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### **ASSIGNMENT OF TIME MANAGEMENT**

**Time management:** is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.

#### **1. Describe how you used to manage your time**

- Poor punctuality.
- Rushing.
- Impatience.
- Poorly defined goals.
- Procrastination. .
- Poor performance.
- Lack of energy.
- Perfectionism.

#### **2. How is your time management going to improve as a result of today's session?**

- ✓ . Determine Your Priorities. In your day-to-day activities, some tasks are more important than others.
- ✓ . Avoid Multitasking.
- ✓ . Avoid Distractions.
- ✓ . Learn to Say No.
- ✓ . Use Time Management Apps.
- ✓ . Organize Your Day.
- ✓ . Take Breaks.
- ✓ . Reduced Anxiety.

#### **3. What are your next steps in improving your time management skill?**

to improve my time management skills has numerous advantages. More than being efficient at work, effective time management can help you significantly reduce stress and improve your work-life balance and effective plan

#### **4. Using Examples, describe how you will be using the 4 Quadrants of effective time management**

The Four Quadrants model categorizes each task, responsibility or relationship based on its urgency and importance. The objective of using this model is to improve both your personal and professional relationships and promotes growth and accomplishment.

**Ex:** It will help me to Rank order of my list activity. Take my urgent tasks and organize by importance:

This will help me sort what goes into quadrant one and two, Put each of the tasks into the appropriate quadrant. Take my non-urgent tasks and organize by importance. Take my non-urgent tasks and organize them into quadrant t four.