



Time Management

The Art of Mastering Your Minutes

What Is Time Management?



PLANNING AND CONTROLLING
HOW TIME IS SPENT



KEY TO PRODUCTIVITY AND
BALANCE



REDUCES STRESS AND
IMPROVES FOCUS

Common Time Wasters

Procrastination

Multitasking

Distractions (social media, emails)

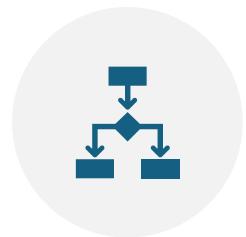
Lack of prioritization

Poor planning

Benefits of Time Management



INCREASED
PRODUCTIVITY



BETTER DECISION-
MAKING



LOWER STRESS



MORE TIME FOR
PERSONAL
GROWTH



STRONGER
PROFESSIONAL
REPUTATION

Time Management Techniques



Eisenhower Matrix:
Urgent vs. Important



Pomodoro Technique:
25-minute focus blocks



Time Blocking:
Schedule tasks by hour



ABC Method: Rank
tasks by priority

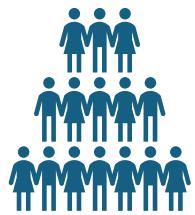
Eisenhower Matrix

	Urgent	Not urgent
Important	<p>Do:</p> <ul style="list-style-type: none">• Write a blog post due tomorrow• Finish a project proposal• Respond to client emails	<p>Schedule:</p> <ul style="list-style-type: none">• Sign up for a professional development course• Attend a networking event• Add improvements to a personal project
Not important	<p>Delegate:</p> <ul style="list-style-type: none">• Upload blog posts• Transcribe meeting notes• Field non-client emails	<p>Delete:</p> <ul style="list-style-type: none">• Work about work• Attend a status meeting• Share status approvals

Tools and Apps



Calendars: Google
Calendar, Outlook



Task Managers:
Trello, Asana, Todoist



Time Trackers:
RescueTime, Toggl



Notes: Notion,
Evernote

Creating Your Daily Plan



Start with a
to-do list



Prioritize
tasks



Estimate
time



Schedule
breaks



Review and
adjust

Overcoming Challenges



Interruptions



Deadline
pressure



Saying “no”



Staying
motivated