

PERSONAL PRODUCTIVITY: TIME MANAGEMENT

Insights from research on well-being and performance



Time management is defined as a decision-making process used to structure, protect, and adapt time to changing conditions.



Why it matters: Time management strongly affects stress, well-being, and productivity.

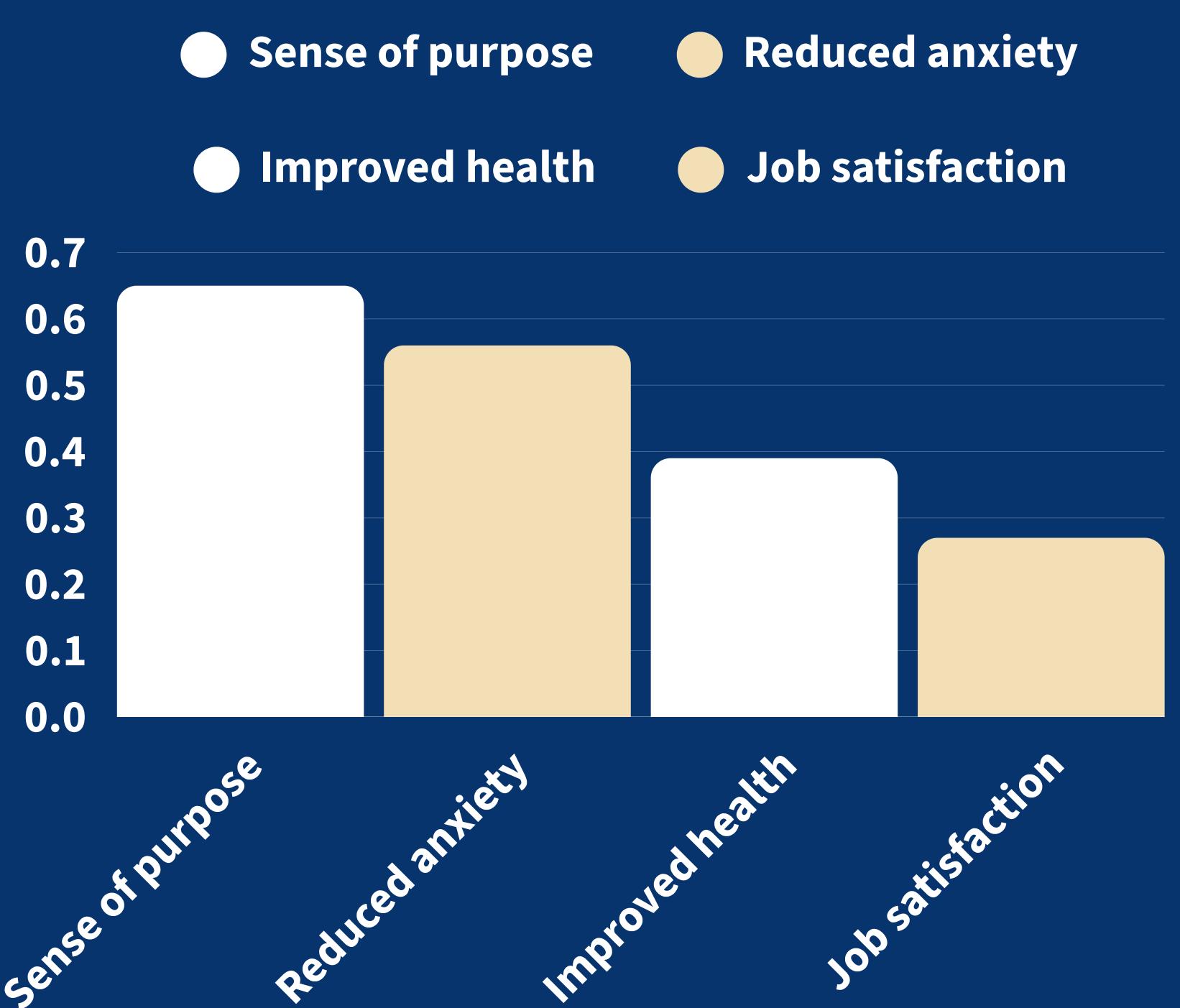
Key Insights

Time management improves well-being, showing positive correlations with health ($r = .39$) and job satisfaction ($r = .27$).

Time management training reduces stress and increases perceived control of time.

Effective time management reduces procrastination, explaining about 10% of behavioral variance.

However, Poor time management is linked to anxiety and depression, with strong negative correlations (up to $r = -.56$)



Impact of Poor Time Management

- ⚠ Increased stress and psychological strain.
- ⚠ Reduced well-being and life satisfaction.
- ⚠ Difficulty maintaining focus and consistency.



Research-Based Solutions

- ✓ Time management training programs.
- ✓ Structured scheduling and planning.
- ✓ Reflection on time use and decision-making.

