



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

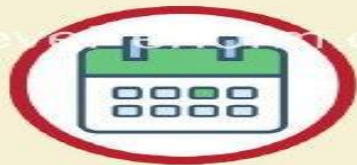
LIMIT

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!

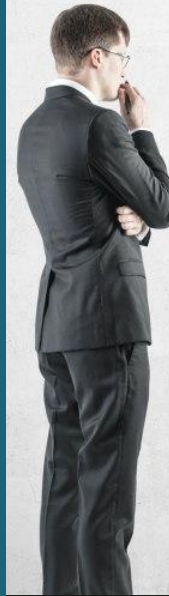
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Time Management Activities