**Notes**

<https://lucemiconsulting.co.uk/benefits-of-time-management/>

Time management is organizing and managing your time. Using time management helps with spending more time on important activities and less time on unimportant activities. This involves prioritizing activities and setting both short term and long-term goals. Through using time management, you can get more done at a higher quality in less time.

The benefits of time management are as follows.

1. Less stress- Using time management effectively makes you more productive and makes you more organized. You will know the most important tasks and feel less stressed since you will know where to begin working.
2. More free time-Getting work done allows you to have more time to do what you enjoy, such as spending time with people and pursuing hobbies.
3. Greater productivity- Scheduling out your work throughout the day helps make you more productive. You can work when you are most productive on your most important tasks.
4. Less procrastination- When you know what work you need to do, you will be less likely to procrastinate.
5. More energy- Good time management helps with energy, meaning you will be able to handle important work more easily.

<https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/>

There are seven ways that you can manage time effectively.

1. SMART Goals- SMART Goals should be Specific, Measurable, Attainable, Relevant and Timely.
2. Prioritize tasks wisely. Make sure to handle important and urgent tasks as soon as possible and determine when to handle urgent but not important tasks. Handle not urgent and not important tasks later.
3. Set time limits for tasks- Determining how long you plan on working on a task can help you determine if issues are occurring. In addition, you can determine how long tasks will take ahead of time by doing this.
4. Take a break between tasks-Taking breaks helps you remain recharged and actually helps you work faster.
5. Organize yourself- Use a calendar to keep track of more long-term deadlines and tasks that are part of more important projects. Determine what days work well for specific tasks.
6. Remove non-essential tasks/activities- Determine what activities are unimportant and remove them so that you have more time to spend on important tasks.
7. Plan ahead- Write out ahead of time what you need to do for each day. Writing a to-do list at the same time each day helps you start the next day prepared.

The benefits of good time management are as follows.

1. Stress relief through clear progress- Checking off items on your to do list lets you know that you are making progress on your work and how close you are to being done, reducing stress.
2. More time- Finishing up work through good time management leads to more free time for hobbies and socialization.
3. More opportunities- Employers prioritize time management skills and time management and scheduling work are useful in almost all fields.
4. Reaching goals- Practicing time management helps with achieving goals in a shorter timespan.

The consequences of poor time management are as follows.

1. Poor workflow- Not prioritizing tasks correctly can lead to spending time on unimportant or non-urgent tasks while urgent tasks remain unfinished.
2. Wasted time- Not having a schedule can lead to wasted time. You can potentially believe you are done with your work when you still have remaining tasks.
3. Increased stress- When you do not know what tasks you have to do, you become more stressed due to not feeling in control.
4. Poor work quality- Poorly managing time leads to having rush work that ultimately is lower quality than work that is properly scheduled.
5. Poor reputation- If you cannot finish tasks efficiently, employers will most likely not promote you and possibly remove you from your position. Clients will also not want to work with you and will prefer to work somewhere that tasks are finished efficiently and on-time.

<https://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.html>

Various apps are useful for organizing your time.

Rescue Time is an app that sends you weekly reports that display what you spend your time on with your devices. Rescue Time also offers tools for blocking distractions. This app is available on iOS, Android and Desktop.

Remember the Milk is an application that offers synchronized lists across all of your devices and is available on iOS, Android and Desktop.

Toogl uses analytics to keep track of how much time you spend on certain tasks, which can help with working on projects.

1Password stores all of your passwords in an encrypted database and requires only one password to open. This is useful if you use many devices.

Pocket is an app that allows you to save links to webpages that you can view later. This is useful if you find something interesting while working. You can pocket the link for later and then go back to work. This app is available for iOS, Android and Desktop.

Forest is an app that measures your focus by simulating a forest. If you stay focused, your trees grow and if you lose focus, they die. This is a more fun way of tracking your focus.

Todoist is a to do list that allows for scheduling tasks and activities. Tasks can be given priorities, due dates, and related notes. This app is available on iOS, Android and Desktop.

**Personal Notes**

Basic Calendar is good for time management

**Brainstorming**

Benefits

Steps to take

Tools to use