the activity.

When you record your activities don't record unnecessary information (example: I talked to Mary on the phone today for 20 minutes about how her son is doing on the track team.) Instead write down something like: personal phone call – 20 minutes. It is the activity and how much time you spent performing the activity that is important to capture. At this point, don't distinguish between personal and business activities, record all your activities, you can sort through and separate the activities later. The key to this exercise is to get a complete picture of how you are spending your day.

Now that you have identified how you are spending your time during the day you can begin to separate the tasks into personal and business tasks. Are you spending a significant amount of time during the day on personal tasks instead of business tasks? If this is the case you will need to establish definite business hours and stick to them. Explain to your family and friends that during the hours you have established to work on your [home business](#) it will be off limits to discuss personal matters (unless of course it is an emergency.)

These are first steps you will need to take to gain control of the activities you are performing during the day and the time it takes you to complete each activity.