



TIME MANAGEMENT

PLAN. PRIORITISE. ACHIEVE.

TIME MANAGEMENT



TIME MANAGEMENT CHECKLIST

- ☒ Plan your day
- ☒ Prioritise tasks
- ☒ Stay focused
- ☒ Avoid distractions
- ☒ Review and adjust



Good time management helps you stay organised, reduce stress and get more done. Use these practical tips to make the most of your time and reach your goals. ❤️

PLAN YOUR TIME



Set clear goals
Know what you want to achieve and break it down into steps.



Use a planner
Write down your tasks and appointments each day.



Time block
Allocate specific time slots for different tasks.



Make to-do lists
List your tasks in order of priority.



Review and adjust
Check your progress daily and adjust your plan.

MANAGE YOUR TIME WELL



Prioritise tasks
Focus on important tasks first using the 80/20 rule.



Avoid distractions
Limit social media and unnecessary interruptions.



Stay focused
Work on one task at a time and take short breaks.



Use your time wisely
Don't just be busy, be productive.



Learn to say no
Protect your time by saying no to non-urgent tasks.

TOP TIPS FOR SUCCESS



- 1 Plan your day the night before.**
Start each day with a clear plan.
- 2 Use the Eisenhower Matrix.**
Do, Decide, Delegate or Delete.
- 3 Break tasks into smaller steps.**
Small steps make big tasks feel manageable.
- 4 Set time limits.**
Give each task a time limit to stay on track.
- 5 Take regular breaks.**
Short breaks boost focus and productivity.
- 6 Review your progress.**
Reflect on what went well and what you can improve.
- 7 Be consistent.**
Good habits lead to better time management.
- 8 Stay organised.**
A tidy space and clear mind save time and reduce stress.

TIME WASTERS TO AVOID



- Too much social media
- Constant notifications
- Multitasking
- Procrastination
- Unclear priorities
- Disorganised workspace
- Saying "yes" to everything
- Perfectionism

THE POMODORO TECHNIQUE



A simple way to stay focused and get more done.

- 1 Work for 25 minutes
- 2 Take a 5 minute break
- 3 Repeat 4 times
- 4 Take a longer break (15-30 mins)

Stay focused, take breaks, get more done!

DAILY TIME MANAGEMENT TIPS



- Start your day early
- Plan your top 3 priorities
- Focus on high-impact tasks
- Batch similar tasks
- Keep your workspace tidy
- End your day by planning tomorrow

TIME MANAGEMENT CHECKLIST



- ☐ I set clear goals
- ☐ I planned my day
- ☐ I prioritised my tasks
- ☐ I avoided distractions
- ☐ I stayed focused
- ☐ I took breaks
- ☐ I reviewed my progress



DOWNLOAD THIS RESOURCE

Use these time management tips to stay organised, reduce stress and achieve your goals.



TOP TIP

You don't need more time, you just need to manage the time you have better. ❤️

