

# Time Management

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**Abstract:** *Your Ability to manage your time, as much as any other practice in your career as an executive, will determine your success or failure. Time is the one indispensable and irreplaceable resource of accomplishment. It is your most precious asset. It cannot be saved, nor can it be recovered once lost. Everything you have to do requires time, and the better you use your time, the more you will accomplish, and the greater will be your rewards*

**Keywords:** Time management

## I. INTRODUCTION

Your Ability to manage your time, as much as any other practice in your career as an executive, will determine your success or failure. Time is the one indispensable and irreplaceable resource of accomplishment. It is your most precious asset. It cannot be saved, nor can it be recovered once lost. Everything you have to do requires time, and the better you use your time, the more you will accomplish, and the greater will be your rewards.

Time management is essential for maximum health and personal effectiveness. The degree to which you feel in control of your time and your life is a major determinant of your level of inner peace, harmony, and mental well-being. A feeling of being “out of control” of your time is the major source of stress, anxiety, and depression. The better you can organize and control the critical events of your life, the better you will feel, moment to moment, the more energy you will have, the better you will sleep, and the more you will get done. It is possible for you to gain two productive hours each working day, or even double your output and your productivity, by using the ideas and methods taught in this book.

Time management is all about organising yourself and your work to make the most out of the time you have. If you never have enough time to finish your tasks, better time management will help you regain control of your day. Good time management doesn't mean you do more work, it means you focus on the tasks that matter and will make a difference. These tasks could be studying, working or socialising. Learning how to manage your time effectively will help you feel more relaxed, focused and in control.

Managing your time effectively is essential for those who need to structure their study time around employment and other activities. Applying time management techniques to your studying will enable you to concentrate your efforts and achieve greater results for the time expended, leading to better progress and helping you to keep on top of the work. Different people have very different approaches to time management and the techniques around it. Some people find that managing their time comes easily to them, whilst others need to work hard to keep on track.

## SIGNIFICANCE OF TIME MANAGEMENT:-

Time Management plays a vital role in various aspects of life, from personal to professional. Effectively managing time is crucial for maximising productivity, reducing stress levels, achieving goals, maintaining a healthy work-life balance, and promoting personal growth. This blog section will describe the Importance of Time Management in greater detail:

**Increased productivity:** Time Management allows individuals to prioritise tasks and allocate their time efficiently. By focusing on high-priority activities, individuals can make the most of their productive hours, accomplish more in less time, and achieve better results. Effective Time Management prevents wasting time on non-essential tasks or getting overwhelmed by a heavy workload.

**Reduced stress levels:** Poor Time Management often leads to increased stress levels. Procrastination can be avoided, as well as missed deadlines, and last-minute rushes, which create unnecessary pressure and anxiety. By effectively managing time, individuals can plan and organise their tasks, stay ahead of deadlines, and approach their

responsibilities with a calmer and more composed mindset. Reduced stress levels contribute to better mental and emotional well-being.

**Improved decision-making:** Time Management allows individuals to allocate sufficient time for critical thinking and decision-making. Rushed and impulsive decisions can lead to negative consequences. With effective Time Management, individuals have the space to evaluate options, weigh pros and cons, gather information, and make informed decisions. This applies to both personal and professional choices.

**Enhanced goal achievement:** Time Management is instrumental in setting and achieving goals. By breaking down larger goals into smaller, manageable tasks, individuals can create a roadmap for success. Effective Time Management helps allocate dedicated time slots for specific tasks, ensuring steady progress towards the desired outcome. Regular progress boosts motivation and creates a sense of accomplishment as goals are achieved step by step.

**Healthy work-life balance:** Time Management is essential for maintaining a healthy balance between work and personal life. Without proper Time Management, work can encroach on personal time, leading to burnout and strained relationships. By allocating time for work-related tasks as well as personal activities, hobbies, and self-care, individuals can nurture a balanced lifestyle, improving overall well-being and satisfaction.

**Increased effectiveness:** Time Management allows individuals to identify and eliminate time-wasting activities or unnecessary distractions. Individuals can work more efficiently and effectively by organising tasks and streamlining processes. Prioritising tasks, setting deadlines, and managing resources optimally contribute to improved efficiency in completing tasks and achieving desired outcomes.

#### TYPES OF TIME MANAGEMENT:-

Achieving work life balance is possible with effective time management. Learning time management tips will not only help you manage your time better but also boost personal productivity. With that said, here are some time management strategies you can try:

##### 1. Pareto Analysis (a.k.a., the 80/20 rule)

The 80/20 rule is a technique created by the Italian economist Vilfredo Pareto. It's the idea that 20% of actions are responsible for 80% of outcomes. The goal of Pareto analysis is to help you prioritize tasks that are most effective at solving problems.

I. List some of the problems you are facing. For example, maybe your grades are slipping.

II. Identify the root cause of each problem. May be your grades are slipping because you are spending too much time on social media or any other sort of distraction.

III. Assign a score to each problem: Assign higher numbers to more important problems.

##### 2. Pomodoro Technique

The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer to break down your work into intervals. Each interval is known as a Pomodoro, named after the tomato-shaped timer that Cirillo created.

I. Choose a task you need to get done.

II. Focus on the task at hand.

III. When the timer rings, put a checkmark on a piece of paper.

IV. Take a short break: Take a break for about three to five minutes. Go for a walk, grab a cup of coffee, do something non-work-related to give your brain a break.

V. Repeat steps two to five: Once you have completed this process four times, you can begin to take longer breaks.

The Pomodoro technique doesn't just teach your time management; it also teaches you in setting goals and how to achieve them. You'll be able to better stick to your daily schedule and weekly schedule.

##### 3. Parkinson's Law

British historian Cyril Northcote Parkinson became famous for the phrase "work expands so as to fill the time available for its completion." In other words, the amount of time you give yourself to complete a specific task is the amount of time it will take you to complete that task.

I. Try working without a computer charger. This will force you to finish a project before your computer dies.

- II. Get it done early. Instead of finishing an essay by midnight, try to get it done by noon.
- III. Set a deadline. Give yourself a set time to do something and then cut it in half.
- IV. Limit time for tasks. Give yourself only 20 minutes in the morning to answer emails.

#### 4. Time Blocking Method

Inventor Elon Musk is known for being productive. He manages his time so efficiently that he can work over 80 hours a week and still make time for himself. What's his secret? Time blocking. From the moment you wake up, assign each time block in your day to a task. These tasks can be anything from eating breakfast to studying for a test. Below are the steps Elon Musk uses to block his time:

- I. Divide a piece of paper into two columns. On the left, write down each hour of the day and create blocks of the time such as half-hour or hour chunks.
- II. Estimate the time it's going to take complete each of your tasks and fit them into your time blocks.
- III. Add buffer time in between each time block to allow for adjustments during the day.

#### 5. Getting Things Done (GTD) Method

Created by author David Allen, this process helps you get things done by recording tasks on paper and then breaking them down into actionable work items.

- I. Capture the actions that have your attention. These actions are tasks that can relate to anything from work to school to your personal life.
- II. Clarify what they mean: Decide whether the tasks that gave your attention are actionable or not. If an item is not actionable, ignore it for now. If the item is actionable, do it, delegate it, or set it aside.
- III. Organize your actions: Prioritize your to do list according to what you need to get done when.
- IV. Engage: Take the actions or smaller tasks you can complete right now.

#### 6. Rapid Planning Method (RPM)

"RPM" stands for "rapid planning method" or "result, purpose, and massive action plan." It was developed by motivational speaker Tony Robbins as a way to train your brain to focus on a vision of what you want so you can make it real.

- I. Capturing: Write down all the tasks you need to accomplish this week.
- II. Chunking: "Chunk" your tasks together by commonalities. Which items personal? School-related? Career focused?
- III. Create your own RPM blocks: On the top of a new sheet of paper, make three columns: the task, the result you want from completing that task, and your purpose for completing it. Next, list the actions you can take to get there.
- IV. Create an empowering role for yourself: If you're a student, you might call yourself the "Study Queen". Anything that will get you jazzed about completing your goal.

#### SOURCES OF TIME MANAGEMENT:-

As a knowledge worker, time is your biggest resource. By finding time management techniques that work well for you, you'll be able to make the most of your 40 hours. So we asked folks in a variety of roles how they manage their time, and this is what they said.

##### 1. Time Blocking

"Time blocking (I do it with Google Calendar) can be especially helpful because it allows you to easily see your entire schedule in one place, and it can help you stay focused, prioritize better, and be productive by creating a clear plan for your day. These are the main benefits I get from time blocking:

- Focus. It helps me minimize distractions and stay focused on what I need to do.
- Structure. It helps me avoid overcommitting and gives me a structure to work around.
- Prioritization. When you use time blocking, you're forced to think about how much time you have available for each task. What's the most important thing to do first?
- Time estimation. When you schedule specific blocks of time for tasks, you can get a better sense of how long certain tasks take you. Over time, this can help you plan your days and weeks more effectively."

2. The Two-minute rule for small tasks

"The two-minute rule is straightforward: if a task can be completed in less than two minutes, do it right away. This includes tasks like responding to an email quickly, sending a short message, or making a minor change to a document. By adhering to the two-minute rule, I can complete small tasks as they arise, rather than allowing them to accumulate and become a larger time commitment. This allows me to avoid procrastination and the stress of a never-ending to-do list. The two-minute rule also helps me maintain momentum throughout the day. Small tasks completed quickly and efficiently provide me with a sense of accomplishment and motivation to tackle larger tasks."

3. Focus on one thing at a time

"If you're looking to make the most out of the time you have available, focus on one thing at a time, rather than trying to balance multiple things together. I appreciate that in some roles or businesses, this may not always be possible. But for me, when I want to focus on something, I try my best to make sure that I have no distractions. My phone is off or on silent, I've closed down emails and social media, and for that specific time period, I'm in my zone. I usually put some quiet instrumental music on and just get on with it. Of course, it doesn't always go perfectly, but things get done way quicker this way."

4. Batch Tasks

"As a busy manager, I have to find a way to do more in less time. From attending meetings, holding one-on-ones, doing paperwork, and managing emails—plus managing my personal life—there is much to do on any given day. I've found that batching tasks together not only helps with productivity, but also ensures high-quality outcomes. For example, instead of having multiple meetings throughout the week, which can be a major distraction from deep-focused work, I set aside a day where I attend the week's meetings. With that out of the way, I can then focus on other tasks throughout the week without worrying about this necessary but major distraction.

Another example pertains to email; instead of responding to emails throughout the day, I dedicate around two hours of my mornings and late afternoons to email work, freeing me up for other tasks in the remaining hours."

5. Asynchronous Collaboration

"In today's fast-paced work environment, utilizing asynchronous collaboration has become increasingly important to save time and promote deep work within teams. By leaning into asynchronous teamwork, we can reduce unnecessary and often time-consuming meetings, which promotes more effective work getting done when we do meet. This approach allows leaders and teams to stay connected without falling into predictability and rote communication. Asynchronous communication allows team members to focus on their tasks without interruption. With the proper tools, your team's communication can be fast and accurate. Asynchronous tools, like Mural, Figma and Loom are excellent options for team to collaborate.

This fosters a culture of innovation and creativity, where team members can take the time to consider their contributions and provide thoughtful feedback to others carefully."

6. Closing Tabs

"I try to maintain five-tab maximum on my work computer at any given time. This saves time by limiting distractions or the temptation to hop around from task to task as soon as I get bored with my current task. It is also a smart trick from a security perspective because phishing attacks like tab nabbing rely on you forgetting which tab. There's no bigger time-suck than dealing with a security breach!"

"By setting a limit on how long I have to complete something, I can stay focused and use time efficiently. For example, when setting up a new client's books, I set the timer for an hour, so that I can stay productive until it goes off. This technique helps me save time by keeping me from becoming distracted and losing focus or doing tasks that aren't important."

#### OBJECTIVES OF TIME MANAGEMENT:-

Time management is organizing and implementing a strategy related to the time required for different activities in a project. No aspect of work, be it the individual's work, others, project or process can be controlled unless it has been planned. It is helpful to set out the distinctions between the different terminologies related to time management.

- Planning:**To examine all the facts relating to a project and develop a course of action that will achieve the set objectives within the time allowed or the available resources.
- Programming:** To set down the plan a timescale so that it can be easily communicated to all the people involved.
- Controlling:** To check the plan and/or program at regular intervals to measure actual achievement against planned achievement. This comparison is passed on to management to take action concerning the program and resources used. The reference has been made to "work" and "projects". Although, in principle, the two are interchangeable, "work" implies an ongoing continuum of activity, whereas "project" implies a fixed-term activity. The combination of objectives and time permits the modern concept of control to be realized. This is based on sound principles of practical planning and foresight to produce actual means of measuring work progress against predetermined output standards. If resources are simply started as labour, equipment, materials and money the common factor linking their effective or economic use is time. Each has a basic unit cost (hourly rate, interest rate, hire rate) so that, apart from material cost, which can be assumed to be constant, the overall cost will accelerate as each resource is used for a longer time. Thus, planning is necessary for "control" to be exercised and programming is essential if effective time and cost control are to be maintained.

The objectives of time management programs are:

- It helps to decide the most expeditious and economic method of carrying out the work consistently with the available resources.
- Provide continuous productive work for all labour and equipment employed, reducing unproductive time to a minimum.
- Organize and control the work by early examination of all its aspects;
- Recognize and deal with possible difficulties, thereby ensuring smooth and continuous progress.
- Give accurate information relating to the timescale to use the resources employed.
- Provide proper progress and control procedures.

#### FEATURES OF TIME MANAGEMENT:-

Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success.

#### Benefits of Time Management

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Here are some benefits of managing time effectively:

- Stress Relief:** Making and following a task schedule reduces anxiety. As you check off items on your "to-do" list, you can see that you are making tangible progress. This helps you avoid feeling stressed out with worry about whether you're getting things done.
- More time:**Good time management gives you extra time to spend in your daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other personal pursuits.
- More opportunities:**Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.
- Ability to realize goals:**Individuals who practice good time management are able to better achieve goals and objectives, and do so in a shorter length of time.

### List of Effective Time Management

After considering the benefits of time management, let's look at some ways to manage time effectively:

- Set Goals Correctly:** Set goals that are achievable and measurable. Use the SMART method when setting goals. In essence, make sure the goals you set are Specific, Measurable, Attainable, Relevant, and Timely.
- Prioritize Wisely:** Prioritize tasks based on importance and urgency. For example, look at your daily tasks and determine which are:
  - o **Important and urgent:** Do these tasks right away.
  - o **Important but not urgent:** Decide when to do these tasks.
  - o **Urgent but not important:** Delegate these tasks if possible.
  - o **Not urgent and not important:** Set these aside to do later.
- Set a time limit to complete a task:** Setting time constraints for completing tasks helps you be more focused and efficient. Making the small extra effort to decide on how much time you need to allot for each task can also help you recognize potential problems before they arise. That way you can make plans for dealing with them. For example, assume you need to write up five reviews in time for a meeting. However, you realize that you'll only be able to get four of them done in the time remaining before the meeting. If you become aware of this fact well in advance, you may be able to easily delegate writing up one of the reviews to someone else. However, if you hadn't bothered to do a time check on your tasks beforehand, you might have ended up not realizing your time problem until just an hour before the meeting. At that point, it might be considerably more difficult to find someone to delegate one of the reviews to, and more difficult for them to fit the task into their day, too.
- Remove non-essential tasks:** It is important to remove excess activities or tasks. Determine what is significant and what deserves your time. Removing non-essential tasks/activities frees up more of your time to be spent on genuinely important things.
- Plan ahead:** Make sure you start every day with a clear idea of what you need to do – what needs to get done THAT DAY. Consider making it a habit to, at the end of each workday, go ahead and write out your "to-do" list for the next workday. That way you can hit the ground running the next morning.

### Implications of Poor Time Management

Let's also consider the consequences of poor time management.

- Poor Workflow:** The inability to plan ahead and stick to goals means poor efficiency. For example, if there are several important tasks to complete, an effective plan would be to complete related tasks together or sequentially. However, if you don't plan ahead, you could end up having to jump back and forth, or backtrack, in doing your work. That translates to reduced efficiency and lower productivity.
- Wasted time:** Poor time management results in wasted time. For example, by talking to friends on social media while doing an assignment, you are distracting yourself and wasting time.
- Loss of Control:** By not knowing what the next task is, you suffer from loss of control of your life. That can contribute to higher stress levels and anxiety.
- Poor quality of work:** Poor time management typically makes the quality of your work suffer. For example, having to rush to complete tasks at the last minute usually compromises quality.
- Poor reputation:** If clients or your employer cannot rely on you to complete tasks in a timely manner, their expectations and perceptions of you are adversely affected. If a client cannot rely on you to get something done on time, they will likely take their business elsewhere.

### ADVANTAGES OF TIME MANAGEMENT:-

The time management activity is not the one that requires additional skills. The only necessity is to know how to implement a time schedule and to commit to its implementation. And more importantly, align daily activities to achieve better results and even success. Since the change implemented is never an easy task, it becomes a bit more persistent when you understand the benefits. He will give you a positive answer. The advantage of time management is not only important for career development. It has a significant impact on personal life. Reasonable scheduling is necessary and leads to self-discipline because punctuality has many advantages.

- Decreased Stress:** Learning to manage your time can reduce your stress levels. Because you can schedule smaller parts of your day, you can leave room for irregularities or issues that might cause stress. For example, if you think that a project might take longer than originally planned, schedule extra time for that task. Even if you work on it longer, you can still be confident you have time to finish everything else, helping you remain calm. By using tools and planning techniques to prioritize your daily tasks, you will feel less overwhelmed by what you need to do.
- Increased Productivity:** Once you master time management, you'll be better equipped to finish tasks or projects more quickly, increasing your productivity. You may notice that you're completing a task in less time and stressing less about deadlines. By following a calendar, tracking deadlines in management software or keeping a to-do list of impending deadlines, you can better plan your work around those deadlines
- Positive Reputation:** When you keep up with your work and remain on a schedule, your coworkers and employer are likely to realize they can rely on you and hold you in higher regard. You can become known as someone who doesn't procrastinate or push tasks off on others because you aren't confident about accomplishing them. A positive reputation in the workplace can lead to career advancement, increased earning potential, more responsibilities and overall better workplace satisfaction.
- More Energy for free time:** Effective time management strategies let you know when a task will be completed, reducing the amount of energy you might spend worrying whether you can finish all of your work for the day. Instead, you can plan time for a break from your usual routine. Because time management allows you to plan when your work will be finished before you start it, you can save energy for your free time. Having more free time can improve your work-life balance and ensure you're saving some time for yourself.
- Clear Daily Goals:** By using time management to organize what you need to do each day, you can simplify your day and spend less time deciding what to do or how to do it. For example, if you have a complex project with an outline that requires multiple, yet unclear steps, it might help to decide what to do for each step before beginning the project. The project then becomes a simple list of tasks that provides direction. By planning out your objectives, you don't waste time figuring them out as you go. This can mean less time wondering what you should be working on and more time working on it.
- Gain Confidence:** Self-confidence plays a crucial role in human life and people who are confident always have a better life than dependent people. This feeling usually manifests itself when you plan your work properly and make decisions about the time it takes to improve. "Time management never takes time, but gives you extra time." A person can do anything with self-confidence and self-confidence takes a person to a higher level.
- A path to the goal:** Everyone has the desire to achieve their goal in life and dreams of a relaxing future after reaching that goal. Time management gives you time where it has the most effect. The time management system allows everyone to spend time with the things that are most important to them. In this process, time management has a positive aspect and people consider planning as a better option.
- Reduce the Hesitation:** There is a lot of time in life and it also causes fluctuations. The special point in introducing time management is the ability to predict results and control situations. Time management is not something that requires additional skills, the only thing you need to know is how to implement it and how to deal with it in your daily activities.

#### DISADVANTAGES OF TIME MANAGEMENT:-

The first fall, while you are managing your time, is an area of your life that influences other areas. To avoid a compromising situation, it is enough to understand that learning time management theory mainly means a change in lifestyle. In other words, it requires a consistent adoption of values for effective time management.

This can be very difficult for someone who does not accept punctuality and time. Time management has very few disadvantages. The main disadvantages of management are that it takes longer to create plans. It can also make human life mechanical.

- Unclear Targets:** Productive behavior is certainly one of the main goals of time management. Sometimes it leads to imprecise goals that generally hit people hardest. An unconscious person does not know what to do? If you are not able to manage your workload better, you will be more affected by tasks that are not completed in the shortest possible time.

- **Bad Management:** Organized results for less rework and mistakes, but an excess of enthusiasm for the organization leaves a person in error. Articles, details, and instructions are so forgotten that they lead to extra work and blame for mismanagement. A person must do a task more often if he forgets something. This leads to fatigue and occurs due to predictive behaviour.
- **I cannot Say “no”:** You may have forgotten an appointment or missed an appointment and everything has happened because you have been working on other tasks, because saying “no” will be difficult for you. Such crazy situations promote the friction of life. You can avoid such problems by planning and preparing carefully. No one can create more time, but it can be better used by managing time, no doubt about it. It is always better to stay away because people cannot say no to anyone.
- **Obstacles:** Simple measures such as moving the pendulum or working early lead to more problems in life. Time management leads you to an obstacle. If you know what to do, you hate wasting time in idle activities, which leads to arguments and disruptions. Instead of thinking about what to do next, focus on the steps before work, because everything can go wrong. This results in many problems for people.
- **Inactivity:** Frequent misunderstandings make time management an extra effort. On the contrary, good time management makes human life easier and more inactive. If things take less effort than usual, then time consumption leads to inertia. Managing time to improve life, because time management means spending time in the right places and on the right things, but sometimes the obsession with doing things right makes your life stagnate.
- **One load of different jobs at a time:** When you work after time management, you sometimes take on too many tasks with too much self-confidence. This particular state makes you make a total mistake. People have too many expectations of you simply because of your pompous behavior, and finally, you feel a lot of work on your shoulders. And such confusion leads to mismanagement.
- **Fatigue and stress are part of life:** Fatigue and stress are common problems that lead you into a phase of fatigue. Fatigue makes a person tired of life. They also feel demoralized because they think again and again about their unsuccessful attempt to take charge of time management in their lives. They consider their unsuccessful attempt as a stop in their own way and leave behind them an interest in everything. Most people are susceptible to the disease. Good planning is not a cup of tea for everyone. The first and last grasp only the abilities that allow you to relax from the difficulties of a hectic life, instead of taking you deeper.
- **No time to rest:** Recovery disappears from the lives of people who are more concerned about time management than their personal abilities. They waste most of their time planning instead of acting. Intellectuals generally define actions as speaking louder than words. And people who invest their time and money in planning can never succeed. Leisure has become a necessity in today’s life. If someone does not, then these people’s lives will become a burden to them and they will lead their lives in a stagnant way.

#### METHODOLOGY OF TIME MANAGEMENT:-

Time Management Methodologies enables people to complete more in a shorter period of time. Using the process of planning and allocating how much time is required for each specific task. Time management is one thing of the biggest struggles we have in our work lives. Good business management and leadership depend on the ability to manage time effectively. Balancing a busy work life requires planning and efficiency. Luckily, there are several methodologies that can help you manage your time effectively.

The following methods will help you manage your time more efficiently. Task Planning is a very effective method for planning how to allocate your time. It provides you with the time you need to do the most important tasks in your life. Time management is essential if you want to achieve the results you want in your work and life. There are many time management tips, techniques and methods that you can use to manage your time effectively. The best way to do this is to get a feel for what works best for you, as it is important to understand the way in which you work before you can try and change. The most effective time management techniques are those that suit your style of working.

□ **Domino Reaction:** Domino reaction by Amit Offer covered in his book “24/8 – The Secret for Being Mega-Effective by Achieving More in Less Time”

□ **18 Minutes Technique:** 18 Minutes technique by Peter Bregman in his book “Find Your Focus, Master Distraction, and Get the Right Things Done.” In brief, the technique works like this. In the morning, spend five minutes deciding



what you want to achieve that day. Every hour, spend one minute analysing if you've been productive in the hour. In the evening, spend five minutes assessing what you've accomplished and learned throughout the day.

□ POSEC: POSEC stands for "Prioritising by Organising, Streamlining, Economising and Contributing." The main aim is to take a closer look at your daily tasks and work out the best way to manage these tasks.

□ COPE Technique: Developed by productivity expert Peggy Duncan.

C – Clear Goals,

O – Organise everything,

P – Prioritise tasks, and

E – Efficiently finish priority tasks.

□ Ivy Lee Method: Ivy Lee method is about only setting yourself 6 tasks to do

□ A-B-C Method: Grouping tasks into categories is similar to the Eisenhower method. Take your to-do list and assign it to an appropriate category and then prioritise tasks with numbers. e.g A1, A2, B1, C1

A = important and urgent

B = important but not urgent

C = not important and not urgent

## II. CONCLUSION

The final point is the concept of balance. The most important thing that you can still in your life is balance and moderation. By practicing the methods, ideas, and techniques in this book, you will become a master time manager, and have more time for your family and your personal life. Often, people take time management programs so that they can increase the number of things that they can do on a day-to-day basis. However, as the wise man said, "There is more to life than simply increasing its speed." The main purpose of learning and practicing time management skills is to enhance and improve the overall quality of your life. It is to increase the amount of pleasure and happiness you experience. In conclusion, time management is a very important skill to be learned and to be mastered in order to have a better lifestyle. By managing well time, you will no longer suffer from stress and your works/tasks will be done on time and with great quality. Remember that it is important to have the attitude to change your schedules and to change procrastination. Also, take into account all of the explained strategies that are very helpful to achieve a better time management. It is important to add, that sports also provide a helpful hand for time management, and also permit your body to be healthy and to have a better social circle. I hope you have enjoyed this web page, and that it has helped you to achieve a better time management. The main purpose of learning and practicing time management skills is to enhance and improve the overall quality of your life. It is to increase the amount of pleasure and happiness you experience. The second area is your health. No amount of success will compensate for ill health. Take time to eat the right foods, exercise regularly, and get proper rest and recreation. Sometimes, the best use of your time is to go to bed early and get a good night's sleep. A great life is one that is in balance. If you spend sufficient time preserving and enhancing the quality of your relationships, you will find that you get more joy, satisfaction, and fulfilment out of your work; you'll find success. A wise old doctor once observed, "I never spoke to a businessman on his deathbed who said that he wished he had spent more time in the office."

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