



25. Time management

How to be more productive

🕒 **Duration:** 20 minutes 📅 **Frequency:** 1x/day ⚙️ **Difficulty:** Moderate ★★☆☆ **Evidence Quality**

What is it?

- Sometimes, time keeps getting away from us and we need some help in getting it back in order
- Time management involves knowing what needs to be done, how to do it, and when to do it
- Time management skills can help you improve your university or work experience and manage stressful periods in life

What can I use it for?

- Effective time management will help you get your tasks done in a more effective manner.
- This frees up your time to do the things you love most.
- It also can help reduce some of the anxious feelings or stress you might be feeling.

How to do it?

1. Think of the tasks you have to do today.
2. Prioritise (Write a to do list of tasks and goals you need to work on).
3. Grade (Break the task into small steps that are involved in achieving the task).
4. Tell time (Estimate how long a task will take you).

Anything to consider before I start?

- There are a number of ways how you can approach a task such as worst-first, reminders, setting time limits, planning rewards, 5 minute tasks, or using prime time. Check the QR below for more information.



WELLBEING

RESILIENCE

HEALTH

MOOD

ANXIETY

STRESS

25. Time management

List your tasks and goals for today:

Assign priority for the tasks. Use the 80/20 rule and focus on the 20% of tasks that give you 80% of the output you need for the day.

Now break your tasks and goals into small steps. Focus on the high priority tasks.

Allocate time to each task and goal.

Reflect at the end of the day. Did it work or can you do something different tomorrow to help you become better at time-management?

TINY HABIT STATEMENT

When will I practice it?

How will I celebrate?

Tiny Habit statement: