

TIME MANAGEMENT BENEFITS & CHALLENGES

WHAT IS TIME MANAGEMENT?

What are the benefits of managing time?

- 1. Less stress
- 2. Better work-life balance
- 3. More time freedom
- 4. Greater focus
- 5. Higher levels of productivity
- 6. Less procrastination
- 7. Things become simpler and easier
- 8. Less distraction
- 9. Increased energy
- 10. Time to think

CHALLENGES:

- 1. Low motivation
- 2. Procrastination habits
- 3. Too little time
- 4. Attempted multitasking
- 5. Overbooking
- 6. Not enough rest
- 7. Forgetting to delegate
- 8. Lack of organization
- 9. Multiple distractions
- 10. Rigid planning
- 11. Trouble in prioritizing
- 12. Perfectionism

PROBLEMS:

- You have plenty of time to complete a particular task but you don't feel like doing so, and so it's left undone.
- You must relocate many shelves of files to make room for new ones.
- You keep procrastinating a task until the deadline arrives.
- You have too many tasks to accomplish and too little time to finish them
- Your job demands multitasking.
- You are already over-booked and a new assignment arrives.

PROBLEMS:

- You find your workplace and home totally cluttered and disorganised.
- You have lot of distractions around you. You are expected to reply mails and whatsapp messages the whole day. You don't have privacy.
- You are a perfectionist and you find it difficult to move on to the next task until the previous task is accomplished in a perfect way.