

STRATEGIES TO HELP WITH TIME MANAGEMENT

1

Prioritisation (Eisenhower Matrix)

- **Urgent & Important** – Do these tasks immediately.
- **Important but Not Urgent** – Schedule these for later.
- **Urgent but Not Important** – Delegate if possible.
- **Neither Urgent nor Important** – Eliminate or minimise these.

2

The Pomodoro Technique

- Work for **25 minutes**, then take a **5-minute break**.
- After four cycles, take a **longer 15-30 minute break**.
- Helps maintain focus and prevents burnout.

3

Time Blocking

- Assign specific time slots for different tasks.
- Helps create a structured daily routine.
- Avoid distractions during blocked time.

4

The 80/20 Rule (Pareto Principle)

- 80% of results come from 20% of efforts.
- Focus on tasks that yield the most impact.

5

Batching Similar Tasks

- Group similar tasks together to avoid constant context switching.
- **Example:** Respond to emails at set times instead of throughout the day.

6

Setting SMART Goals

- **Specific, Measurable, Achievable, Relevant, Time-bound**.
- Break large tasks into smaller, actionable steps.

7

Limiting Distractions

- Turn off notifications or use "Do Not Disturb" mode.
- Set boundaries for meetings and social interruptions.

8

Delegation

- Assign tasks to others when possible.
- Focus on high-value work that requires your expertise.

9

Reviewing & Reflecting

- At the end of each day/week, review progress.
- Adjust plans as needed for continuous improvement.

