

# **Unit-5 Time Management & Task Planning**

**Semester 3 – Professional Communication Skills**

**(303193203)**

# Learning Objectives

- Define time management and identify its role in personal and academic success.
- Apply strategies like time blocking and prioritization to plan daily tasks.
- Recognize and eliminate common time wasters.
- Develop task planning skills by setting realistic goals and deadlines.
- Improve productivity through delegation, self-discipline, and healthy routines.
- Identify their own time wasters and adopt strategies to reduce them.
- Clarify and prioritize their objectives and goals by creating more planning time.

# Introduction

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## *Time Management and Task Planning*

*Helps organize tasks and use time effectively.*

*Leads to better focus and fewer distractions.*

- *Relevance in Academic and Professional Life*

*Essential for meeting deadlines and balancing work.*

*Improves performance and builds reliability.*

- *Impact on Productivity and Stress*

*Boosts output and work quality.*

*Reduces pressure and improves well-being.*

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# What is Time Management?

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## Definition:

Time management and task planning refer to the process of scheduling and organizing tasks in a way that allows efficient use of time. It involves setting priorities, creating to-do lists, and allocating time for each task to meet goals effectively.

## Goals:

- **Enhancing productivity:** Helps complete more tasks in less time by focusing on priorities.
- **Reducing stress:** Prevents last-minute pressure and workload buildup.
- **Achieving work-life balance:** Ensures time is available for both professional and personal life.

# Key Principles of Time Management

- **Goal Setting**  
Define clear, achievable objectives to stay focused and motivated.
- **Prioritization**  
Identify and work on the most important tasks first to use time effectively.
- **Planning and Scheduling**  
Create daily or weekly plans to organize tasks and set realistic deadlines.
- **Time Blocking**  
Allocate specific time slots for different tasks to maintain concentration and avoid multitasking.
- **Elimination of Time Wasters**  
Recognize and reduce distractions like social media, unnecessary meetings, or procrastination.

# Additional Time Management Strategies

- Setting Deadlines and Time Limits
- Breaking Tasks into Smaller Steps
- Delegating Responsibilities
- Time Buffering
- Avoiding Procrastination
- Saying No
- Taking Breaks



# Goal Setting

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## SMART Goals and Task Alignment

Set goals that are:

- **Specific** – Clearly defined and focused
- **Measurable** – Trackable progress and outcomes
- **Achievable** – Realistic and attainable
- **Relevant** – Aligned with overall objectives
- **Time-bound** – Have clear deadlines

### Aligning Tasks with Objectives:

Break down long-term and short-term goals into daily tasks to ensure consistent progress and meaningful results.

# Prioritization Techniques

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## Prioritization Techniques: Eisenhower Matrix

Helps decide what tasks to focus on based on urgency and importance:

### **1.Urgent & Important**

Do these tasks immediately (e.g., deadlines, crises).

### **2.Important but Not Urgent**

Schedule these tasks for later (e.g., planning, skill development).

### **3.Urgent but Not Important**

Delegate if possible (e.g., interruptions, minor requests).

### **4.Neither Urgent nor Important**

Eliminate or minimize (e.g., time-wasting activities).

# Planning and Scheduling

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- **Daily, Weekly, Monthly Planning:**

Break tasks into manageable timeframes to stay organized and consistent.

- **Using Calendars, Planners, and Apps:**

Tools like Google Calendar, to-do lists, and planner apps help track deadlines and appointments.

- **Task Visualization:**

Visual aids like checklists, timelines, and Gantt charts make it easier to monitor progress and stay motivated.

# Time Blocking

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- Structuring Focused Work Sessions**

Allocate specific time slots for tasks to increase concentration and deep work.

- Avoiding Multitasking**

Focus on one task at a time to improve efficiency and reduce errors.

**Tip:** Use a calendar to block out time for key activities like studying, breaks, and meetings.

# Identifying Time Wasters

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- Common Distractions:**

Social media, unnecessary meetings, constant email checking, and mobile notifications reduce productivity.

- Strategies to Minimize Distractions:**

Set specific times to check emails, use website blockers, mute notifications, and schedule focused work sessions.

**Tip:** Regularly review your daily activities to spot and eliminate low-value tasks.

# Task Planning

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- **Break Large Tasks:** Divide big tasks into smaller, manageable parts.
- **To-Do Lists & Sub-tasks:** List tasks and break complex ones into detailed steps.
- **Delegation & Outsourcing:** Assign tasks to others to save time and focus on priorities.

# Personalization Tips

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- **Use Peak Energy Levels:** Identify times of the day when you feel most alert and focused. Schedule your most important or challenging tasks during these periods for better efficiency.
- **Align with Personal Rhythm:** Understand your natural work style and energy patterns (morning person, night owl, etc.) and plan tasks accordingly to maximize productivity and reduce fatigue.

# Self-Care and Time Management

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- Maintain physical and mental well-being through good sleep, nutrition, and stress management.
- Healthy habits boost focus, energy, and overall productivity.
- Taking care of yourself helps manage time effectively and avoid burnout.

# Activity 1 -Time Audit Challenge

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## Instructions:

1. List activities done in the last 24 hours.
2. Classify them using the Eisenhower Matrix.
3. Identify time wasters.
4. Suggest improvements.

**Tools Needed:** Pen, paper, or mobile note app

**Duration:** 20 minutes

# Activity 2 -Time Blocking Practice

## Instructions:

- 1.Create a time-blocked schedule for tomorrow.
  - 2.Include breaks and buffer time.
  - 3.Share with a partner for feedback.
- **Tools Needed:** Blank schedule template

**Duration:** 15 minutes

# Case Study-Based Activity

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## Instructions:

1. Students will be given a scenario of a day in a student's life.
  2. Identify time wasters and missed priorities.
  3. Create a revised plan with time-saving strategies.
- **Tools Needed:** Scenario worksheet

**Duration:** 20 minutes

# Conclusion

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## Recap of key points:

- Recap of key time management and task planning strategies
- Encouragement to implement techniques in daily routine
- Real-life benefits: reduced stress, better grades, improved personal life

# Learning Outcomes

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By the end of this two-hour session, students will be able to:

- 1.Understand the importance and principles of time management.
- 2.Apply prioritization techniques to daily academic tasks.
- 3.Create a personalized time-blocked schedule.
- 4.Identify and eliminate time-wasting activities.
- 5.Develop a practical and efficient task planning approach.

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**Thank You**