



# TIME MANAGEMENT



## Time Management Tips

1. Set goals correctly

2. Prioritize wisely

3. Set a time limit

4. Take breaks between tasks

5. Organize yourself

6. Remove non-essential tasks

7. Plan ahead

## Quick Tips for Time Management



Create time management goals

Use time management apps/programs



Set time limits for tasks

Keep everything organized



# 4 ELEMENTS OF TIME MANAGEMENT



## TIME MANAGEMENT

EFFECTIVE ORGANIZING FOR YOUR BUSINESS



A SELF HELP STRESS MANAGEMENT GUIDE TO GOAL  
SETTING, IMPROVING PRODUCTIVITY HABITS AND FOCUS

TIM KELLER & GARY BROWN

### PICK TOP-3 TASKS

Focus on what's important by prioritizing the day before and planning what must be done before you leave your desk.

2

### YOU CAN'T DO IT ALL YOURSELF

Remember to delegate and share the labor with your teammates to even the workflow, freeing you to work on what you're best at.

4

# TIME MANAGEMENT TIPS

 PRIORITY MATRIX



## RECORD YOUR CURRENT SCHEDULE

Figure out how you're currently using your time and what to improve.

**30 minutes** at the start of each day for planning  
Make a to-do list and schedule your day.



## DELEGATE SOME WORK

If you don't have to do everything by yourself, then don't! Figure out what other people can help you with.



## BATCH SIMILAR TASKS

Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)



## USE "WAITING" TIME EFFECTIVELY

When you're doing things like riding public transit or sitting in a waiting room, use that time productively.



## TURN TASKS INTO HABITS

Make things easier by turning work tasks into a regular routine



## IGNORE phone calls and e-mails

Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.



## MINIMIZE meeting times

More work gets done outside of meetings than in them.



## BLOCK out social media

Reduce distractions. Don't open up social media until your work is done.

# MANAGE

Short-Term Crises & Problems

# 1

IMPORTANT & URGENT

# FOCUS

On Long-Term Strategic Goals

# 2

IMPORTANT BUT NOT URGENT

# AVOID

Distractions & Interruptions

# 3

URGENT BUT NOT IMPORTANT

# LIMIT

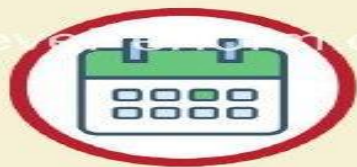
Time-Wasting Activities

# 4

NOT IMPORTANT & NOT URGENT



# 16 TIME MANAGEMENT TIPS FOR STUDENTS



**Create a schedule**



**Make time for yourself**



**Get yourself in a routine**



**Write down goals**



**Have scheduled breaks**



**Avoid procrastination**



**Stick to your plan**



**Allow time for fun activities**



**Make a to-do list**



**Study in a regular pattern**



**Work when you are at your best**



**Exercise to relieve stress**



**Reward yourself when you complete something**



**Keep stress to a minimum**



**Work a set number of hours a day**



**Don't panic if you fall behind**

**business secrets**  
The experts tell all!

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# Time Management Activities