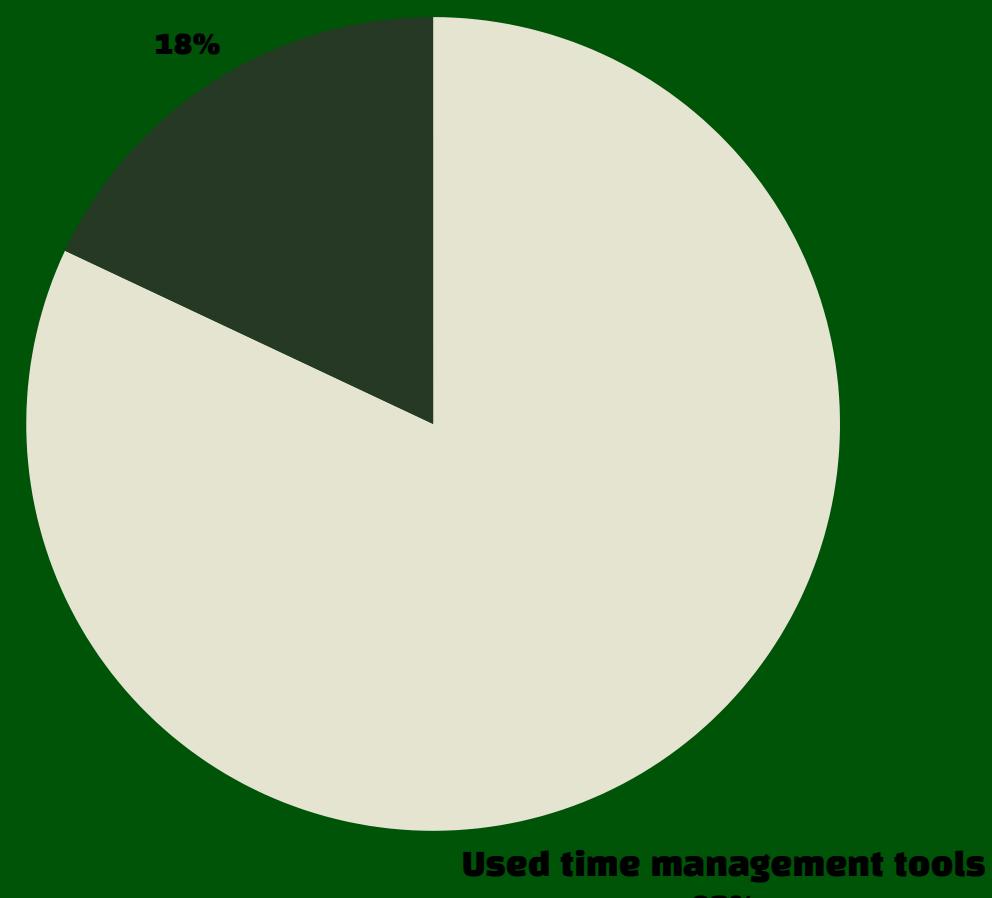


# TIME MANAGEMENT

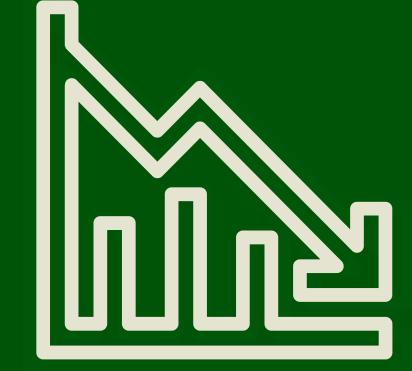
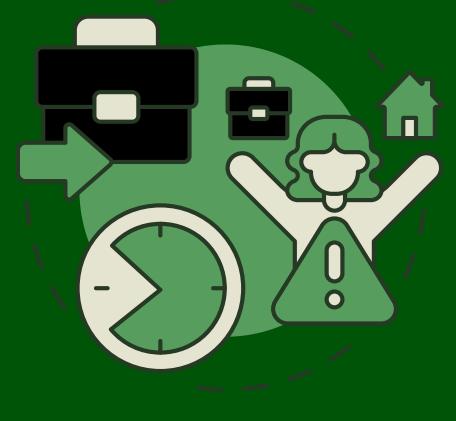
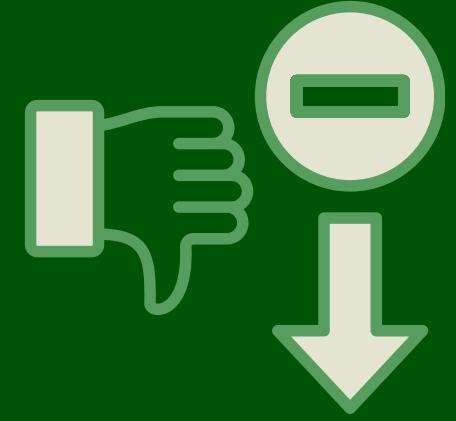
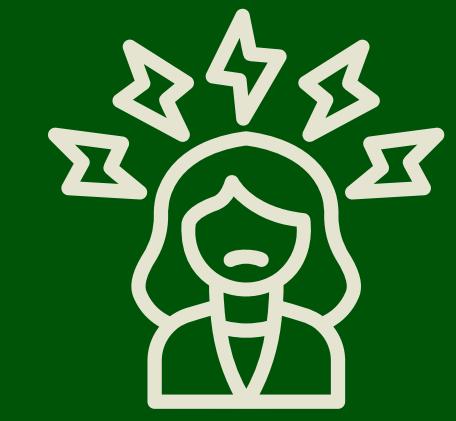
## 5 KEY FACTS & INSIGHTS

- MOST PEOPLE STRUGGLE WITH TIME MANAGEMENT:** ABOUT 82% OF PEOPLE FEEL THEY DON'T MANAGE TIME EFFECTIVELY, LEADING TO MISSED OPPORTUNITIES AND STRESS.
- DISTRACTIONS WASTE HOURS:** WORKERS LOSE AN AVERAGE OF ~2.8 HOURS PER DAY DUE TO DISTRACTIONS LIKE EMAILS AND SOCIAL MEDIA.
- MULTITASKING REDUCES PRODUCTIVITY:** SWITCHING TASKS CAN REDUCE PRODUCTIVITY BY UP TO 40%.
- PLANNING BOOSTS PRODUCTIVITY:** PEOPLE WHO PLAN THEIR DAY IN ADVANCE ARE AROUND 30% MORE PRODUCTIVE.
- EFFECTIVE TOOLS HELP SUCCESS:** 82% OF SUCCESSFUL PEOPLE USE TIME MANAGEMENT TOOLS TO STAY ORGANIZED AND REACH GOALS.



## IMPACT OF POOR TIME MANAGEMENT

- STRESS & BURNOUT:** INEFFECTIVE TIME USE INCREASES STRESS AND CAN LEAD TO BURNOUT AND POOR HEALTH.
- LOWER QUALITY WORK:** RUSHING TASKS DUE TO POOR PLANNING OFTEN RESULTS IN MISTAKES OR SUBSTANDARD WORK.
- MISSING DEADLINES & OPPORTUNITIES:** WITHOUT GOOD TIME CONTROL, DEADLINES ARE MISSED, HARMING REPUTATION AND SUCCESS.
- WORK-LIFE IMBALANCE:** POOR TIME MANAGEMENT BLURS BOUNDARIES BETWEEN WORK AND PERSONAL TIME, REDUCING WELL-BEING.
- WASTED TIME & RESOURCES:** DISTRACTIONS AND POOR PRIORITIZATION WASTE HOURS EVERY DAY.



## WHAT'S THE SOLUTION?

- SET DAILY & WEEKLY GOALS – DEFINE WHAT'S MOST IMPORTANT AND SCHEDULE TIME FOR IT.**
- USE TOOLS & PLANNERS – CALENDARS, APPS, AND TASK LISTS HELP TRACK AND ORGANIZE TASKS.**
- PRIORITIZE SMARTLY – FOCUS ON URGENT + HIGH-IMPACT TASKS FIRST**
- AVOID MULTITASKING – FOCUS ON ONE TASK AT A TIME TO IMPROVE PERFORMANCE.**
- TAKE BREAKS & REVIEW – SHORT BREAKS AND END-OF-DAY REVIEWS IMPROVE FOCUS AND PROGRESS.**

