

Wellbeing Poster

With the prompt delivery of the Newsletter this week, our Wellbeing Poster looks at the skills needed for positive time management!

Memory AS, 2022 have a [website](#) that looks in detail at this:

At heart, time management isn't really about managing time at all—it's about managing yourself. We all have the same 24 hours each day, but how well we use them is completely down to us. The best time management techniques improve the ways you work, protect you against distraction and lock your concentration. There are lots of them floating about on the internet, so we've boiled down the five time management techniques—and their associated tools—that we've found make the biggest difference.

The 5 key elements of time management.

1. Be intentional: keep a to-do list

Drawing up a to-do list might not seem like a ground-breaking technique, but it's one of the most powerful ways to become more productive. The best to-do lists include a variety of tasks: quick and urgent jobs that might be completed in 10 minutes and bigger, operational tasks that are a work in progress. Having a set list of tasks helps keep you intentional about what you work on.



2. Be prioritized: rank your tasks

If writing a to-do list is the first step towards better time management, prioritizing your tasks is the next. It guides you through the day's activities in order of importance, ensuring that the tasks that matter most are dealt with first. Prioritization is your most effective defence against the lure of urgent-yet-inconsequential tasks.

3. Be focused: manage distractions

Despite our best intentions, we all get distracted. Given that it takes about 23 minutes to refocus after an interruption, the productive cost of our daily distractions quickly adds up. So you need to effectively manage your distractions in order to protect your flow and focus.



4. Be structured: time block your work

A structured schedule is crucial for actually delivering what you set yourself. It helps you protect space for your work and sets a healthy pressure to actually complete it. Time blocking is one of the most productive ways of doing this, as it prevents one task from overtaking your entire day and stops you from multi-tasking.

Many of us juggle multiple jobs at the same time, believing we'll get more done, but in fact the opposite is true; we are most productive when we focus on one thing at a time.

5. Be self-aware: track your time

Ultimately, you can't improve how you use your time, without understanding how you actually use it in the first place. Tracking your time is elementary here—it provides the insight and self-awareness to make effective changes, surfacing hidden time drains, highlighting inefficient processes and laying out your productive patterns. You can also use it to ensure you stick to see how you perform against your time-blocked schedule.

