



Learning and Development

Introduction to Time Management

You can't pause it, stop it or rewind it – unless of course your name is Marty McFly and you drive a time-travelling DeLorean car that's fuelled by plutonium! (Remember the classic 1980's movie, Back to the Future?)

So if you can't manage time, what can you manage?

You can manage your life because Time Management is life management!

- You can manage your energy and emotions.
- You can manage your priorities and productivity.
- You can manage your discipline, your diary and your day.

We live in a world of ubiquitous information, nanosecond technology and time-saving devices. So we now know everything and have oodles of spare time to do whatever we want, don't we? Mmmm! Be honest, what would you do if you had more time? Say we had a 25 hour day? Learn to play the piano, help out at a local charity or treat yourself to a massage, maybe?

I'd say highly unlikely for the vast majority, I think most people would fill it with exactly the same stuff they'd filled the previous 24 hours with!

Here's the paradox of time; the more we have of it, the less scarce it is; the less drive we have to do anything with it.

How did you use your time yesterday?

List 5 things you accomplished that were productive

List 1 thing you did that was wasteful

- i.
- ii.
- iii.
- iv.
- v.

i.....

Look at what you did! We don't always give ourselves credit for what we've achieved. And the one wasteful thing? Knowing this enables us to focus on our Time Bandits.

We can manage our time according to our needs. For example, setting personal goals such as our career, wellness or personal finance. Or, for more immediate purposes, such as completing this week's or today's tasks.

The biggest Time Management problem for most people is prioritising.

So take a look at The Eisenhower Matrix Sheet and start taking control of your life! 😊

Upskill Group, Time Management Intro Sheet, www.upskillgroup.co.uk