

Managing our precious time

What are the benefits of good **time management**?

- **Increased productivity** - Effective time management helps prioritise tasks, ensuring you focus on high-value activities. This leads to getting more done in less time and feeling accomplished.
- **Reduced stress** - When you plan and allocate time wisely, deadlines become more manageable, and last-minute rushes are minimized. This reduces stress and allows for a calmer, more focused work approach.
- **Better work-life balance** - Good time management ensures that work doesn't spill over into personal time. This allows for a healthier balance between professional responsibilities and personal life, leading to improved wellbeing.
- **Improved decision making** - By managing time effectively, you avoid rushing through tasks, which allows for better decision-making. Taking time to think clearly helps reduce errors and ensures quality results.
- **Increased opportunities** – Efficient use of time can open up space for new opportunities. Whether it's taking on new projects or investing in personal growth, good time management allows you to seize these moments without feeling overwhelmed.
- **Enhanced focus and concentration** - When tasks are well organised and scheduled, you can give your full attention to each activity, reducing distractions and improving the quality of your work.
- **Reputation for reliability and competence** - Consistently meeting deadlines and managing your time effectively builds a reputation for reliability and competence, which can lead to career growth and recognition.



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What are your **time wasters**?

Time wasters are activities, behaviours, or distractions that consume time without adding value to your work or personal goals. They often reduce productivity and prevent you from focusing on important tasks.

- **Procrastination** - Delaying important tasks in favour of less critical activities, often leading to rushed work and missed deadlines.
- **Unnecessary meetings** - Attending or hosting meetings that lack a clear agenda or outcome, consuming valuable time without adding much value.
- **Multitasking** - Switching between tasks reduces focus and efficiency. It often takes longer to complete tasks and can lead to mistakes.
- **Distractions** (emails, social media, notifications) - Switching between tasks reduces focus and efficiency. It often takes longer to complete tasks and can lead to mistakes.
- **Perfectionism** - Spending too much time on minor details or overthinking tasks can slow progress and take time away from more pressing priorities.
- **Lack of prioritisation** - Failing to identify and focus on high-priority tasks can lead to spending time on low-impact activities, leaving more important work undone.
- **Poor delegation** - Not delegating tasks that others could handle results in taking on too much and wasting time on things that could be managed by others.
- **Unorganised workspace** - A cluttered or disorganized workspace can lead to wasted time searching for items or documents, slowing down your workflow.

