

TIME MANAGEMENT

Time management tools

- Daily/Weekly/Monthly planner
- To-do lists
- Activity logs
- Action plans
- Action taken reports
- Project management tools
- Reminder tools
- Schedules

Avoid distractions

- Limit visitors
- Limit casual chat and gossip
- Control your workspace
- Change work location if necessary
- Limit phone usage during work
- Avoid task repetition
- Be brief, clear and professional

Creating more time

- Work efficiently
- Improve productivity
- Delegate tasks
- Reward yourself
- Learn to say 'No'

Why do people waste time?

- Lack of training in Time Management
- Unrealistic expectations of time
- Laziness
- Lack of detailed planning
- Lack of self discipline

How to manage time

- Pace yourself
- Write everything down
- Review, correct and improve
- Set goals
 - Personal goal
 - Professional goals
- Use leisure time constructively