

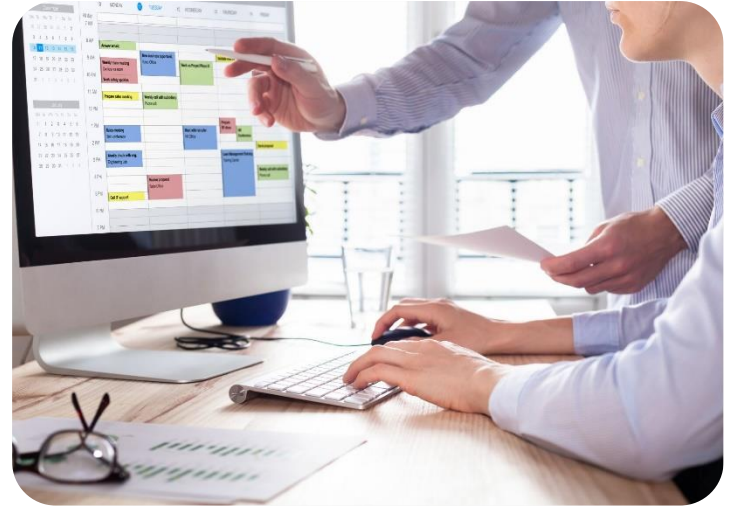
TIME MANAGEMENT STRATEGIES

TIME BLOCKING METHOD



Time blocking is a planning method that divides your day into smaller blocks of time. During each block of time, you focus on a single task or a group of similar tasks. This method can help to keep you task-focused and limits the ability of others to infringe on your time. Here is how you do it:

Assign each time block in your day to a task. These tasks can start as soon as you wake up and be anything from eating breakfast to offering available times for meeting. Below are the steps you can take to block your time:



1. Decide what you care about most

Do you want more time with your kids while keeping a reasonable schedule? Do you want more freedom from emails and distracting meetings? The answers to these important questions will inform what appears on your time blocking calendar. As well as the relative weight you give scheduled items.

2. Create a to-do list

Once you know what you care about most, the next step is to write out your daily to-do list. Be sure to include both personal and work tasks.

3. Create your Time Blocks

Estimate the time it's going to take to complete each of your tasks and group items into the appropriate time block, such as "meetings," "email," "family time," and any other high-value projects.

Schedule mandatory tasks first. Any high-priority task should be at the top of your to-do list.

4. Add buffer times in between each time block to allow for adjustments during the day.

Types of people who will benefit from the Time Blocking strategy:

- People in a work environment with multiple roles
- People who want to create work-life balance
- Analytical thinkers

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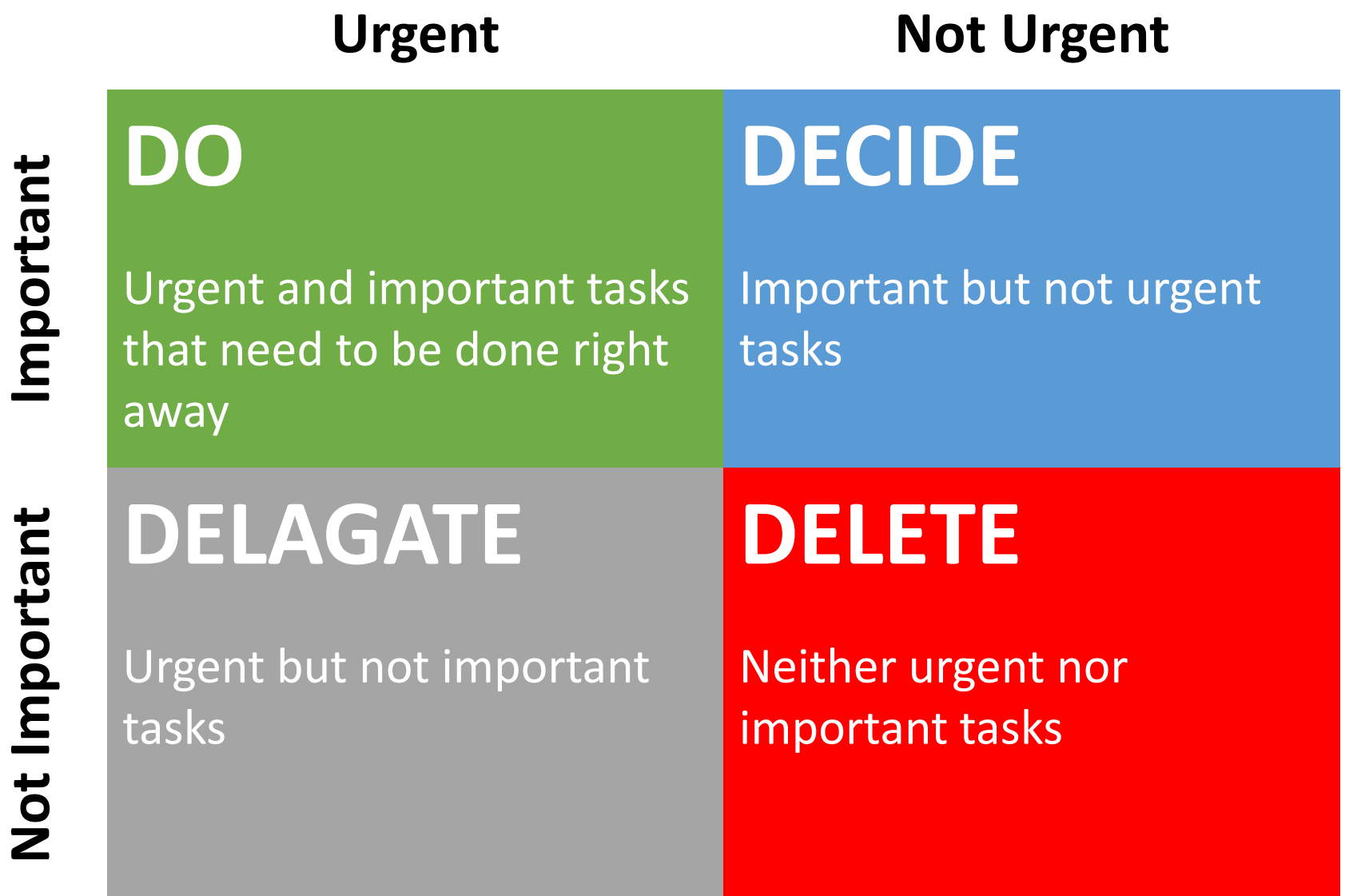
EISENHOWER MATRIX



Dwight Eisenhower said, “What is important is seldom urgent, and what is urgent is seldom important,” and that’s the basis of this technique.

The method can be used for short-term and long-term planning because it helps you make quick decisions. Here is how it works:

Organize your task list into the four separate quadrants shown in the graphic below, sorting them by important vs. unimportant and urgent vs. not urgent. Urgent tasks are those we feel need to get done immediately. Important tasks are those that contribute to your long-term goals or values. Ideally, you should only work on tasks in the top two quadrants—the other tasks, you should delegate or delete.



Types of people who will benefit from the Eisenhower Matrix:

- People in leadership positions
- Critical thinkers



Time management is all about making the most efficient use of your time. Work smarter, not harder. It requires planning, patience and lots of discipline. If you want to create your own time management strategy the following time management tips can help you get started:

Set clear goals and a timeline

Setting your goals allows you to focus your energy on the things you want to achieve and setting a timeline gives you an idea of how long it'll take you to get there. This allows you to plan your schedule efficiently and will boost your productivity.

Create a routine

Just like with physical exercise, the more you stick to your routine, the easier it gets. Create a daily flow that works for you and keep it consistent. Plan your tasks in a way that you know you will be most productive and keep it the same throughout your week.

Leave a buffer time between tasks

The human brain can focus for about 90 minutes at a time. Give your brain some time in between tasks or meetings. It can make a big difference and help improve concentration and boost productivity.

Avoid distractions

Life is full of distractions. If you want to get the job done, preparation can help. Close all irrelevant browser tabs, put your phone away or on silent (if your work permits), close your office door and avoid looking at incoming emails.

Kick the clutter

Keeping your space organized and clean can save you time and keep you more focused. Don't lose valuable time by rummaging for a piece of paper or get distracted by items on your desk that are unrelated to the work you are doing at the moment.

Prioritize

One of the best ways to stay focused on accomplishing your goals is by prioritizing. Knowing how to prioritize important tasks affects the time you spend on them. Start off by creating a to-do list of tasks that need to get done. Make sure to order tasks by effort and begin planning your time accordingly.