

What Is Time Management?

Time is such a valuable resource, we can not store or recycle it, and once it is gone it is gone. As a small business owner, time is our most valuable resource. It will determine (depending on its usage) our successes and failures. There is so much to do within our daily time frame: family obligations, cooking, cleaning, driving, reading, exercising, school, watching our favorite TV programs, contacting clients/customers, marketing, talking to friends, etc. How do you spend your time?

We all are responsible for managing our own time but what is Time Management? According to the *Webster's II New Riverside Dictionary*, time is defined as continuous measurable quantity in which events occur in apparently irreversible order. Management is defined as a practice or process of managing. Therefore, Time Management is the management of quantified events that are irreversible.

Irreversible! (Now, that's deep)

But, can you really manage time? Are you able to say, "Time wait here and accomplish this project until I get back" or "Time can you work for an additional 2 hours today? Okay, I am being a bit facetious, but you get the point. **We cannot manage time**; we can only manage ourselves around the 24 hours we are given daily. You can waste it or use it to your advantage, but whatever you decide; it will continue to move with or without any actions on your part. And as the above definition states, your actions are irreversible.

Don't start thinking about any time wasted in the past, start today to use your time wisely. Successful people don't waste time because they have discovered as Internet Marketer Alexander Brown stated, "**Time Is The New Currency**".