

# 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.

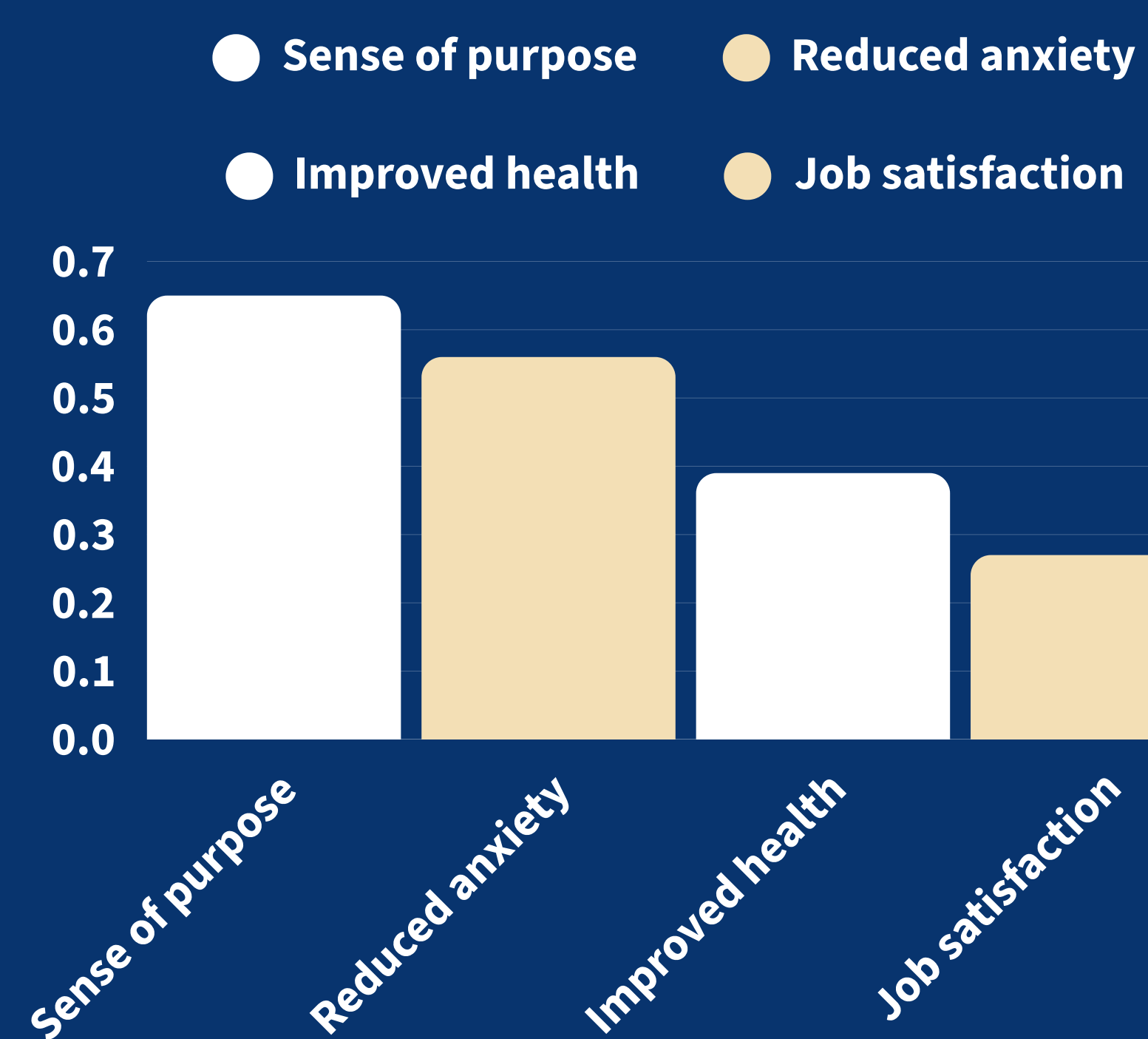
## Key Insights

*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.

