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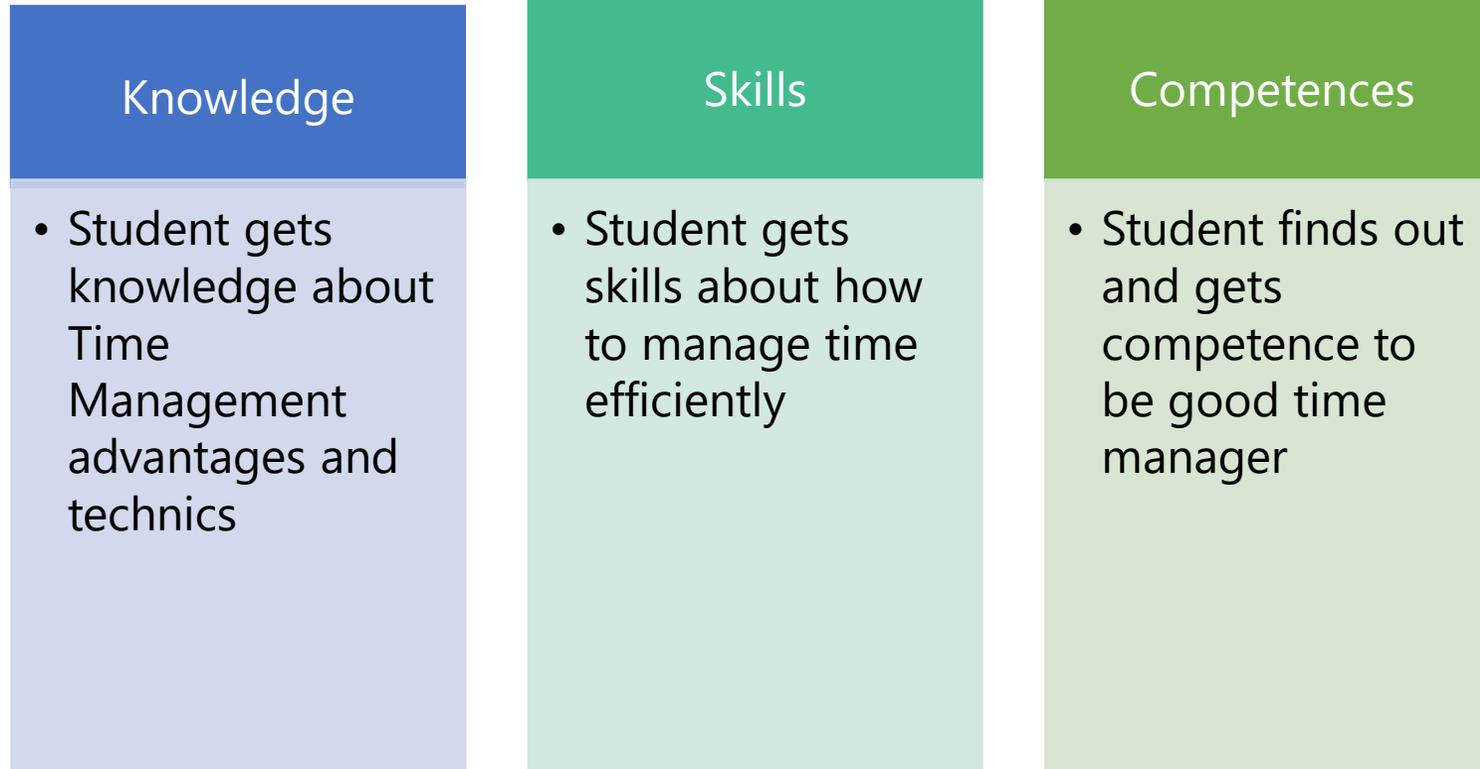
# Learning Module 11

Time Management



# EQF definition

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# Before Starting...

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It's important to keep in mind the following quote:

*"The only thing we have in this life is time: the difference is in how we use that time and how we know how to make it profitable."*



Source: [www.pixabay.com](http://www.pixabay.com)

# Introduction

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**Time management** is understood as the adequate distribution of a person's work time in the different tasks that he/she has to undertake. Time management allows you to manage work time so that you get the highest possible productivity.



Source: [www.pixabay.com](http://www.pixabay.com)

# Why Is It Important to Manage Your Time Efficiently?

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If you manage your time efficiently **your motivation and self-esteem grows: your feeling is more pleasant and, in short, you feel better.**



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If you don't manage your time efficiently, it will **generate frustration, which leads to both poor performance and health problems such as stress.**

# It Is Important to Know...

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When we talk about time management is important to know the following concept:

## Time Thieves

One of the most important keys to a good time management is to know how to identify the activities or situations that steal our time: time thieves.



# Time Thieves

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**Time thieves** are those factors or circumstances that prevent us from performing efficient time management: they make us "waste time" and subtract our productivity.

Sometimes, these time thieves are circumstances alien to us, but on many other occasions it is we who generate them.

*Did you know that Time Thieves reduce our effective work hours by 50 to 70%? (workmeter.com)*

# Examples of Time Thieves (1)

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Telephone

Interrupting an important task to answer the phone not only interrupts the task itself, but also cuts our concentration and unnecessarily lengthens the time to finish it. Nothing happens if you do not answer a call, they can leave you a message or they will surely try another time.

Email

Emails are not in themselves a problem, the problem is to constantly interrupt our tasks to check our inboxes.

## Examples of Time Thieves (2)

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WhatsApp,  
Messenger, etc

WhatsApp messages, messenger etc are a constant interruption and in most cases they are not important or urgent but we attend to the detriment of the task we are doing.



Source: [www.pixabay.com](http://www.pixabay.com)

## Examples of Time Thieves (3)

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### Endless meetings

In most cases, a lack of preparation, organization and planning make a meeting take much longer than necessary, without adding anything of value to the results or conclusions.

### Lack of motivation

We don't always do jobs that we are passionate about and we may be tempted to distract ourselves or find excuses, without realizing that those distractions all they get is to delay the task and remain on our to-do list until it becomes too urgent to return it, to postpone which has a bad result at the end.

## Examples of Time Thieves (4)

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Be more than  
perfectionist

Assessing the time needed to devote to a task is not always an easy task. If you put yourself in a loop to review, improve, optimize, complete, etc., what you are doing again is wasting time ... in most cases, the time spent is not proportional to the improvement made.

Notifications

The advantages that current mobile devices have brought us are indisputable, but learning to make good use of them in our day to day is a challenge. The countless configuration possibilities with notifications of all mobile applications can be a constant source of distractions that continually interrupt our work.

# Causes of Poor Time Management and Solutions (1)

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Actually, time thieves are the consequence of bad time management, but the causes could be grouped into....



Source: [www.pixabay.com](http://www.pixabay.com)

## Causes of Poor Time Management and Solutions (2)

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Lack of  
Organization

Lack of  
Priority  
Management

Lack of  
Planning

# Lack of Organisation

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It is essential to determine the tasks to be carried out in order to plan according to your priorities.

Without a prior organization, you will devote too much time to knowing what should be done next, what would be the right workflow.



Source: [www.pixabay.com](http://www.pixabay.com)

# Lack of Priority Management

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Once you manage to organize and detail the list of tasks that you must perform, you will realize that not all of them have the same importance for the objectives you pursue.

You must be clear about your priorities and establish an order.

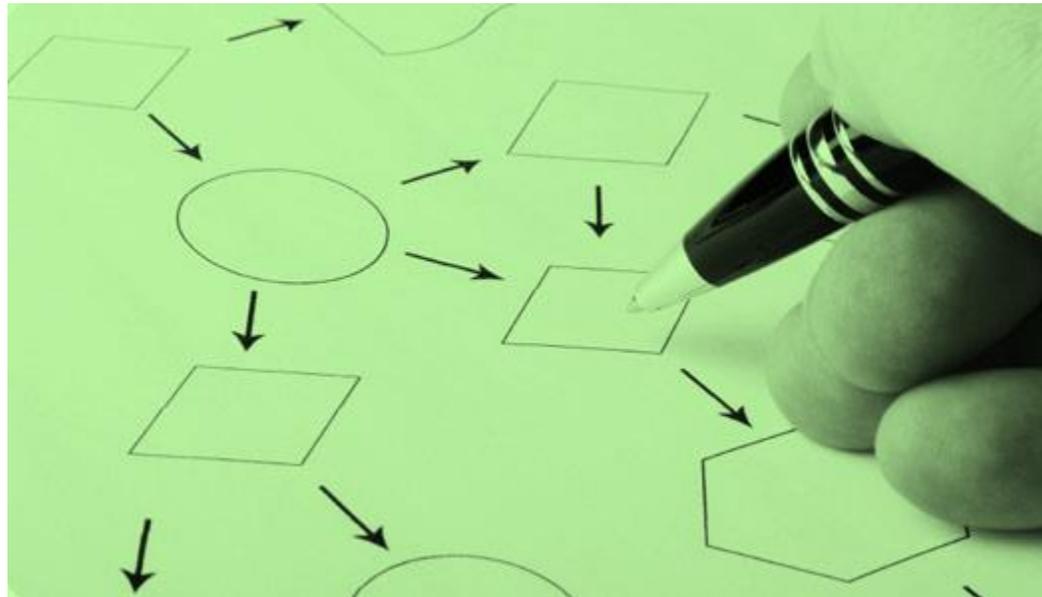


# Lack of Planification

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Source: [www.pixabay.com](http://www.pixabay.com)

# The Eisenhower Matrix (1)

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Dwight Eisenhower was a general of the US Army during World War II and president of the United States from 1953 to 1961. During his tenure, he launched programs that led to the development of the Interstate Highway System, the launch of the internet or space exploration. He had a great ability to manage his time and sustain his productivity over weeks, months and even years. Its most famous time management method is known as the Eisenhower Box or Matrix and it works as indicated below.



Source: <https://www.biography.com/us-president/dwight-d-eisenhower>

# The Eisenhower Matrix (2)

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First, you have to separate the tasks into four quadrants:

1. **Urgent and important:** Includes those tasks that must be performed immediately.

2. **Important, but not urgent:** These are tasks that you can schedule to do later.

3. **Urgent, but not important:** Tasks that you can delegate to another person.

4. **Neither urgent nor important:** Tasks that you can discard or eliminate.



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# The Eisenhower Matrix (3)

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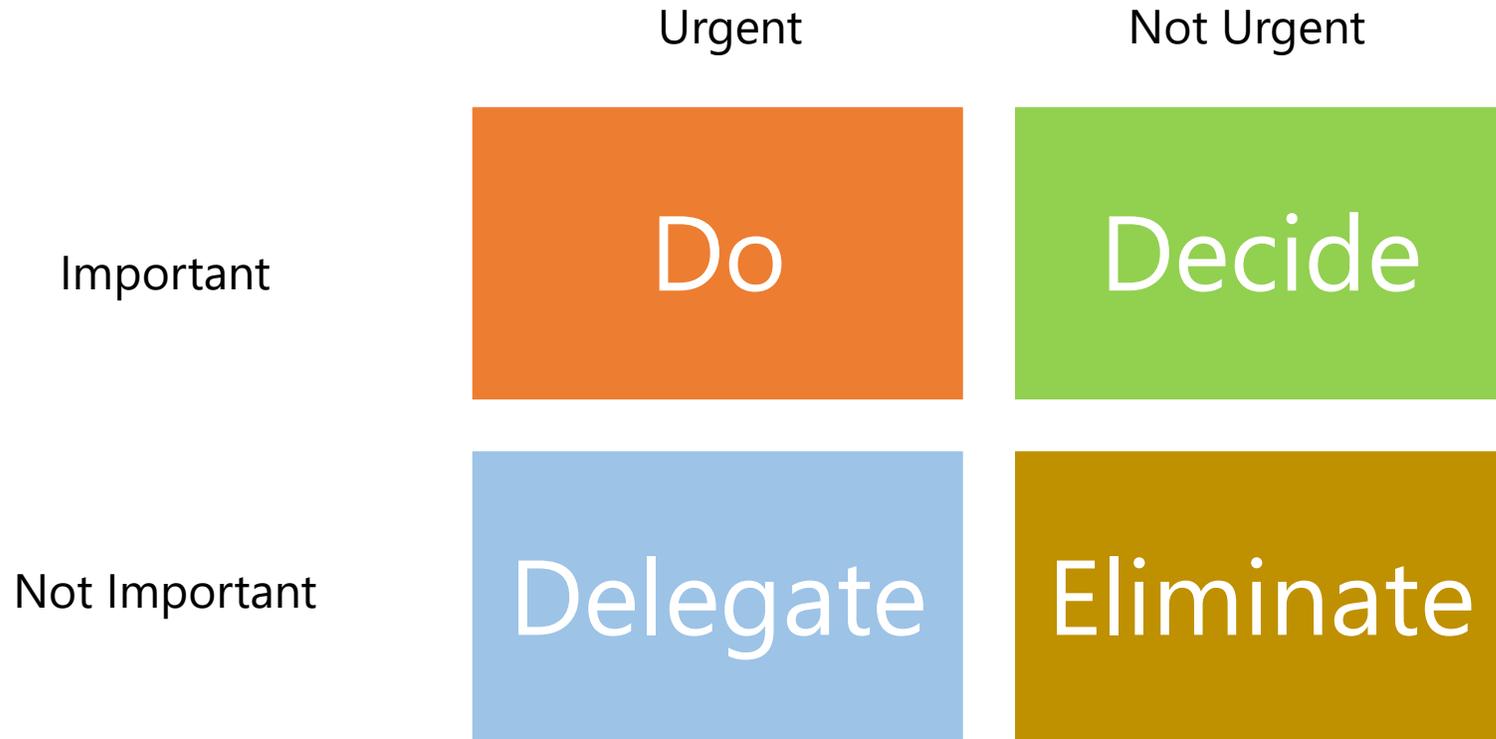


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Eisenhower said: "What is important is almost never urgent and what is urgent is almost never important." Therefore, it is key to differentiate between urgent and important. Answering a call from a customer or from the boss can be urgent, but checking emails from providers will be important but less urgent and you can leave it for later. It is advisable to limit the number of tasks of each type to a maximum of eight per quadrant to ensure you have a realistic time management plan.

# The Eisenhower Matrix (4)

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# The Eisenhower Matrix (5)

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The advantage of the Eisenhower method also lies in the possibility of classifying in a very clear and visual way the urgency and importance of each task in the famous four-quadrant box. It allows identifying the actions that need to be performed and also those that can be eliminated, in order to better manage time and be more productive. You can make the dial by hand or on your computer or download the Eisenhower app on your mobile.



Source: [www.pixabay.com](http://www.pixabay.com)

# Benefits of Time Management in the Workplace

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The benefits of time management are many. Here only some of them will be mentioned. Among the most important are:

- Higher productivity;
- Greater confidence;
- Acquisition of the ability to meet the proposed goals;
- Opportunity to enjoy what is done and gain greater control over one's life and work.



Source: [www.pixabay.com](http://www.pixabay.com)

# Conclusions

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To manage your time efficiently you should...

- Plan the day;
- Prioritize tasks;
- Identify your time thieves;
- Avoid unproductive meetings;
- Manage contingencies;
- Take planned breaks.



Source: [www.pixabay.com](http://www.pixabay.com)

# Remember!

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*"A man who dares to waste one hour of life has not discovered the value of life"*

Charles Darwin



## References:

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