

Time Management

Achieving More In Less Time

Objectives:

The importance of time management
Chaos and its negative impacts
Time wasters and ways to overcome them
Time management techniques

Short Summary

Chaos negatively impacts almost all areas of our personal and professional life.

Time management is the process of dividing your time between specific activities in order to efficiently meet your goals.

Being busy is not the same as being productive. Good time management skills enable you to work smarter - not harder - so you get more done in less time.

Importance of time management

- Deliver work on time
- Better quality of work
- Reducing stress
- Increasing efficiency and productivity
- Saving energy
- Achieving goals in less time
- More free time for leisure activities

Common time wasters

Always saying Yes
Inefficiency
Poor organization
Ineffective meetings
Lack of priorities
Procrastination
Unanticipated interruptions
Distractions
Being a perfectionist
Indecision
Micro-management
Failure to delegate

Support, Empathy, Growth

Time Management Techniques

Prioritizing

ABC Model

List all tasks for the day. Assign A, B, or C to each task based on its importance.

A - "Must Do" tasks

B - "Should Do" tasks

C - "Nice to Do" tasks

Importance vs. Urgency Method (The Eisenhower Matrix)

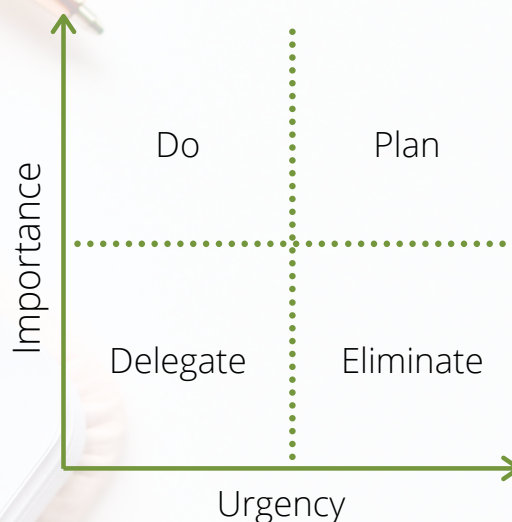
Separate your tasks into 4 quadrants based on the combination of two dimensions:
importance ("weight" of the tasks) and
urgency ("when is it due?").

I quadrant - important and urgent

II quadrant - important but not urgent

III quadrant - urgent but not important

IV quadrant - not urgent and not important



Eliminating distractions

- Resist checking your e-mail and social media
 - o Set specific times when checking is allowed
 - o Install app-blockers
- Set small chunks of time for focused work
 - o Use the Pomodoro technique - 25 minutes of focused work followed by 5 minutes break
- Find an optimal working space

Support, Empathy, Growth

Setting Deadlines

Deadlines create a sense of urgency and help you get things done.

Timeboxing - break up your projects into time-limited segments, enabling yourself to focus on the task at hand for a prescribed period of time.

This technique can help you avoid multitasking and procrastination, and will give your brain a specific, short-term goal to focus on as you work.

The key is just setting an appropriate length of time to work on one task - not too short and not too long.

The fallacy of planning - a tendency to underestimate the time we will need for completing a task in the future.

It is important to be mindful of the fact that the majority of us fall victim to this cognitive mistake - it's natural - and to set realistic deadlines.

Planning

- o Use a **planner** and **schedule** your activities
- o Avoid the temptation to **overschedule**
- o Divide large tasks into **actionable steps**
- o **Set SMART goals!**

When setting goals, make sure they are:

Specific - well defined, focused, detailed

Measurable - how will you know you reached your goal?

Attainable - challenging but still reasonable to achieve

Relevant - in line with what is important to you

Time-Bound - have a specific deadline