Manage time efficiently
and align tasks with goals

Assess task values,
prioritize them

Create realistic schedules

Design effective to-do lists
to improve productivity

0:57 / 1:04

Using the Time You Have for Maximum Effectiveness

skillsoft
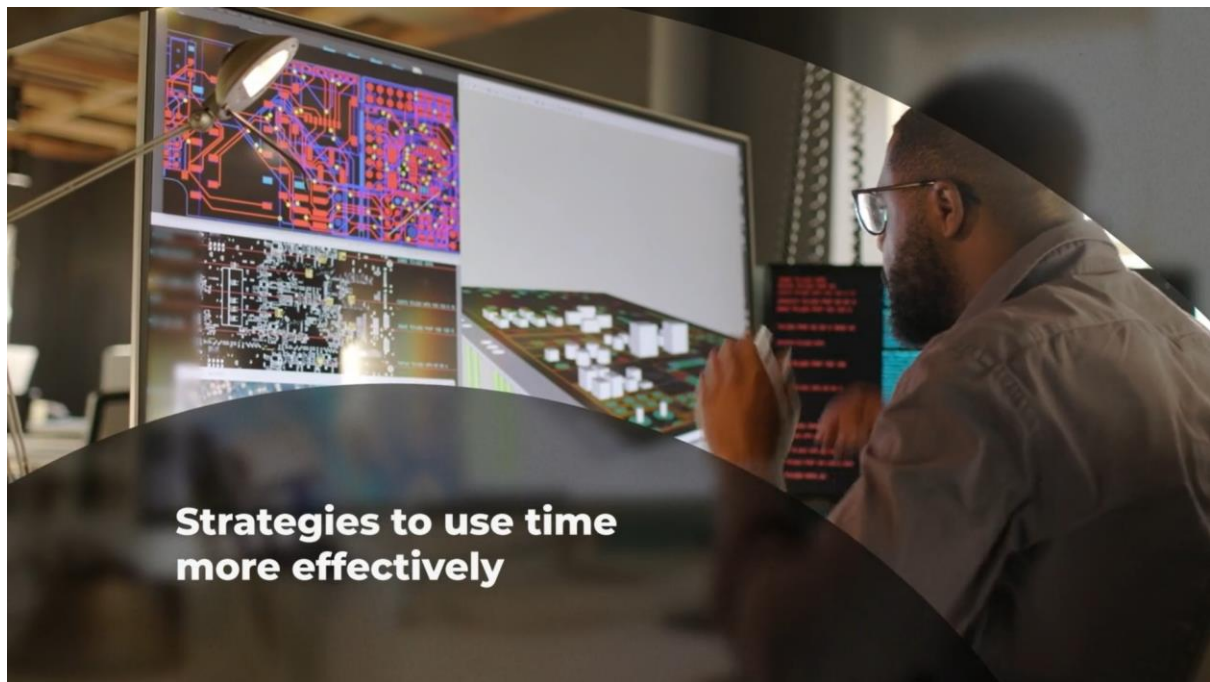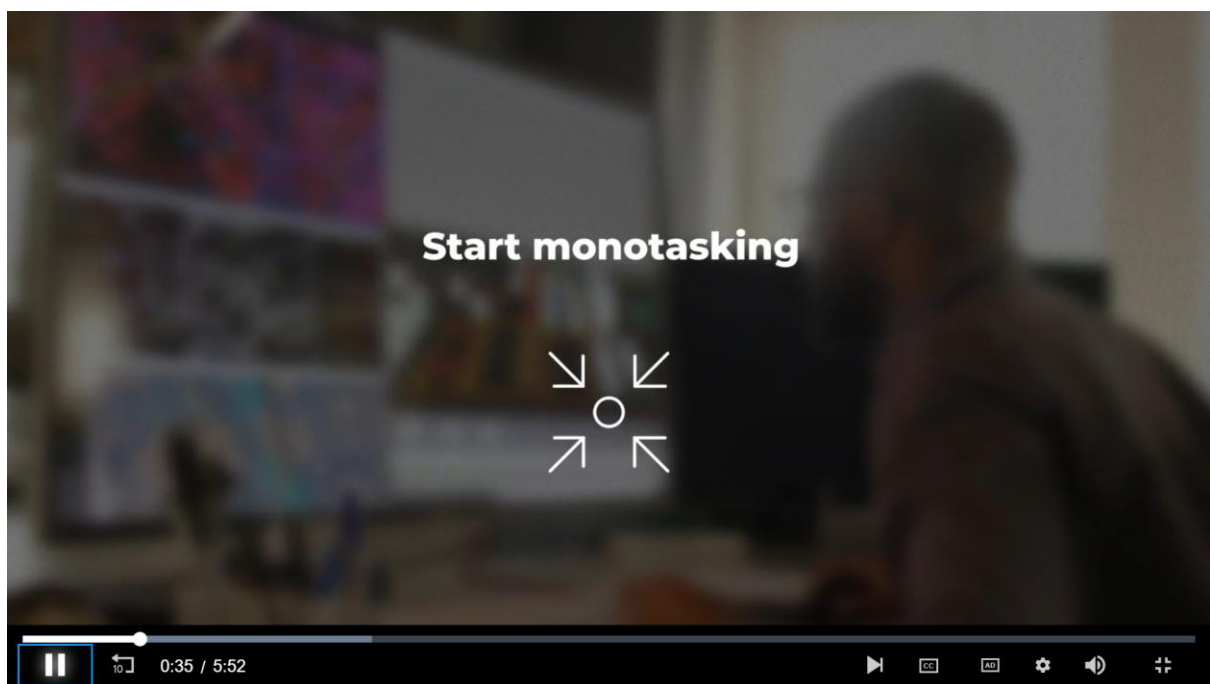
Focus on single task.

Try to complete single task at one time

Do not distract by other task

Finish completely
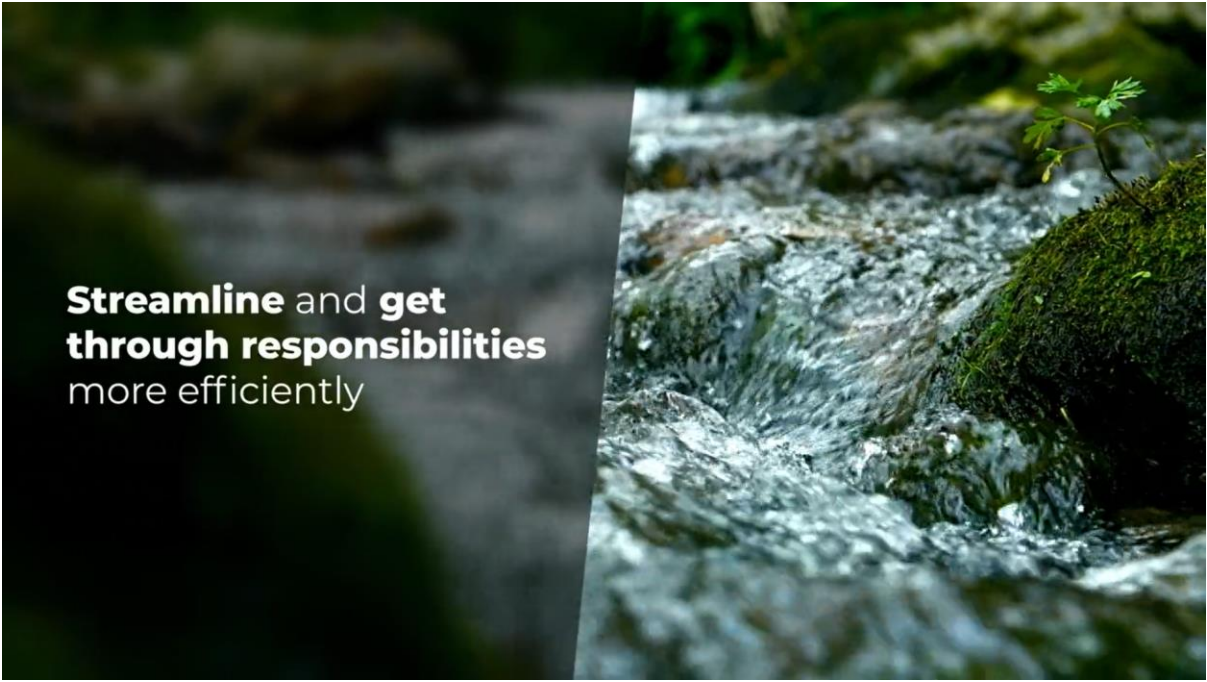
Optimize schedule by organizing it into blocks of time

1:11 / 5:52

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

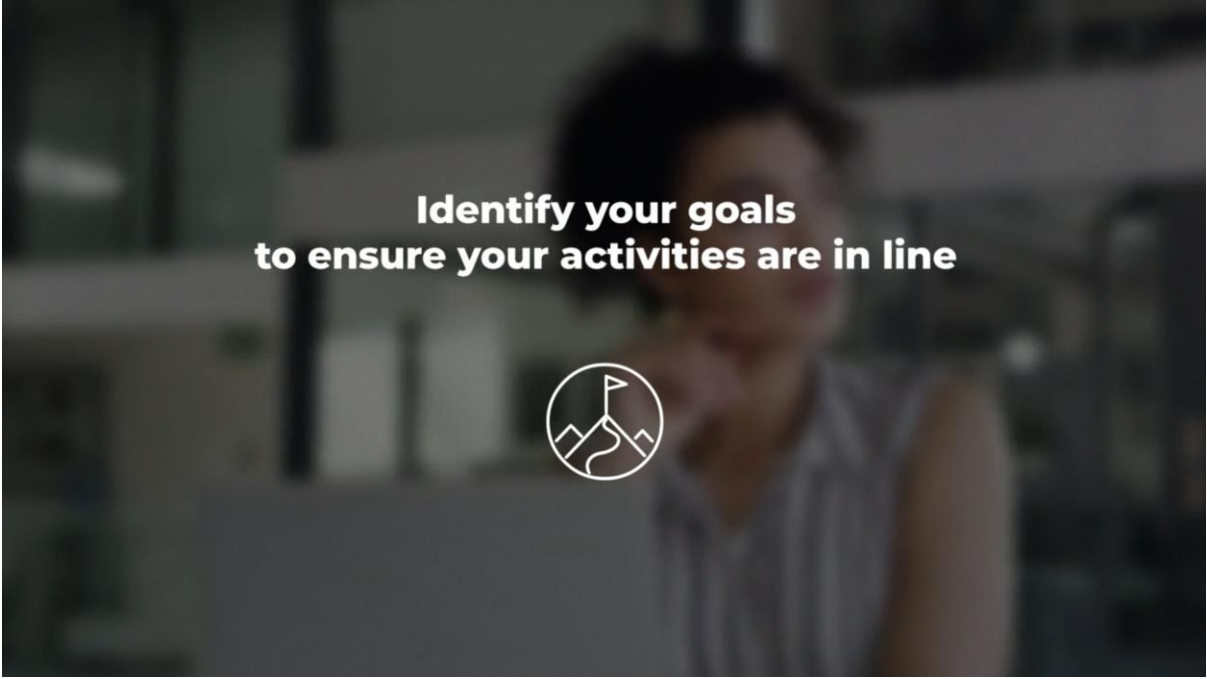What strategies do you use to manage your time?

Assessing Tasks to Optimize Time

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

Identify your goals to ensure your activities are in line

Prioritize goals in order of importance

	Less Urgent	More Urgent
More Important	Schedule it, but soon	Do it now
Less Important	Eventually, or eliminate it	Get to it as soon as you can

Keep a time log

3:52 / 4:30

Identify patterns in your time management

How do you arrange your time?

Do you know your priorities when you start each day?

How might you benefit from applying these steps?

4:24 / 4:30

Without a system, we can **struggle to manage** time
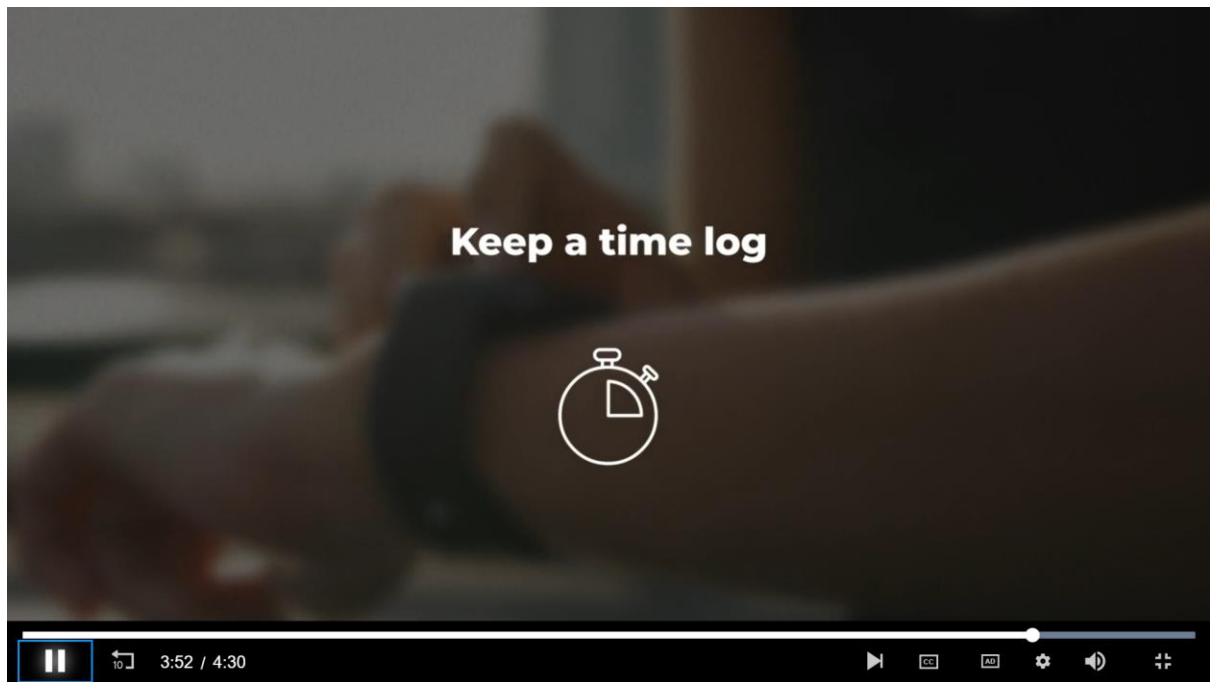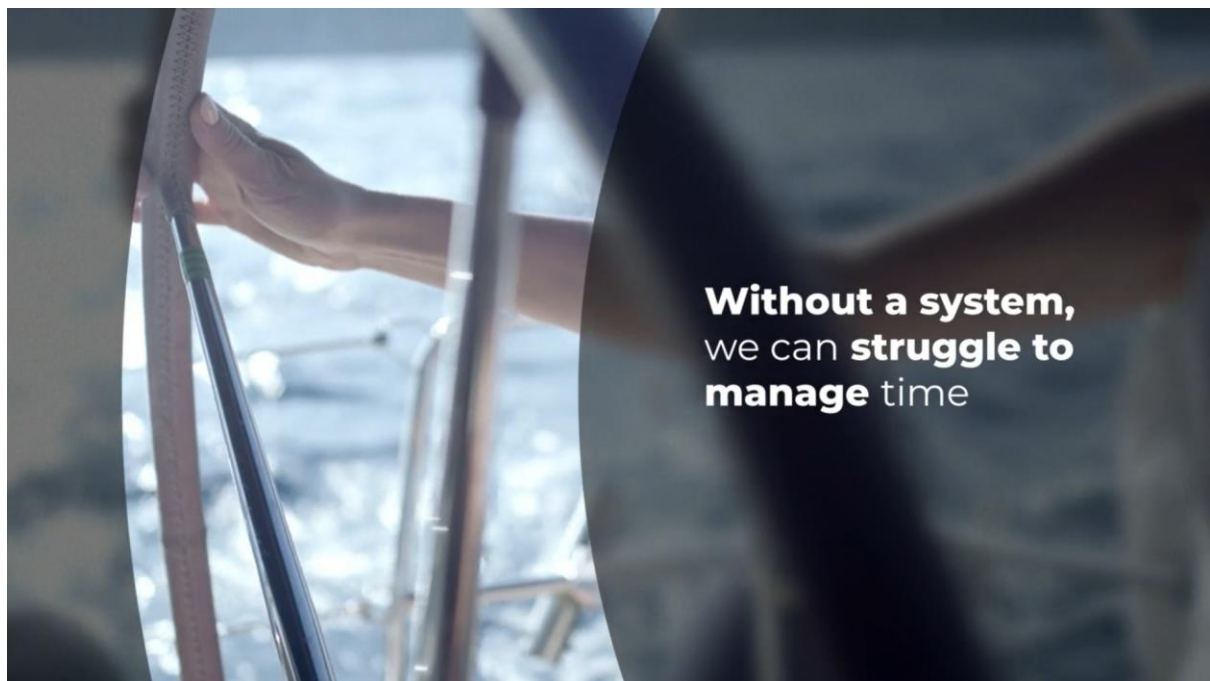
Create **realistic schedules** that help **complete high-priority tasks** on time

Accounting for both controllable and uncontrollable time

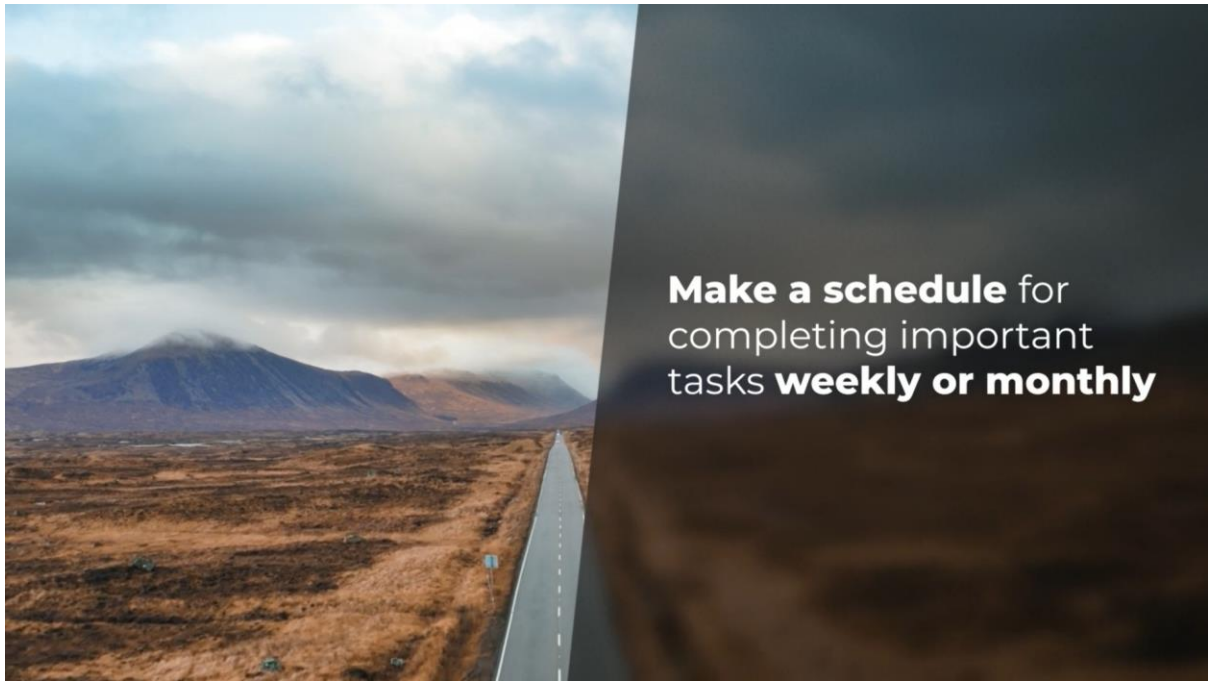**Make a schedule** for completing important tasks **weekly or monthly**

Create **morning** and **evening** **check-in routines**

Look at your schedule and assign values

Take your personal life and well-being into account
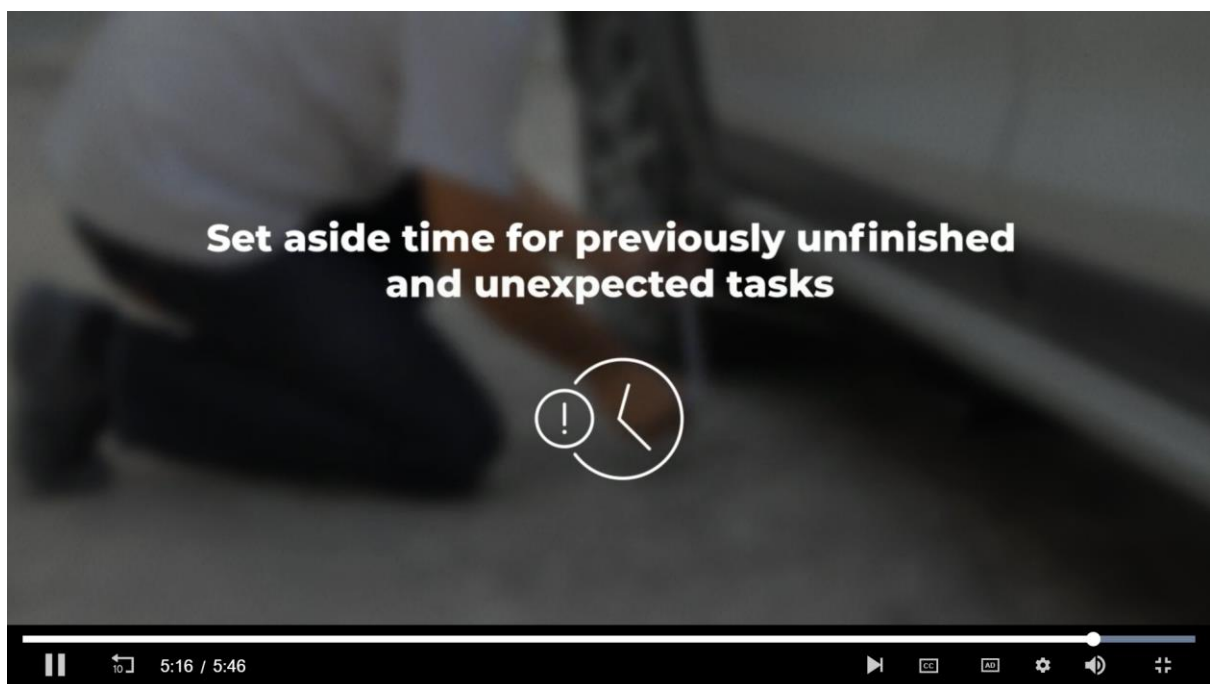
Developing rituals and settings for different types of work

Set aside time for previously unfinished and unexpected tasks

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

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

terms and explanations

Strategies	Actions to achieve the strategy
Recognize controllable and uncontrollable time	- 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	- 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	- 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	- 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;

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.
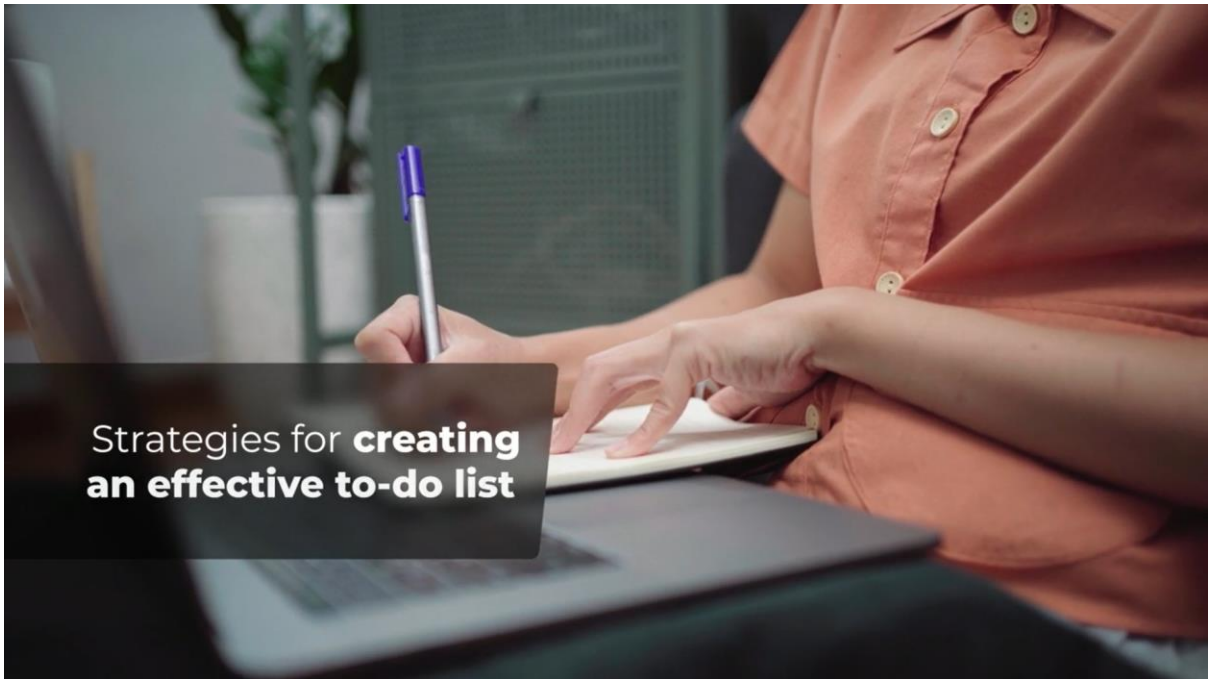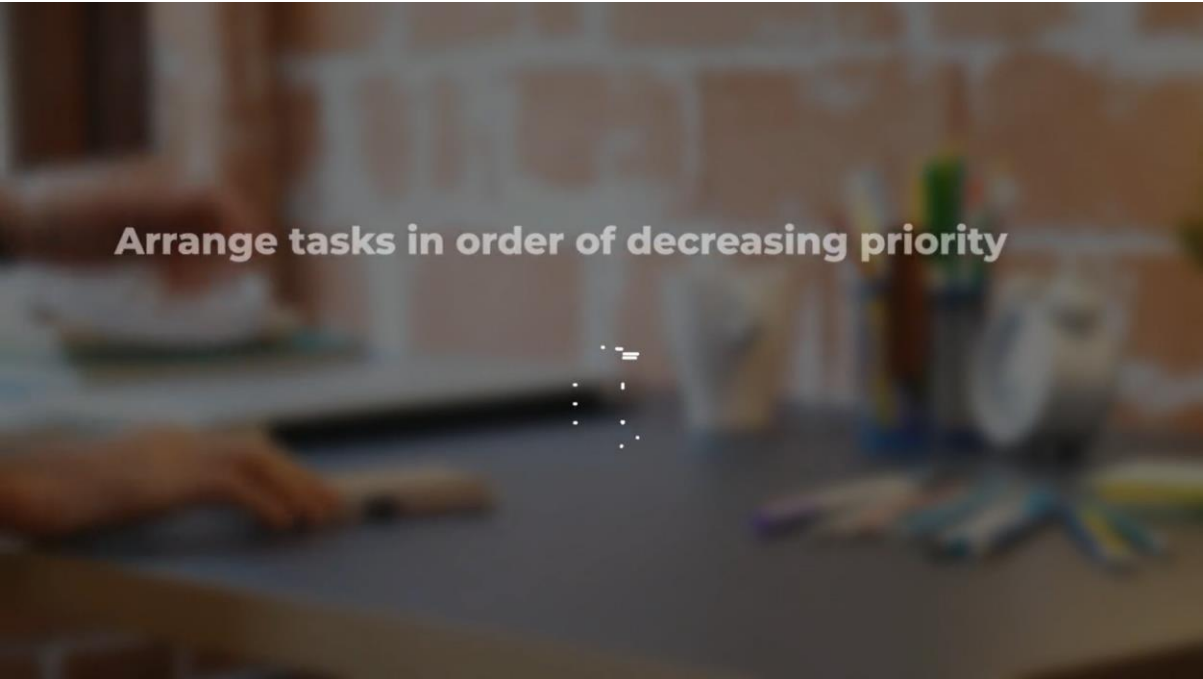
Strategies for **creating an effective to-do list**

Break tasks down into specific, achievable actions

Be realistic about how much work you can accomplish each day

Arrange tasks in order of decreasing priority

Are you able to get everything done that you need to?

What keeps you from it?

What tools and strategies can you employ to keep you on track?

4:33 / 4:39

Using time effectively is key to achieving your goals:

- Monotasking
- Blocking specific time slots
- Allocating time for breaks
- Reassessing and updating regularly

Aligning time-on-task with business goals:

- Identifying goals and ensuring activities are in line
- Prioritizing goals
- Keeping a time log

Create an effective schedule to execute priority tasks on time:

- Accounting for controllable and uncontrollable time

- Making a schedule for important tasks

- Taking personal life and well-being into account

- Setting aside time for unfinished and unexpected tasks

Designing impactful to-do lists:

- Breaking tasks into actions items

- Being realistic about work you can accomplish each day

- Arranging tasks in order of decreasing priority