

TIME MANAGEMENT

WHAT IS TIME MANAGEMENT?

Time management is the practice of being able to plan and use the time that you have in an effective way

BENEFITS OF TIME MANAGEMENT



- Can support your ability to:
 - Increase productivity and efficiency at work
 - Improve quality of work
 - Decrease procrastination
- Can help alleviate stress by:
 - Allowing for more time for meaningful activity
 - Increasing confidence and self-esteem
- Help you feel greater sense of achievement
- Help you to reach your goals

TIME MANAGEMENT STRATEGIES

- Use a to-do list or day planner
 - Writing out responsibilities can help you remember tasks and reduce stress by allowing you to drop your mental checklist
- Prioritize your tasks
 - Complete the most important or quickest tasks first
- Break larger tasks into smaller ones
- Limit distractions
 - Turn off notifications
 - Create clear boundaries such as putting up a “Do Not Disturb” sign on your door or office space or put your phone on silent mode
- Give yourself time between tasks
 - Schedule in time between meetings or tasks to reduce stress if something runs longer than anticipated
 - This may also allow for micro-breaks in the day to get up and stretch, grab water, or take a mental break



TIME MANAGEMENT RESOURCES

- For more information, please refer to:
 - [Time Management Tips](#)
 - [Time Management Self-Assessment](#)
- Examples of time management apps
 - [Calendars](#)
 - [Structured - Daily Planner](#)
 - [Focus Keeper](#)