

**TOPIC**

# **TIME MANEAGEMENT**

**: TISHA MODI**

# INTRODUCTION

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- **Definition of Time Management:**
  - Time management is the process of planning and controlling how much time to spend on specific activities.
  - Time management involves organizing, prioritizing, and allocating time effectively to achieve goals efficiently while minimizing wasted effort.
- **Importance of Time Management:**
  - Increases productivity and efficiency.
  - Reduces stress and enhances work-life balance.
  - Helps in goal setting and achieving personal/professional success.



# 1. COMMON TIME WASTERS

- **PROCRASTINATION:** DELAYING IMPORTANT TASKS.
- **DISTRACTIONS:** SOCIAL MEDIA, TV, UNNECESSARY PHONE USE.
- **LACK OF PLANNING:** NOT SETTING A DAILY SCHEDULE.
- **MULTITASKING:** DOING TOO MANY THINGS AT ONCE REDUCES EFFICIENCY.
- **SAYING YES TO EVERYTHING:** OVERCOMMITTING LEADS TO STRESS.

## 2. SIMPLE TIME MANAGEMENT TECHNIQUES

### A. Make a To-Do List

- Write down tasks for the day.
- Check them off as you complete them.

### B. Prioritize Tasks

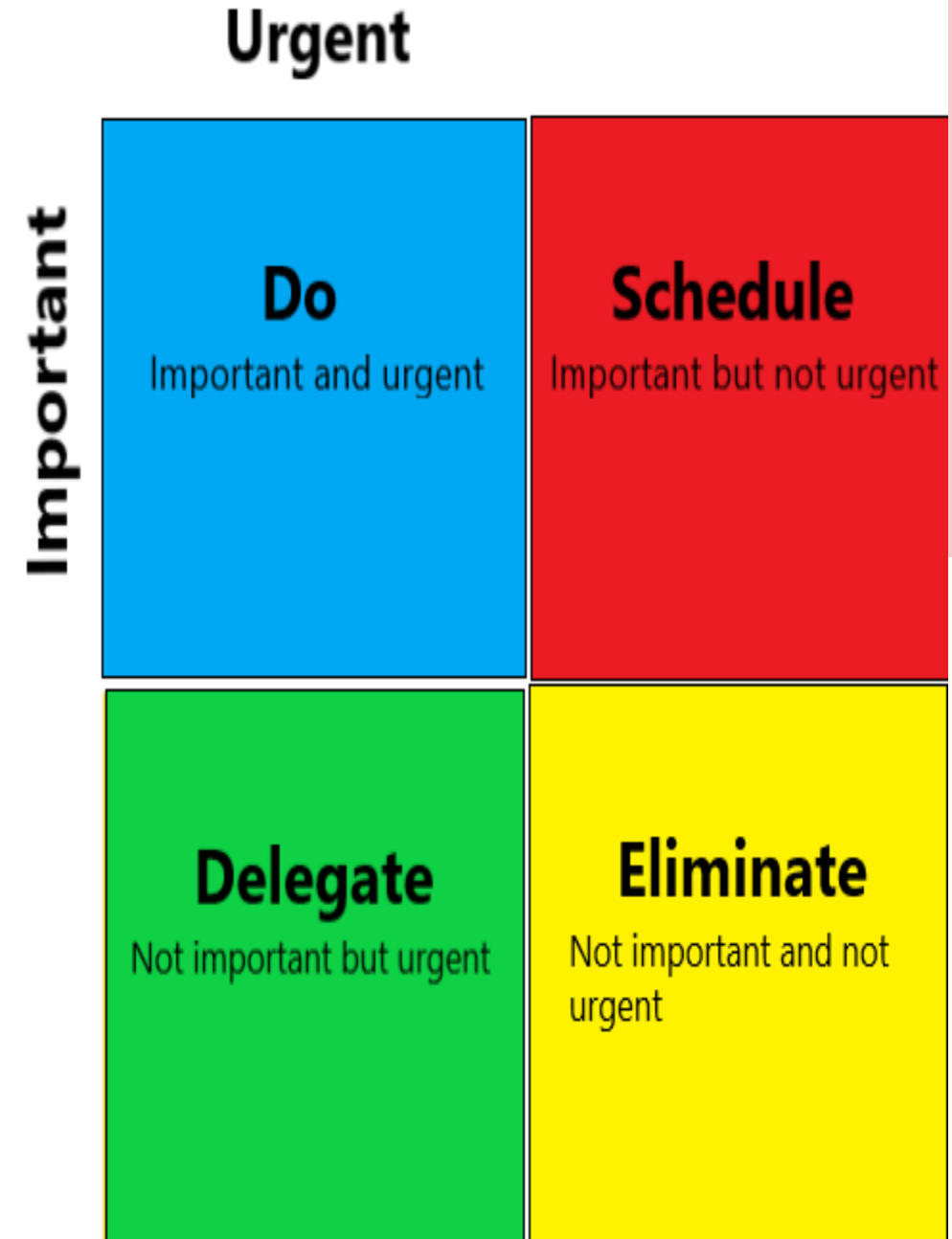
- Do the most important work first.
- Use the **Eisenhower Matrix**:
- Urgent & Important – Do first.
- Important but Not Urgent – Schedule it.
- Urgent but Not Important – Delegate.
- Neither Urgent nor Important – Ignore it.

### C. Use the Pomodoro Technique

- Work for **25 minutes**, then take a **5-minute break**.
- Helps stay focused and avoid burnout.

### D. Time Blocking

- Set specific times for each activity (study, work, rest).



### 3. BEST TOOLS FOR TIME MANAGEMENT

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- **To-Do Lists:** Google Keep, Todoist, Microsoft To Do, Evernote.
- **Calendars:** Google Calendar, Notion, Apple Calendar, Outlook Calendar.
- **Focus Apps:** Forest, RescueTime, Freedom, StayFocusd.
- **Task Managers:** Trello, Asana, ClickUp, Monday.com, Wrike.
- **Project Management Tools:** Jira, Basecamp, Smartsheet.
- **Time Tracking Tools:** Toggl, Clockify, TimeCamp.



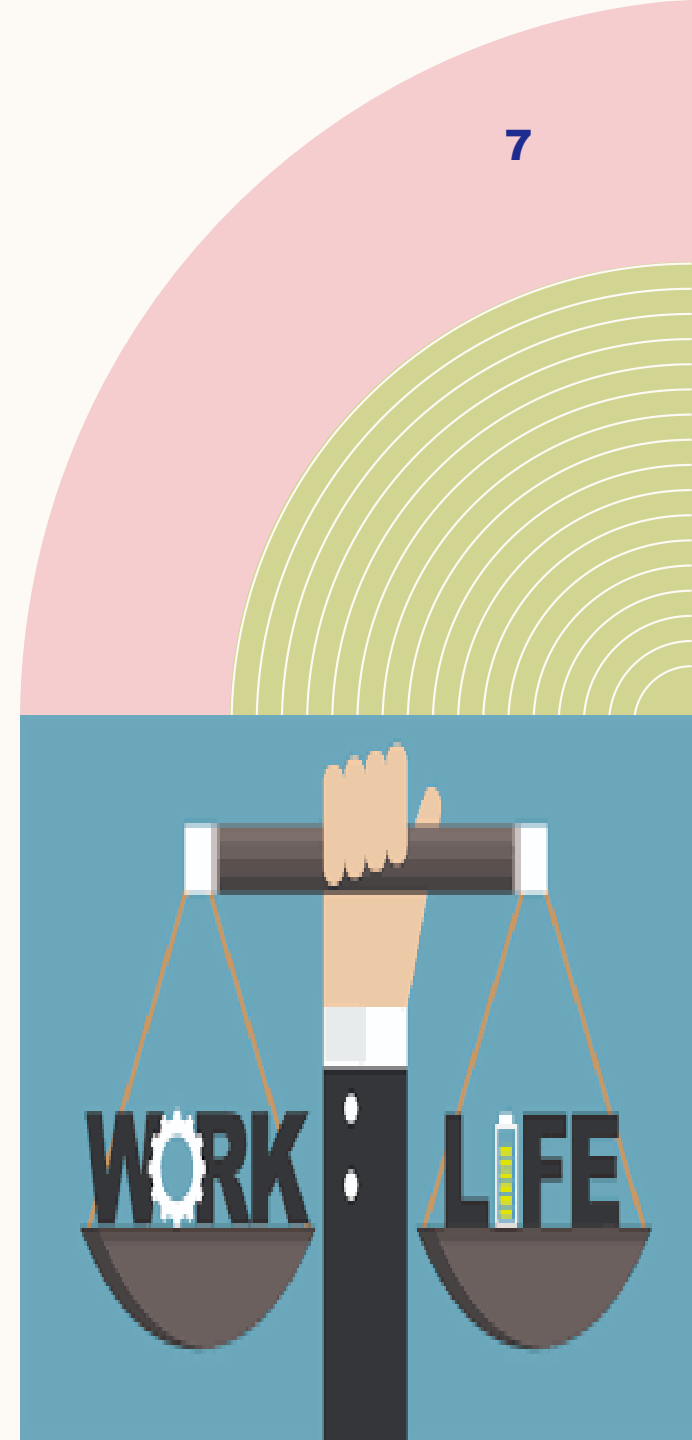
## 4. HOW TO AVOID DELAYING WORK

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- Start with small, easy tasks to get going.
- Set a time limit for each task.
- Remove distractions like social media and TV.
- Break big tasks into smaller steps.
- Use reminders and alarms to stay on track.
- Follow a daily routine to stay consistent.
- Ask someone to check your progress and keep you accountable.
- Take short breaks to refresh your mind.
- Reward yourself after completing tasks to stay motivated.

## 5. MAINTAINING WORK-LIFE BALANCE

- Take regular breaks and get enough sleep.
- Set limits on work hours.
- Spend time with family and friends.
- Stay active and practice self-care.
- Avoid checking work emails after office hours.
- Engage in hobbies and activities you enjoy.
- Learn to say no to extra work when needed.
- Practice mindfulness or meditation for relaxation.
- Plan vacations or short trips for a mental recharge.
- Eat a healthy diet to maintain energy levels.
- Keep a clear boundary between work and personal time.





# 6. SETTING SMART GOALS

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- **Specific:** Clearly define what you want to achieve.
- **Measurable:** Track progress and set milestones.
- **Achievable:** Set realistic goals that you can reach.
- **Relevant:** Align goals with your long-term priorities.
- **Time-bound:** Set deadlines to stay focused.
- **Flexible:** Adjust your goals if needed but stay on track.
- **Actionable:** Break goals into small steps.
- **Challenging:** Push yourself, but keep it realistic.
- **Rewarding:** Celebrate milestones to stay motivated.



## 7. OVERCOMING DISTRACTIONS

- Create a dedicated workspace.
- Turn off notifications while working.
- Use noise-canceling headphones.
- Set specific time slots for checking social media.
- Use website blockers to avoid time-wasting sites.

## 8. THE 80/20 RULE (PARETO PRINCIPLE) 10

- 80% of results come from 20% of efforts.
- Identify tasks that yield the most benefits.
- Focus on high-impact activities.
- Eliminate low-priority tasks.



# CONCLUSION

- Time management helps you achieve more with less stress.
- It improves productivity, efficiency, and work-life balance.
- Good time management reduces procrastination and increases focus.
- Applying these techniques will help you reach your goals faster.
- Remember: **"Time is precious. Use it wisely!"**
- Start managing your time today and make every second count!

**THANK  
YOU**