

Focus on single task.

Try to complete single task at one time

Do not distract by other task

Finish completely

**Optimize schedule by organizing
it into blocks of time**

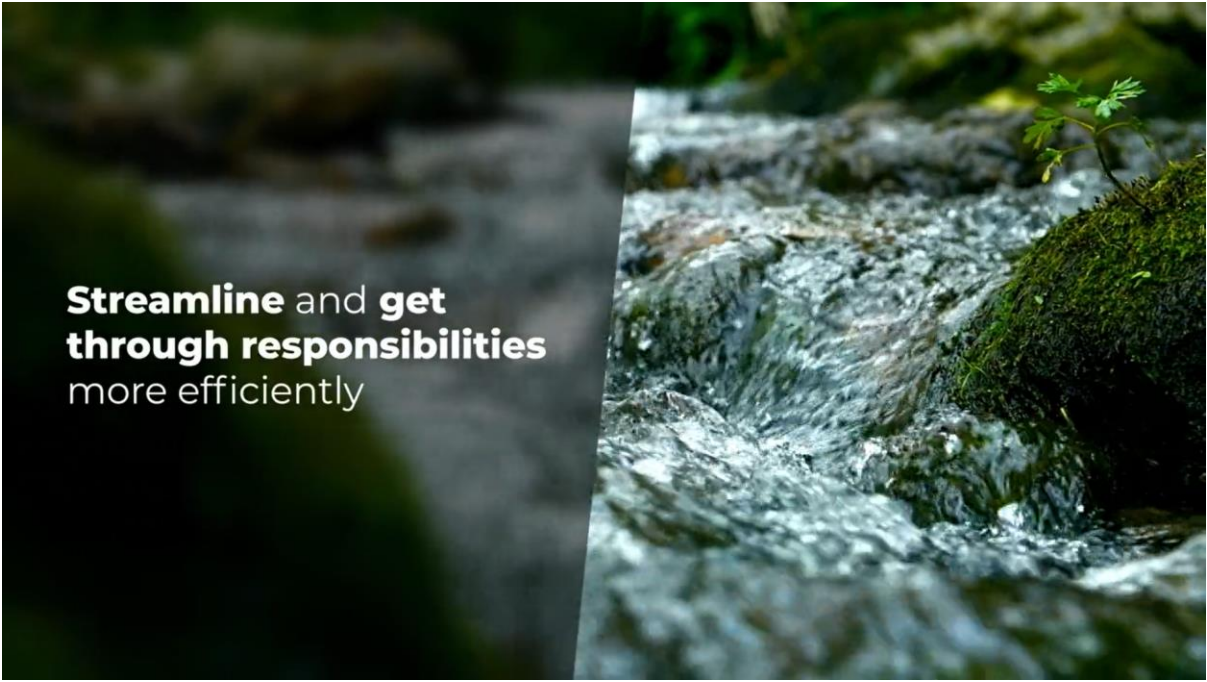


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**Task batching: group similar tasks
to be completed together**





Streamline and **get**
through responsibilities
more efficiently



Include sufficient breaks

Reassess and update your time management practices regularly



What strategies do you use to manage your time?

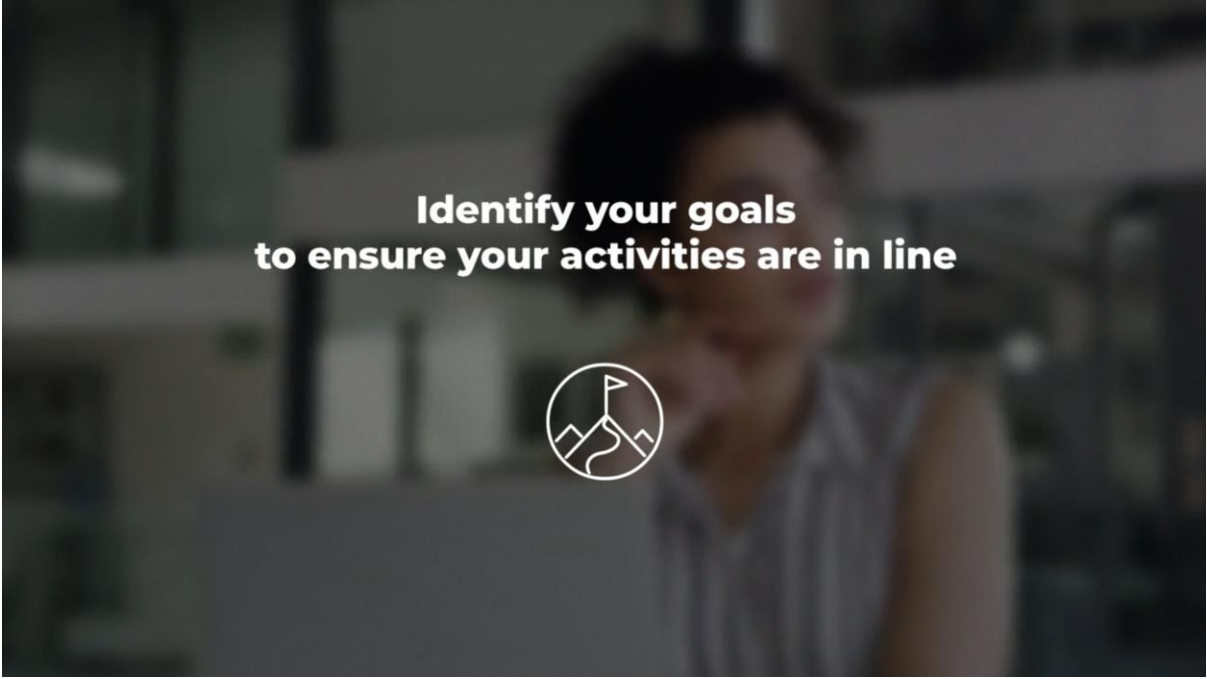
Assessing Tasks to Optimize Time

skillsoft



A close-up photograph of a hand moving a dark wooden chess piece (a king) on a chessboard. The background is blurred, showing other chess pieces and the board's squares.

Align **time-on-task**
with **business goals**

A blurred photograph of a person in an office setting, looking down. The background shows office shelves and equipment.

Identify your goals
to ensure your activities are in line



Prioritize goals in order of importance



More Important

**Schedule it,
but soon**

Do it now

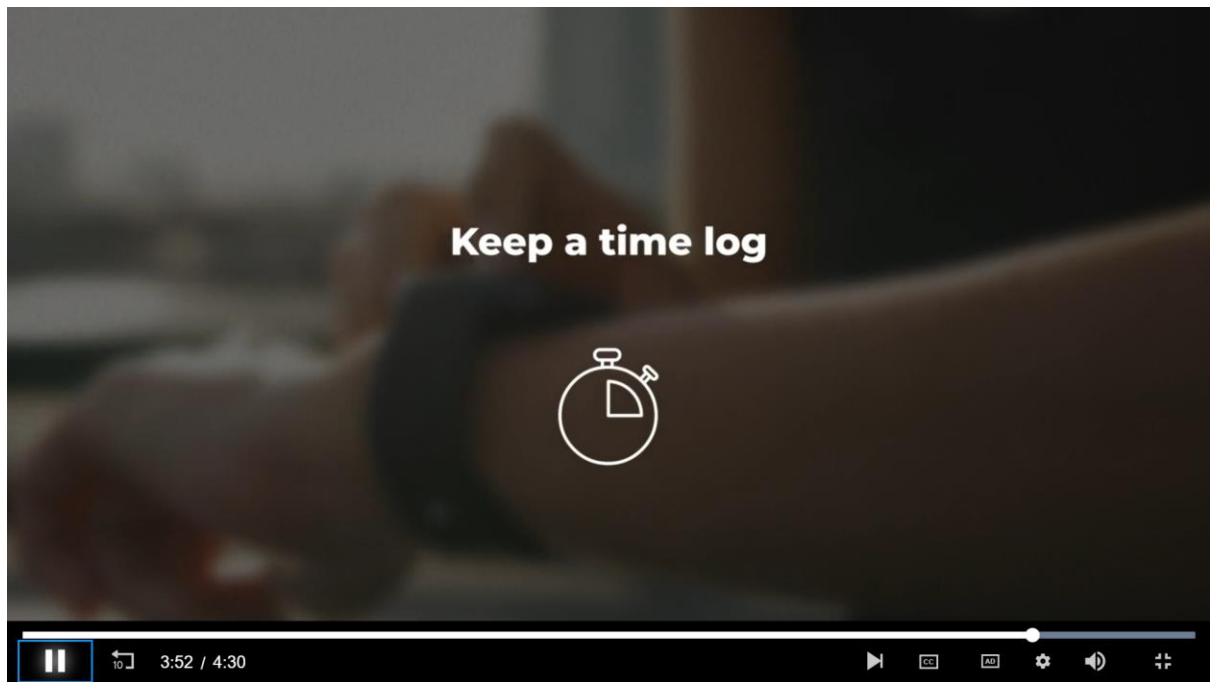
Less Important

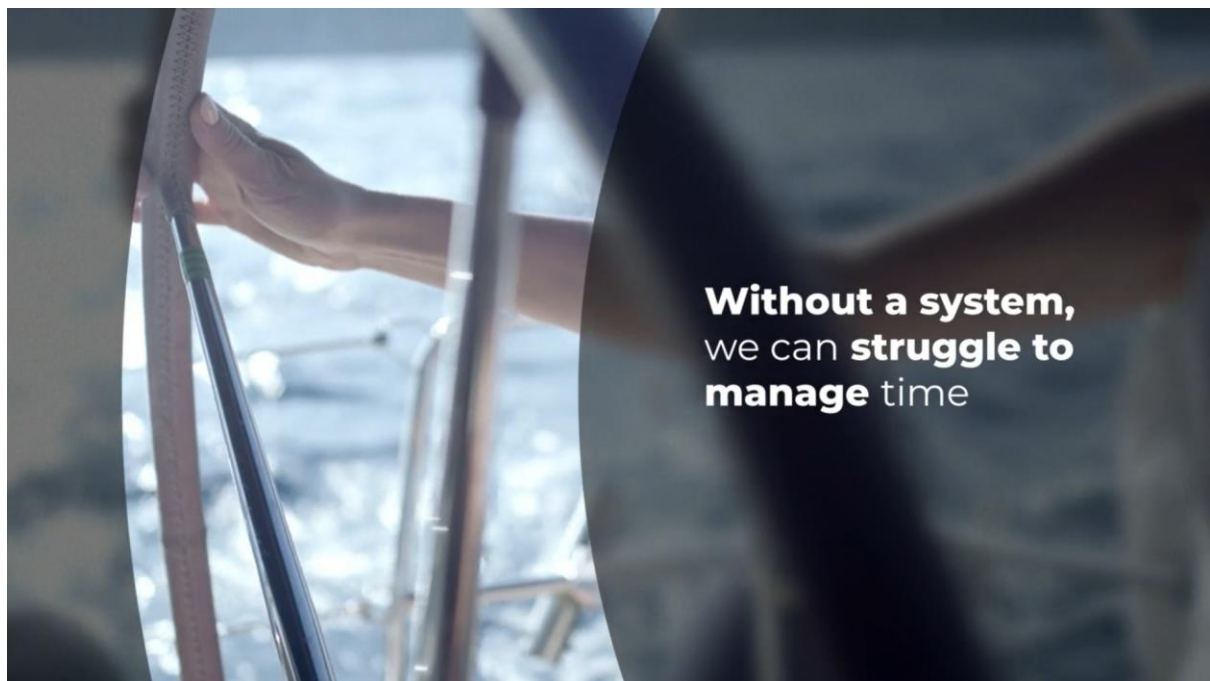
**Eventually,
or eliminate it**

**Get to it as soon
as you can**

Less Urgent

More Urgent



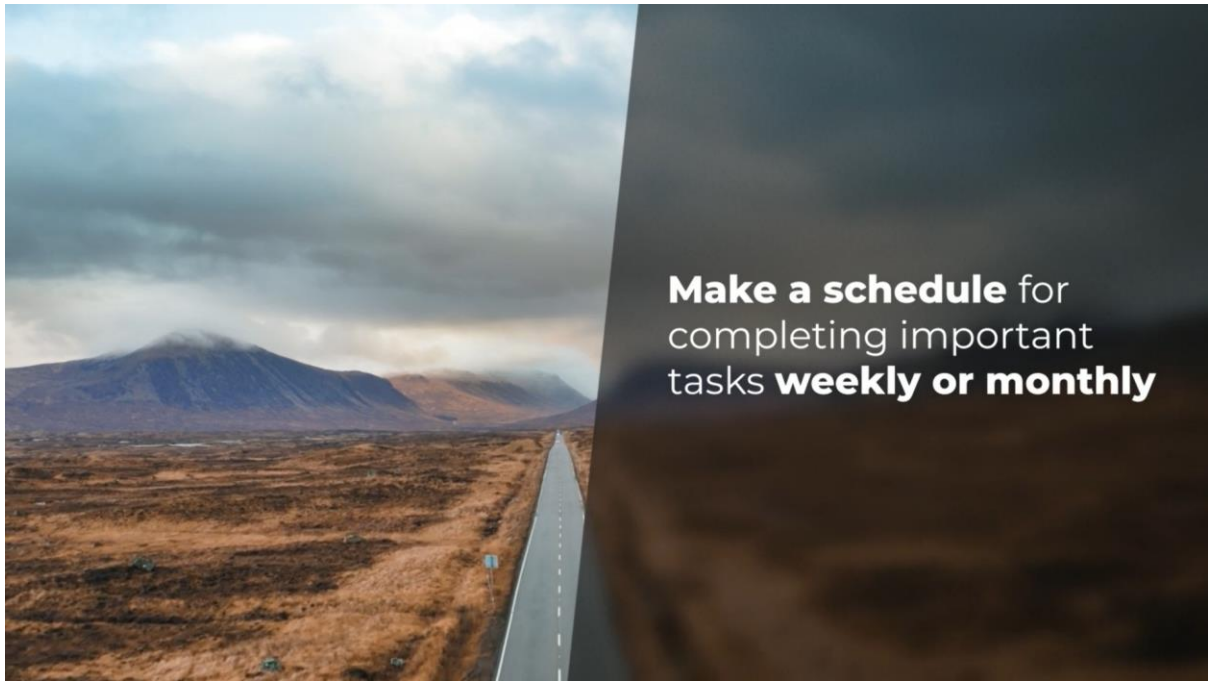




Create **realistic schedules** that help **complete high-priority tasks** on time

**Accounting for both controllable
and uncontrollable time**



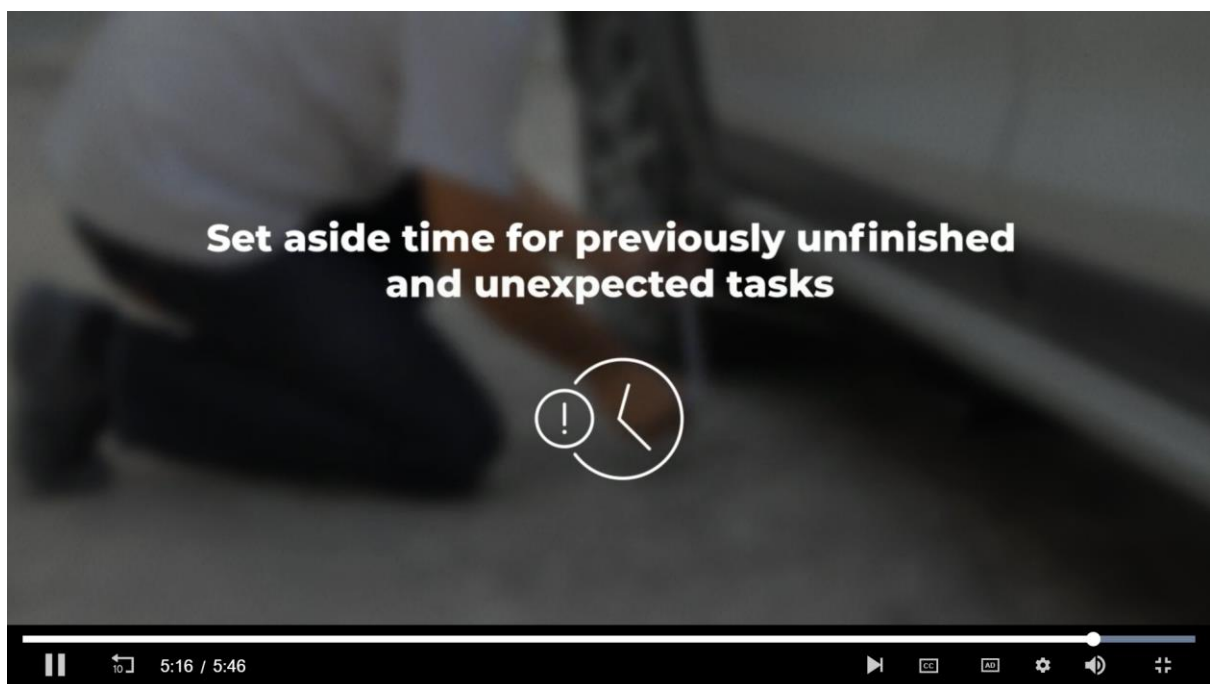



Look at your schedule and assign values



Take your personal life and well-being into account





A blurred background image of a person running in a field at sunset. The person is in the center, running towards the right. The sky is a mix of orange and grey, and the ground is a dark, blurry line.

What changes can you bring to your routine to make it more flexible?

How can you balance your personal life and your professional responsibilities?



5:40 / 5:46



terms and explanations

| Strategies | Actions to achieve the strategy |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recognize controllable and uncontrollable time | <ul style="list-style-type: none"> • Calculate effective time available for work • Estimate the time required for each task and eliminate any time-wasting activities or distractions that may take up your time • Identify events that may disrupt your schedule, such as extended meetings and trade-off tasks, and create buffer time for them • Allocate extra time to high-priority tasks • Review and revise your schedule regularly to ensure it aligns with your priorities and determine if any adjustments need to be made |
| Create a weekly or monthly schedule to complete priority tasks | <ul style="list-style-type: none"> • Rank tasks on your schedule based on urgency and importance • Use an urgency matrix to determine which tasks are high priority and require immediate attention, and schedule them at the beginning of the day when you are most productive • Break larger tasks down into smaller chunks and assign specific time slots for each of them • Review your progress regularly by checking in with yourself in the morning and at the end of the day to ensure you are on track, and plan for the next day |
| Assign values to your logged tasks based on your progress toward goals | <ul style="list-style-type: none"> • Use different designations and different levels of assessment for prioritizing tasks • Color code tasks on your calendar based on their nature, importance, and time of completion |
| Take your personal life and needs into account while scheduling tasks | <ul style="list-style-type: none"> • Schedule regular breaks, such as a 10-minute walk or meditation break, to help you recharge and maintain focus • Plan your schedule based on your natural energy levels, such as scheduling more demanding tasks during your peak productivity hours • Create a specific routine or ritual for a specific type of work to get into a productive mindset; |

terms and explanations

| Strategies | Actions to achieve the strategy |
|------------|---------------------------------|
|------------|---------------------------------|

use locations such as a home office or coffee shop and play background music to create a conducive environment for work

Set aside time in the schedule for unfinished tasks

- Allocate some time at the end of the day to catch up on any unfinished tasks and ensure that you stay on track
- Set a specific time limit for each task and work toward completing it within that timeframe
- Break tasks into manageable chunks to prevent running over into other tasks

Job Aid: Creating Realistic Schedules to Accomplish Goals

Having a clear understanding of your daily or weekly tasks is essential for achieving your goals, but it's not always easy to manage your time effectively. Without a system for organizing tasks, you may end up prioritizing less important tasks or missing critical deadlines. To avoid this, it's crucial to have an effective and realistic schedule. There are strategies that can help you create a realistic schedule based on priorities, so that you can manage your time efficiently while accomplishing your goals.