

Development of a Time and Self-Management Toolbox.

TEAM LIONS

SUPREEM THAPA

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In simple terms, the development of time management is a combination of long-term repetition, effort, [scarify](#), and patience.

Time management is the process of organizing and planning how to divide the tasks or things to do without much stress.

For example,

- I. need to do well in my studies,*
- II. I want to do a German language course,*
- III. work part-time,*
- IV. exercise,*
- V. Make home-cooked meals,*
- VI. Attend family meetings,*
- VII. and also, time for my hobbies.*



And, **self-management** is more related to personal behavior and character which means controlling one's thoughts, emotions, behaviors, and actions. It is the combination of keeping up good vibes, and good surroundings so that your mind and thoughts are always in a positive mood. It's hard but a thing to do.

1. Start with a small step.
2. Take a break between.
3. Keep going.

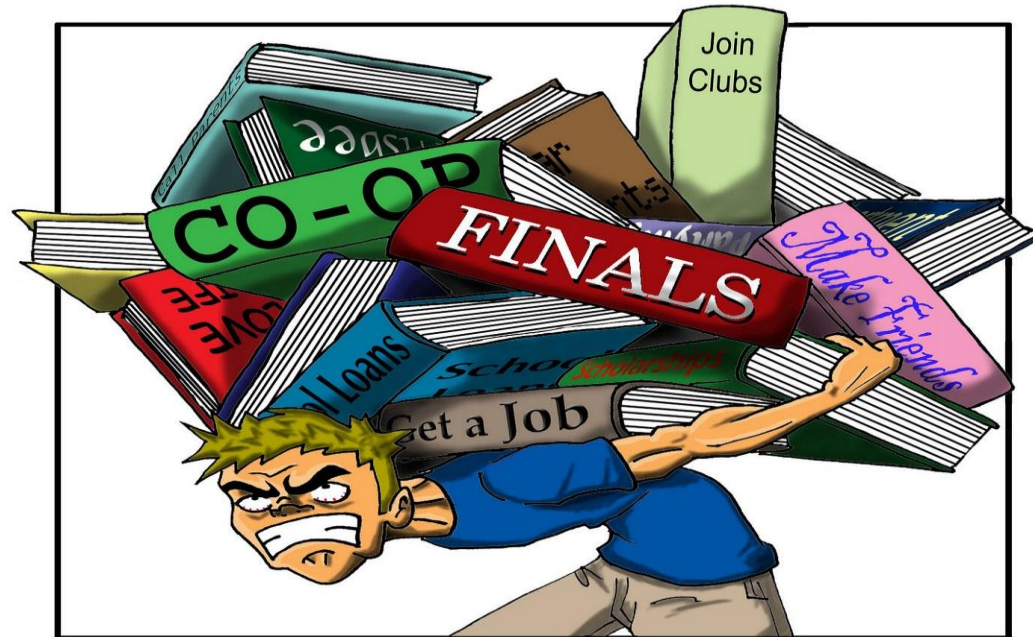


self-management



Stress

Stress is a normal psychological and physical reaction that is an unavoidable part of everyone's life living in this world. It is connected to the brain. Stress comes when there is a gap between expectation and reality. When there's stress people often get demotivated and find things hard to continue or start which also affects mental and physical health. Stress will be over when we accomplish urgent and important tasks, but it won't be forever over until we are breathing.



What can we do to **manage time** better?

There are many things to change in lifestyle and do better to manage time, first, it all starts with self-love which includes,

- I. Better food.
- II. Exercise.
- III. Good sleep.

After these, there are other things to improve on,

- a. Good relation.
- b. Engaging in your hobbies.

These above points also apply to **self-management**.

Now, there comes the **prioritization technique**

1. Know your short-term and long-term goals.
2. Write down a to-do list.
3. Planning things before.
4. Working continuously and effectively.

And, short-term and long-term goals are somehow connected in the future.



Digital productivity tools for time and self-management:

In this ongoing digital trend, most people use digital devices and products to manage time and their work. There are many applications, and software which we can use.

- I. Calendar (Mobile application).
- II. Trello.
- III. Asana.
- IV. Monday

These are some of the digital productivity tools that are used by companies to see the progress of certain tasks. Also used to track the work to do, work on the process, and work that has been done.

***Team Lions**, as a digital tool we use **Microsoft Teams and WhatsApp** to communicate and get work done within a deadline.*

Trello:

Here we can watch a short video on how Trello works and how can we use it in our projects.

[Manage Your Team's Projects From Anywhere | Trello](#)

What are the different reasons why people can be bad at time management?

There might be various reasons, but some common reasons might be:

- I. No clear goals.
- II. Mental and physical issues.
- III. Lack of proper guidance.
- IV. Laziness.

Toolbox Creation:

Time-table Application

1. Sign up with G-mail or Handy number.
2. Receive confirmation code.
3. Get inside the application.
4. Can see the profile of group members.
5. Can see the work that has to be done in a certain time.
6. Communication with members.

Source:

1. Brad Aeon

<https://www.youtube.com/watch?v=WXBA4eWskrc>

2. Chat GPT

3. Self-opinion, thoughts, and realization.

4. [Stress management Stress basics - Mayo Clinic](#)

5. Asana


[Manage your team's work, projects, and tasks online • Asana • Asana](#)

6. Trello

[Manage Your Team's Projects From Anywhere | Trello](#)

Brad Aeon is a Ph.D. in time management who offers training and consulting services to help organizations and individuals improve productivity and well-being.

<https://www.youtube.com/watch?v=WXBA4eWskrc>

A man with dark hair, wearing a light blue button-down shirt and a dark tie, is shown from the chest up. He has his mouth wide open in a shout or cheer, and his hands are raised to shoulder height with palms facing forward. The background is a kitchen with wooden cabinets, a countertop with various items, and a window looking out onto a blue sky with some foliage.

**OMG! THANK
YOU!**