



TIME MANAGEMENT

Time management is a crucial soft skill that involves the ability to plan, organize, prioritize, and allocate time effectively to achieve specific goals and tasks. Effective time management enables individuals to maximize productivity, reduce stress, and achieve a better work-life balance.

What is a soft skill?

Soft skills refer to personal attributes and interpersonal skills that enable individuals to interact effectively and harmoniously with others. These skills include communication, teamwork, adaptability, problem-solving, creativity, emotional intelligence, time management, and leadership.

Time management as a technical skill

This is when an individual can systematically and strategically prioritize, organize or schedule all that needs to be done in a format that another task won't be affected.



Effective time management

This is the ability to use one's time in an actual, productive and factual way, especially at work. The saying "time management is the key to efficient working". We all have 24 hours but without good time management skills, it can feel like the day passes by with little to show for it. We often spend too much time on things that don't matter, we overbook ourselves or fail to plan ahead of time for projects with tight deadlines.

For effect time management

- 1. Be adept at using time planners, organizers, tabletop calendars etc.***
- 2. Manage your time so that the right time is allocated to the right activity.***
- 3. Assign specific time slots to activities as per their importance.***
- 4. Making the best use of time as time is always limited.***

Time management is particularly crucial in tech industries due to the fast-paced and dynamic nature of the field. some key principles and techniques for improving time management:

Set clear goals: Define your short-term and long-term goals to have a clear direction of what you want to accomplish. Tech projects often have strict deadlines to meet client expectations, market demands, or regulatory requirements. Effective time management ensures that tasks are completed efficiently and on time, preventing delays that could impact project delivery.

Prioritize tasks: Identify tasks based on their importance and urgency using techniques like the Eisenhower Matrix (categorizing tasks into four quadrants: urgent and important, important but not urgent, urgent but not important, neither urgent nor important).

Plan your day: Use tools like calendars, planners, or digital apps to schedule your tasks and activities. Break down larger tasks into smaller, manageable steps.

Eliminate distractions: Minimize interruptions and distractions by creating a conducive work environment, turning off notifications, and setting boundaries with colleagues or family members.

Learn to say no: Be selective about taking on new tasks or commitments that may overload your schedule and detract from your priorities.

Delegate when possible: Delegate tasks that can be handled by others to free up your time for more critical responsibilities.

Resource optimization: Tech projects typically involve various resources, including human resources, equipment, and budget. Efficient time management ensures that resources are allocated optimally, preventing waste and maximizing productivity.

Use time-blocking: Allocate specific blocks of time for different activities throughout your day, such as focused work, meetings, breaks, and personal time. Focusing on a single task helps me direct all my energy and attention to it, hence doing it to your best and faster. Before I tackle a task, I make sure that I have everything I will need throughout the entire time, which prevents me from getting up

to grab those things midway. It is also essential to avoid potential distractions such as social media.

Take regular breaks: Incorporate short breaks into your schedule to recharge and maintain focus and productivity.

Review and adjust: Regularly review your progress, identify areas for improvement, and adjust your time management strategies accordingly and know that the tech industry is characterized by continuous innovation and rapid changes in technology. Effective time management allows professionals to stay updated with the latest trends, technologies, and methodologies without falling behind.

Practice self-care: Ensure you allocate time for rest, relaxation, exercise, and activities that promote your well-being. Remember that maintaining a healthy work-life balance is essential for long-term productivity and satisfaction.

Time management is particularly crucial in tech industries due to the fast-paced and dynamic nature of the field. Here's why effective time management is especially important in tech sectors:

Increased efficiency and performance: Poor time management leads to us feeling overwhelmed, whereas those with strong time management will have improved efficiency, which in turn leads to better performance.

Delivering work on time: This is the most obvious benefit of effective time management, but it's also one of—if not the—most

important. Time management helps you meet deadlines, which is critical when it comes to meeting client expectations.

Higher quality of work: With good time management we have the time we need to deliver work that isn't just on time, but also of a higher quality.

Boosts confidence: When we are on top of their workload it gives us a boost in confidence and allows us to trust our own abilities. This in turn also helps to reduce stress and anxiety due to the body producing dopamine.

Decreases procrastination and downtime: When we know how to prioritize it reduces procrastination and encourages an “eat the frog” mentality. This reduces downtime and helps get things done.

Make better decisions: When we have time to focus and work thoroughly it prevents the need for us to make decisions under pressure. Instead, we can make informed decisions based on all the knowledge we need to make the best call.

