TOPIC

TIME MANAGEMENT

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INTRODUCTION

- **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).

Urgent

Important

Do	Schedule
Important and urgent	Important but not urgent
Delegate	Eliminate
Not important but urgent	Not important and not urgent
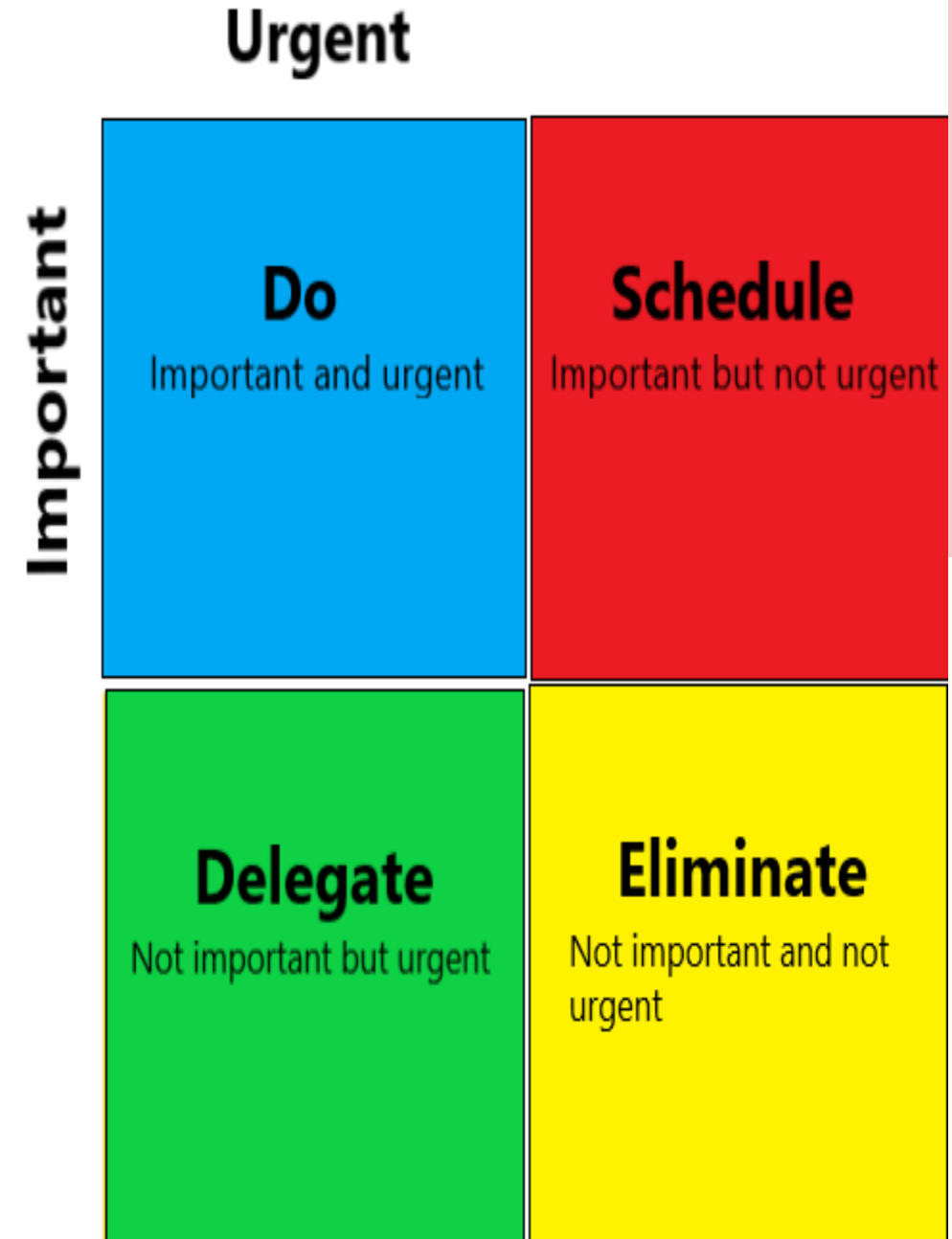
3. BEST TOOLS FOR TIME MANAGEMENT

- **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

- 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.
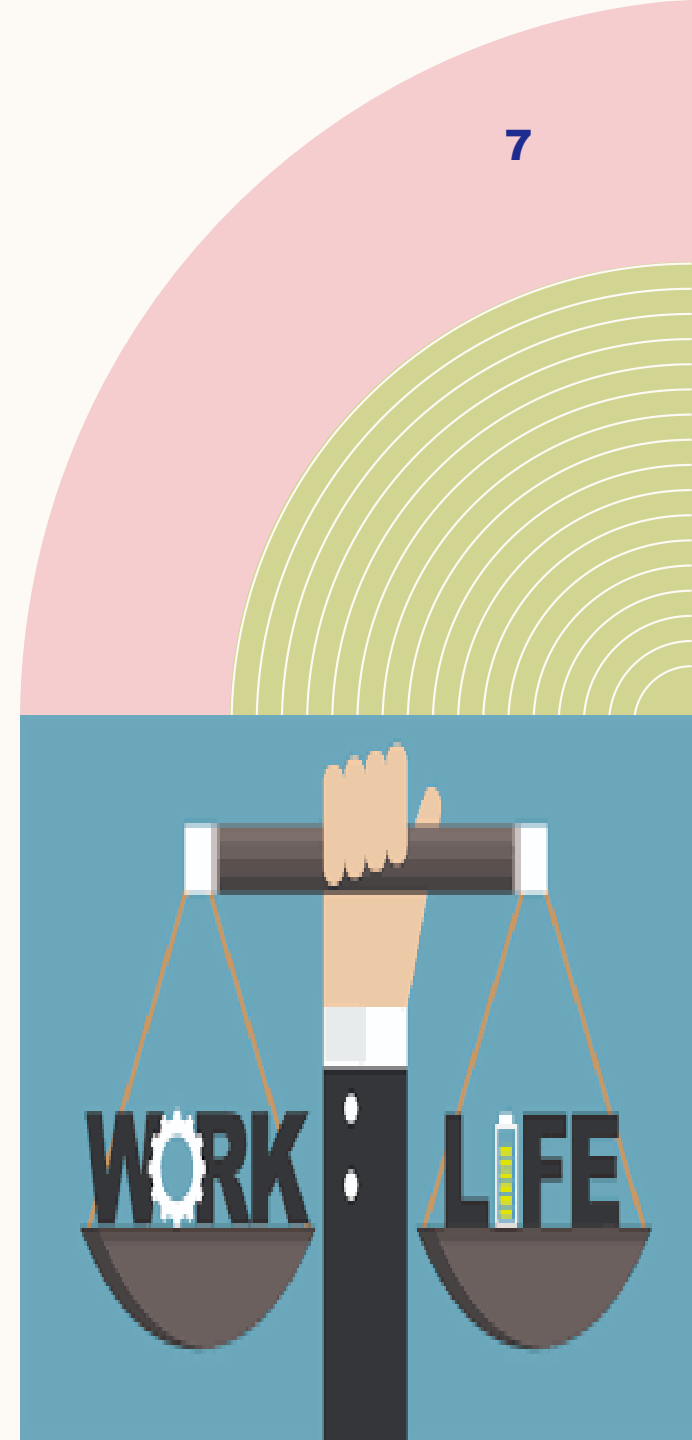
6. SETTING SMART GOALS

- **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)

- 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