



TIME MANAGEMENT

Maximizing Efficiency and Productivity



CONTENT



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1. DEFINITION AND IMPORTANCE OF TIME MANAGEMENT



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Time management is the process of organizing and planning how to divide your time between specific activities effectively to achieve goals. It involves prioritizing tasks, allocating time to each task, and making decisions on what to do and when. Effective time management enables individuals to work more efficiently, reduce stress, and make better use of their available time.

Time management is not about working harder; it is about working smarter so that employees do not overwork themselves and put themselves under unneeded stress.

1. DEFINITION AND IMPORTANCE OF TIME MANAGEMENT



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1. Increased efficiency and performance
2. Delivering work on time
3. Reduced stress and anxiety
4. Higher quality of work
5. Boosts confidence
6. Decreases procrastination and downtime
7. Improves work-life balance
8. Enables better decision-making

2.COMMON CHALLENGES



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1. Procrastination → avoiding or putting off important tasks
2. Interruptions → distractions such as using our phone
3. Poor Planning → lack of organisation and prioritisation
4. Multitasking → working simultaneously on many tasks at once



PRINCIPLES OF EFFECTIVE TIME MANAGEMENT



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1. **Prioritisation:** Identifying and focusing on tasks that are most important and impactful to achieve desired outcomes efficiently.
2. **Setting SMART Goals:** SMART goals are specific, measurable, achievable, relevant, and time-bound objectives that provide clarity and direction for individuals and teams to work towards.
3. **Planning and Scheduling:** Outlining the steps needed to achieve goals, while scheduling involves allocating specific time slots for tasks and activities to ensure effective time management.
4. **Limiting Distractions:** implementing strategies to minimize interruptions and maintain focus on important tasks, thereby maximizing productivity and efficiency.



BEATING PROCRASTINATION



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-What is it?

Procrastination is the habit of putting off an important activity by focusing on less important, more fun, and easier tasks instead. In other words, it is the force that prevents you from carrying out your plans

Research suggests that approximately 20% of the population are chronic procrastinators, meaning that they consistently delay or postpone tasks while 46% of employees reported procrastinating at work at least once per week.

BEATING PROCRASTINATION



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- Why do we procrastinate?
 1. Lack of motivation: When we lack motivation for a task, we may find it difficult to get started or to stay focused on it. This can lead to procrastination.
 2. Fear of failure: The fear of failure can be a significant barrier to getting started on a task. If we are afraid that we will not succeed, we may put off the task to avoid the possibility of failure.
 3. Perfectionism: If we have high standards for our work, we may delay starting a task because we fear that we will not be able to meet those standards.

BEATING PROCRASTINATION



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4. Inability to manage negative moods: Procrastination is a way of coping with challenging emotions and negative moods induced by certain tasks — boredom, anxiety, insecurity, frustration, resentment, self-doubt and beyond. It is about being more focused on “the immediate urgency of managing negative moods”. Sirois, F. and Pychyl, T. (2013)

5. Distractions: Distractions such as social media, emails, or phone notifications can make it difficult to stay focused on a task. This can lead to procrastination as we become sidetracked by these distractions.

BEATING PROCRASTINATION



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- Are you a procrastinator?

You may be procrastinating if you...

Wait for the "right mood" or the "perfect time" to undertake a task.

Spend your time with meaningless jobs rather than getting on with the important tasks already on your list

Begin a high-priority task and then go prepare a cup of coffee.



ANTI- PROCRASTINATION STRATEGIES



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- Make temptations more difficult for yourself
- Changing our circumstances is still simpler than changing ourselves.
- If you find yourself checking social media on a regular basis, remove the applications from your phone or make a highly complex password for yourself that includes more than simply five numbers.

By doing this, you're making the cycle of procrastination more difficult and reducing the immediate value of your temptation's reward.



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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