

Time MANAGEMENT



Agenda

Topics Covered

What is time managements

Time Management Skills You Need For
Success

Techniques and tools

Apps

What is Time management

Time management is the process of organizing and planning how to divide your time between specific activities. It involves setting goals, prioritizing tasks, scheduling activities, delegating tasks, taking breaks, and using time management tools to improve efficiency and productivity.



Benefits of time management

- Less stress
- Better work-life balance
- More time freedom
- Greater focus
- Higher levels of productivity
- Less distraction
- Achieving your goals
- Better decision making

Time wasters

Environmental

Phone call

Email

Internet

Visitors

Meetings

Crises

waiting

Self generated

Disorganization

Procrastination

Social interaction

Acceptance

Perfection

Risk avoidance

Three tasters of time

- The taste of necessity
- The taste of appropriateness: i am i the one to do it
- The taste of efficiency; does i have the necessary skills to do it

10 tactics to help manage your time

Pomodoro Technique

This technique has you utilize a timer to break down your work in to intervals. Each interval is known as a pomodoro

Works well for creative thinkers and those feeling burnout.

Pareto Analysis

The 80/20 rule

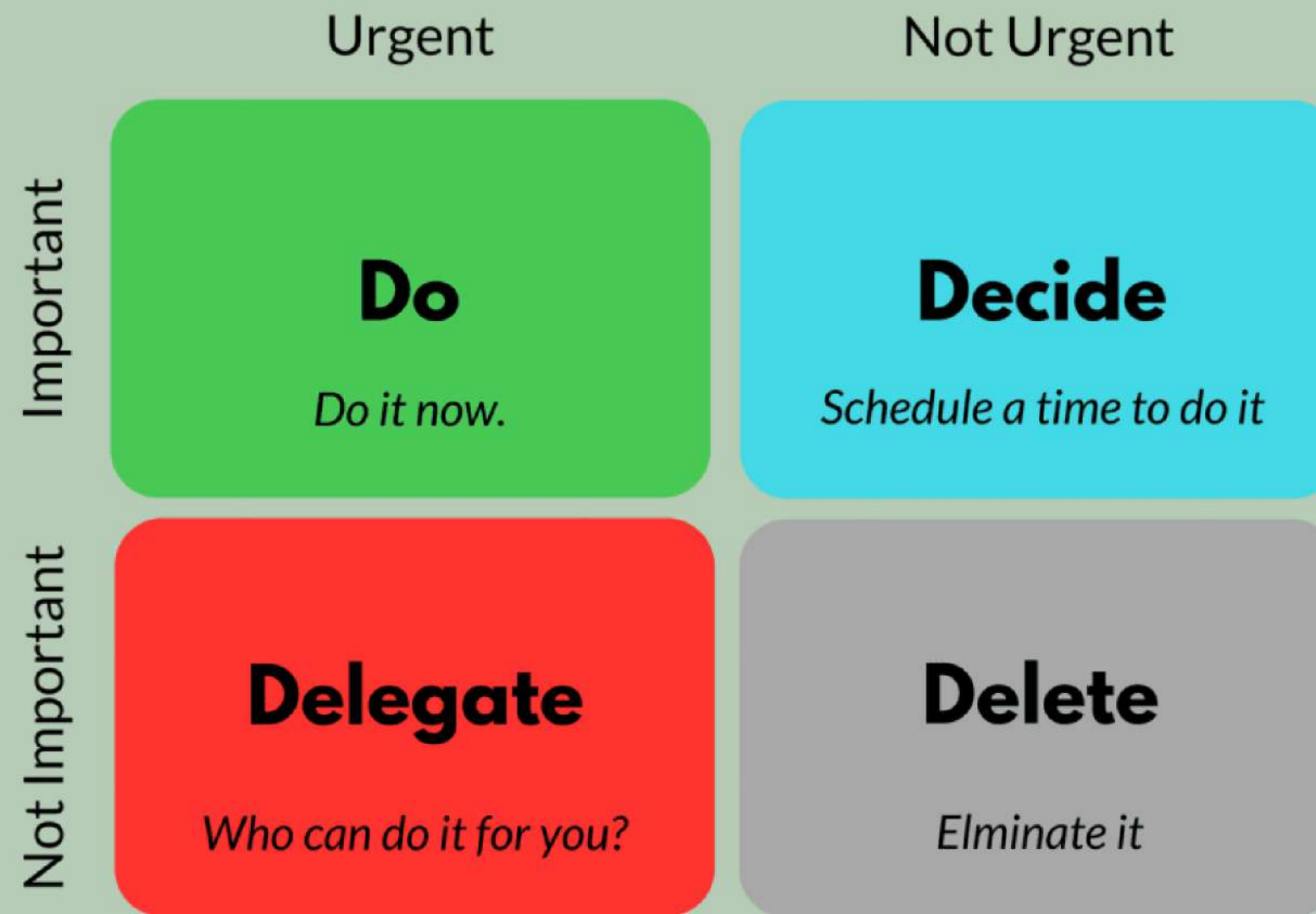
The 80/20 rule is the idea that 20% of actions are responsible for 80% of outcomes. It helps you prioritize tasks that will solve problems.

Works well for problem solvers and analytical thinkers.

Eisenhower Matrix

This method has you organize your tasks in to 4 quadrants sorting them by important vs unimportant & urgent vs not urgent.

Works well for people with tough decisions and critical thinkers



Parkinsons law

The amount of time you give yourself to complete a task, is the amount of time it will take you to complete that task

Works well for procrastinators and people that work under pressure

Time blocking method

Assign each time block in your day to a task or assign themes to days in a week

Golden hour

Do your most important work when your most productive

2 minute rule

Finish tasks that can be done in less than 2 minutes

Getting Things Done(GTD)

Method

This process works to help you move planned tasks aside by recording them on a piece of paper and then breaking them down into actionable items.

Works well for distractible people and people who like to make lists

Swallow the frog

Do the most mentally taxing work first

Time saving templates

Create templates of slides and emails

Learn to say NO

Avoid overcommitting yourself by politely declining tasks that don't align with your schedule and priorities

7 Time Management Skills You Need For Success

1. Prioritization

- The first skill for success in time management is prioritization. Learning how to identify and focus on high-priority tasks that align with your goals and values is crucial.
- When you set clear priorities, you can allocate your time and energy wisely, ensuring that you work on what matters most.

2. Goal Setting

- Setting specific, measurable, achievable, relevant, and time-bound (SMART) goals is essential for effective time management.
- Effective goal setting helps you stay focused, motivated, and organized.

3.Planning and Scheduling

- Effective planning and scheduling are fundamental to successful time management.
- Explore various planning techniques, such as creating to-do lists, using calendars or digital tools, and blocking out dedicated time for specific challenging tasks.
- Discover how to structure your day and week to optimize productivity and maintain a healthy work-life balance. Experiment with different techniques to find out which one works best for you

4. Delegation

- Delegating tasks is a valuable skill that enables you to leverage your time and resources effectively.
- Understanding the art of delegation and learning how to identify urgent or important tasks that can be assigned to others is a game changer.
- Don't be afraid to communicate your workload capacity and come up with ways to re-distribute tasks in order to meet your goals and deadlines

5. Time Blocking

- Time blocking is a powerful technique for managing your time and increasing productivity. By dividing your day into focused blocks of time dedicated to specific tasks or activities you cut through the noise and have a better chance to stay focused.
- This approach can help you eliminate distractions, improve concentration, and maintain a proactive approach to your work.

6.Procrastination Management

- Procrastination can significantly hinder your time management efforts.
- There are many strategies that can help you overcome procrastination, such as setting deadlines, breaking tasks into smaller parts, and utilizing tools like the Pomodoro Technique.
- When you harness procrastination management in an effective way, you cultivate discipline and maintain momentum. This way you avoid falling into the trap of procrastination.

7. Self-Care and Time for Renewal

- To sustain long-term success, it is vital to prioritize self-care and incorporate time for renewal into your schedule. Rest, relaxation, and activities that rejuvenate your mind and body are as important as any other work tasks.
- Self-care enhances your overall well-being, boosts productivity, and enables you to perform at your best, so don't neglect it.

Apps that helps you to manage your time

- Google calendar
- Sunsama
- Clockify
- Tweek

THANK YOU!!!