

# Monthly Recap

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There are only 24 hours in the day. We learn this when we are small children. It's simple math. Now here is the thing that I find difficult about time. Science tells us that the average adult requires 7-9 hours of sleep a day. For myself, I am and always have thrived off of 10 hours of sleep. I try my best to make that happen. So that free's up 14 hours a day to divide up amongst various tasks.

So how do you manage your time? How do you determine which tasks get the most time? I have a tendency to favour certain tasks and neglect others. I think this is something that we can all relate to!

I have written about community involvement in the past. I shared with you all that I took a position on the Executive Board for the Chamber of Commerce in Gimli. I have also recently joined the board of the Community Development Corporation in Gimli, MB.

Recently I have been challenged to manage my time a little bit differently as there is more on my plate. Between motherhood, CCP, these boards, and all the other responsibilities I have it is getting increasingly more difficult to be selective about what I commit to and how I divide my time up. However, I must find balance because I love being community involved.

So to bring this all together, here is my point. When life is busy and our to-do list is long in both our personal and professional lives, how do we find the time to properly manage our time? Time management is the skill that I use most. It is the glue to my life. Here are some tips to help manage your time more effectively.

- Create a time audit.
- Set a time limit for each task.
- Plan ahead.
- Learn to delegate and outsource.
- Modify your weekly schedule to reflect what is happening from day to day.

I will be honest and say that this next helpful tip is something I should spend more time perfecting. I never want to upset anyone. Having said that I can only handle so much. If you already have a full plate then decline that dinner invitation. Tell your co-worker you aren't able to help them with a project they are past due on. It is so important that we don't commit too much of our time to others. I challenge you to do a time audit. You might be surprised where you can find more hours in the day to do the things that bring you joy.

Send me an email and let's connect. [samantha@creativecommunitypromotions.ca](mailto:samantha@creativecommunitypromotions.ca)

Until next month,

*Samantha Hampton* 



**"Time is what we want most, but what we use worst."**

- *William Penn*