

TIME MANAGEMENT FOR A BALANCED LIFE



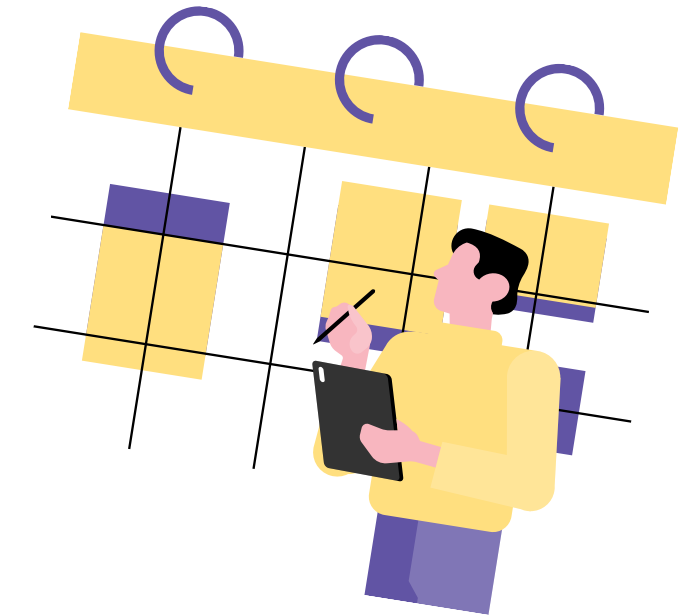
Time management is a valuable tool for helping you find balance in your life, especially when you have multiple responsibilities. Time management techniques can be used for school, work, projects, or your personal life. There is no one correct way to practice time management. Try different methods until you find the one that works for you.

1. **Maximize time:** Increased efficiency with minimal wasted effort will boost your productivity, so you can achieve more in less time.
2. **Create balance:** Though we can never achieve perfect balance, managing your time well allows to make room for all of your priorities.
3. **Reduce stress:** We stress less when we know what is coming up, what assignments are due, and what activities we have committed to. We can be more mindful without racing the clock.
4. **Improved decision-making:** By giving yourself time to thoroughly analyze options and make informed decisions, you can make better choices.

Choose a method from the information below, then use the worksheets provided on the website. Use the tools that are the most convenient for you. Time management takes practice and trial and error. Antime we are building new habits we will have to go through a growing phase. If you need support or assistance in obtaining the right tools for your needs, please make an appointment with our Life Skills Specialist.

Time Management Technique 1

Time Blocking Method



Divide your day into blocks of time assigned to specific tasks.
More precise to do list with allocated time for each activity.

1



List All Tasks

2



Create Time Blocks
Specific to Task

3



Stick to the Schedule;
Complete or Not

4



Schedule short breaks and
leave room for flexibility

Benefits

- Visibility of time usage – clear picture of how time is being spent
- Allows for schedule adjusting – as patterns become clear can adjust time allotments
- Work/life balance– allows space for personal time to be scheduled in
- Reduces procrastination – having a set schedule reduces chances of putting work off

Time Blocking Sample

Week of:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM		Workout & Shower	Workout & Shower	Workout & Shower	Workout & Shower	Workout & Shower	
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM		Meeting w/ Nancy	Catch up on Emails	Staff Meeting	Catch up on Emails	Meeting w/ CS Team	
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM	Brunch	Work on Project	Work on Project	Meeting w/ Director	Meeting w/ Nancy	Set up Meetings with new clients	Study for class
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM				Set up Meetings with new clients	Catch up on Emails		
12:30 PM		Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 PM		Develop Blog Post	Meeting w/ Debbi	Catch up on Emails	Work on Project	Work on Project	
1:30 PM	Study for class						
2:00 PM							
2:30 PM							
3:00 PM		Prepare for Presentation	Develop progress report	Work on Project			
3:30 PM							
4:00 PM							
4:30 PM	Meal Prep						
5:00 PM							

Time Management Technique 2

25 Minute (Pomodoro) Method



25 Minutes Method

Enhance focus and productivity by breaking work into short, focused intervals.

1. Choose the task you will be focusing on
2. Set a timer for 25 minutes
3. Focus on the task uninterrupted for entire 25 minutes
4. Take a short break (5 minutes)
5. Repeat the cycle, and after 4 cycles take a longer (15-30 minutes) break

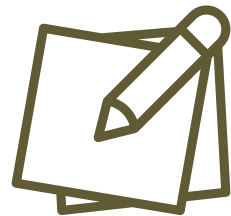
Benefits

- Improved Focus & Attention - short sprints eliminate distractions and enhance concentration
- Prevents Burnout - regular breaks give your mind a break and prevent fatigue
- Time Awareness - helps you become more aware of how long tasks take
- Increased Motivation - smaller chunks help make the time seem manageable and reduces procrastination

Time Management Technique 3

Most Important Task Method

Identify and prioritize most important and/or time sensitive tasks that contribute to overall goal



Identify goals and make a list of all tasks and activities you need to complete to meet that goal



Evaluate importance of each task based on how it impacts your goal.

Does it get you closer to your goal?

What is the consequence of not completing it

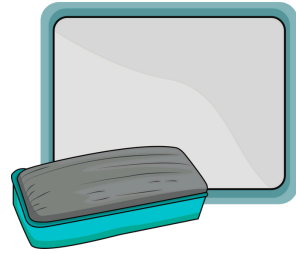


Prioritize tasks that are most important, allocate time, and make them a priority.

Benefits

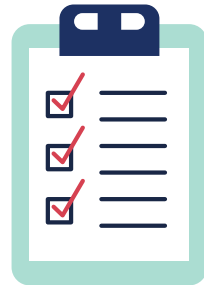
- Goal Achievement - more likely to reach goals in timely manner
- Progress of Project - tackling important tasks ensures there is measurable progress
- Focused Efforts- more likely to focus on what matters then get distracted
- Team Effectiveness - teammates collaborating are able to continue their part without getting bottlenecked

TIME MANAGEMENT TOOLS



Dry Erase Board

Dry erase calendars can easily be updated



Weekly To-Do List

Weekly to do lists keep you focused and on track



Monthly To-Do List

Monthly to do lists keep the big picture in sight, like long term projects.



Planner

Planner to incorporate monthly and daily planning in one place.

Todoist

Personal task and to-do manager

Trello

Visual boards for collaborations and projects

Monday.

Plan, track, and manage group work

Asana

Track your work and manage projects

Overcoming Time Wasters and Procrastination

Overcoming procrastination is all about breaking old habits and building new ones. It takes discipline at first, but once new habits develop, they become like second nature. Identify WHY you procrastinate, change your mindset, break down your tasks, and schedule time.

For example, if you procrastinate because the task seems too big, break it down. If it's because you are not interested in the material, remind yourself of why you are doing this in the first place.

1

Maintain your Space



Keep your work environment clean and organized. This can limit distractions and increase productivity.

4

Minimize distractions



Turn off your phone/tv, reserve a study space on campus, let folks know you will not be reachable, go to a quiet space.

7

Say No When Needed



Say no to going out when you have assignments, to taking on new responsibilities if they do not align with your goals.

2

Create a schedule



Map out classes, homework, study time, and free time. Use a physical or virtual calendar or planner to keep track.

5

Take breaks



Take breaks to refresh your mind, increase productivity and prevent burn out. Give yourself a set time and don't go over it.

8

Use the 2-minute Rule



If something can be done in 2 minutes or less, do it right away. Don't let small tasks clutter your time/space.

3

Establish Routine



This requires discipline but will get easier with time. Get in the habit of finishing what you start and stick to your schedule.

6

Set Reminders



Set a reminder 15 minutes before a meeting, 1 day before a deadline as a last call, or 1+ week(s) in advance to prepare.

9

Reward Yourself



Reward yourself when you complete a task/assignment. We have to celebrate the wins!