

TIME MANAGEMENT

Time management is the process of planning, organizing and prioritizing tasks to make the best use of your time and to achieve the best results...and it is a skill! Managers who want to take their careers to the next level develop this skill to manage their time effectively.

Why Time Management is Important

- Managers are able to deliver tasks and projects on time
- Better quality of work
- Higher productivity and efficiency
- Less stress or anxiety
- Improved quality of work-life balance
- Creates time for continued growth of other leadership skills

How to Improve Time Management

Set SMART Goals - Goal setting is crucial for clarity, direction, and motivation.

- **Specific** - What do you want to accomplish?
- **Measurable** - What actions will you take? How will you measure success?
- **Achievable** - Is the goal realistic and doable?
- **Relevant** - How will the goal benefit the company?
- **Time-Bound** - When is the deadline for your goal?

Prioritize Tasks - Focus on tasks that deliver the most value and efficiency.

- **Urgent and important** - Do immediately
- **Important, not urgent** - Schedule a time to do the task
- **Urgent, not important** - Delegate if possible
- **Neither urgent nor important** - Consider dropping

Plan and Schedule your Time

- **Use Downtime Wisely** - Plan and schedule tasks or answer emails.
- **Practice Time Blocking** - Schedule chunks of time for different tasks or projects
- **Tackle the Most Significant or Unpleasant Task First**

Get Organized - Create systems around scheduling, to-do lists, storing documents and information, organizing emails, etc. If there is no system, it doesn't get done!

Delegate Where Applicable - Delegating helps managers focus on the tasks that only they can do and empowers others.

Regularly Reflect and Assess - Regularly check in with yourself on how you are doing and make changes as needed.