

Research solutions for time management



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University of Phoenix Time Management “ Time management is important for everyone. While time management books and seminars often place their focus on business leaders and corporations, time management is also crucial for students, teachers, factory workers, professionals, and home makers. Managing work and home responsibilities under the same roof takes a special type of time management. ” (Estes, 2009) Time management is one of the issues that most people face every day.

Whether a teenager is trying to manage schoolwork and afterschool activities or a president of a company trying to manage work, family and social activities it can be a hassle. The author of this paper is currently trying to manage work, school, family time and social activities along with other day to day issues. The most important (and seemingly the hardest to manage) are work, school, and family time. These three have an impact on the author’s life daily and finding time to take care of everything has become a problem.

In order for the author to solve effectively the time management problem she must first gather as much information on the subject as possible. The author needs to research and find information on time management and techniques that deal with work, school and family time. Since time management is such a common topic, information can be found on the internet through search engines such as yahoo and Google, in books and journals, in news magazines and through the University of Phoenix library on the student website.

The next step would be to evaluate the information to make sure it fits the author's specific needs. To gather the information needed the author of this paper considered two main factors: date and source relevance. First the author looked at the dates of all the material found. The material had to be relevant. Information that was over 10 years old could be considered invalid since trends and lifestyles change every day. The author wanted to use up to date information that worked with today's modern lifestyles since they would give a better perspective on the techniques that would fit the author's needs.

The second factor the author considered is source relevance. In order to get accurate and factual information the author needed to know where the information came from and be able to use credible sources. Internet sites where the public can log on and add or edit information like Wikipedia would not be helpful because most of the information on those sites cannot be proven. Sites that have published information from credible sources and are specific to the subject of time management would best help the author to find solutions for their problem.

In order to use the information gathered the author had to consider the information's relevance to their lifestyle and specific time management issues. The author reviewed the three main areas (school, work, and family time) to see if the information found highlights those areas. To effectively manage the time management issue the author must first find information on how each of the areas can work well together. " Managing schoolwork can be quite frustrating sometimes, particularly if you are continuing education after a long hiatus.