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: \textit{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 – \textit{A better way to organize}.

Article (6 mins): 8 excellent tips on productivity, \textit{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, \textit{and more}.

FOLLOW-ON ACTIVITIES

1. Have you tried adding Google Tasks to your Google Calendar to organise your work? If not, this is \textit{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 \textit{Time Audit template} to give this a go.

LIVE WORKSHOP!

There’s no better way to embed time management skills than attend, \textit{Learning and Organisational Development’s workshop}. 

DCU People

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