

TIME MANAGEMENT

WHY LEARN ABOUT TIME MANAGEMENT?

Time management skills benefit every aspect of your life. Learning how to manage your time wisely will improve your work-life balance and increases your productivity and happiness. It will also help you relieve stress and achieve your goals inside and outside work.



KEY TERMS

Pomodoro Technique: A popular time management method where you alternate pomodoros — focused work sessions — with short breaks to promote concentration and stave off mental fatigue.

Procrastination: the act of delaying or putting off tasks until the last minute or even past the deadline.

Time audit: Keeping track of and analysing what you do during the day.



GET STARTED

Read (7 mins): [Be More Realistic About the Time You Have](#) will help you avoid the 'magical thinking' that leads to overestimating how much you can get done in a given day.

Videos: Try these Bitesize Time Management Tips:

- [Positive Procrastination](#)
- [How to respond to Quick Questions](#)
- [Make the most of meetings](#)
- [Dealing with distracting coworkers](#)
- [Pomodoro](#)

Audio course: [15 Secrets Successful People Know about Time Management](#) (8 mins)



DIG DEEPER

Course: (1 hour 30 mins): 5 simple time management tips to reduce distractions and stay focused on what matters: [5 Ways to Control Your Time](#)

Audio (4 mins): Properly analysing the tasks on your to-do list with a focus on energy can help you achieve more – [A better way to organize](#).

Article (6 mins): 8 excellent tips on productivity, [some of which will surprise you](#).

Audio course (18 mins): Learn how to strategically plan your day based on emotional patterns, seize the day by understanding your chronotype, take well-timed breaks, [and more](#).



FOLLOW-ON ACTIVITIES

1. Have you tried adding Google Tasks to your Google Calendar to organise your work? If not, this is [an excellent way to get work done](#).

2. Taking time to reflect on how you spend your time is a good way of reining it in. Use Squarespace's [Time Audit template](#) to give this a go.



LIVE WORKSHOP!

There's no better way to embed time management skills than attend, [Learning and Organisational Development's workshop](#).

DCU People

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