

Time Management Workshop

Today

01 What is Time Management

02 Why is Time Management Important

03 Management Styles

04 Time Management & Studying

06 Understanding Procrastination

07 Mastering Time Management

08 Useful Information & Further Reading

Welcome

In this workshop, we will delve into effective time management strategies tailored to individuals balancing a full-time job, household responsibilities, social engagements, and pursuing an apprenticeship. You will learn practical tips, techniques, and tools to optimise your time and achieve harmony among your various commitments.

Aims of the session

By the end of this information session, you will be able to understand:

- What is time management.
- Why is time management important.
- Examples of poor and good time management.
- What are good study aids.
- 6 Habits of highly successful students.
- Time management techniques.
- What is procrastination.
- How to time manage.

Creating a Safe & Confidential Space

Before we begin

If you have any questions that you want to ask or anything that you wish to discuss in confidence, please email me at: **ADD TUTORS EMAIL ADDRESS**

Please be aware if it is regarding a safeguarding issue, I will need to act upon this.

- This is a safe space and if you wish to share personal experiences, please feel free to share with the group



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What is Time Management

Time management is the process of planning, organising, and controlling the time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves techniques and strategies for allocating time effectively to achieve desired goals and objectives.



Discussion

Share your feedback and experiences

The Importance of Time Management

Effective time management allows individuals to accomplish more in less time, reduce stress, and improve work-life balance. It involves setting priorities, creating schedules, and minimising distractions to maximise the use of available time.



Discussion

Share your feedback and experiences

Add video title here

*Add short video her on Time Management here i.e. How to manage your
time effectively*

Discussion

In the chat bar, type in what habits you think aid with studying

Add video title here

Add short video here on effective study using time management techniques here

Discussion

What were your learning points from this video?

Add video title here

Add short video here on time management techniques such as the Eisenhower Matrix, ABC prioritization, and Pareto Principle.

Discussion

What were your learning points from this video?

What is Procrastination?

In the chat write what you understand by someone procrastinating?

Procrastination is a common behaviour that many of us experience at different times in our lives. It involves delaying or postponing tasks or decisions, often to the point where we feel stressed or overwhelmed by the looming deadlines.

At its core, procrastination is not just about poor time management or laziness. It's often more complex and can be related to various underlying factors such as fear of failure, perfectionism, or lack of motivation. Sometimes we procrastinate because we feel anxious about a task, or we may not know where to start, leading to avoidance.

Add video title here

Add short video here on techniques to stop procrastinating

Discussion

What were your learning points from this video?

Mastering Time Management

Time Blocking & Scheduling:

- Create a weekly schedule, allocate time for work, time for study, household chores, social activities and personal time.
- Must be flexible and adaptable.

Effective Communication & Delegation:

- Use to manage expectations at work and home.
- Delegate tasks to lighten your workload.

Use technology and tools:

- Productivity apps, task managers, calendars, time tracking apps.

Remember however no AI for completion of assignments....

We will know!

Discussion

Share your feedback and experiences

Useful Sites for Further Reading

Time Management Plans

Eisenhower Matrix

<https://www.eisenhower.me/eisenhower-matrix/>

ABC Prioritisation

<https://www.timedoctor.com/blog/abc-method-time-management/>

Pareto Principle

https://en.wikipedia.org/wiki/Pareto_principle

Time Management Apps

- Todoist
- Rescue Time
- Forest
- Toggl Track
- Focus Booster

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Thank you
Any Questions?