



Career Tips Thursday: Session 38

MASTER YOUR CAREER TIME: MANAGEMENT STRATEGIES FOR SUCCESS

*Unlock strategies to prioritize,
optimize, and thrive in your career.*

Career Tips Thursday: Session 38

As a result of participating in this webinar you will:



Learn core time management principles.



Discover common pitfalls and how to avoid them.

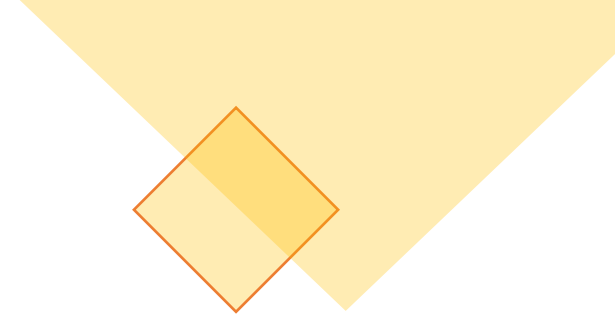
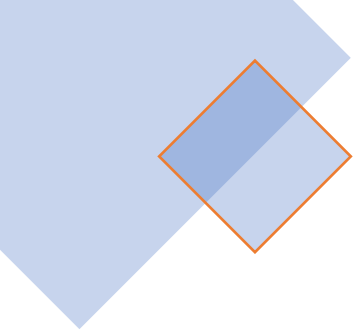


Master prioritization and scheduling techniques.

Agenda

1. Understanding Time Management Fundamentals.
2. Discover how time management is about energy management.
3. Learn to prioritize tasks and optimize your schedule.
4. Build sustainable habits to enhance productivity and well-being.





Understanding Time
Management
Fundamentals



1





Myth vs. Reality of Time Management

"Time management is about doing more."

Actually, it's about doing the *right* things.

"You just need a to-do list."

Breaks improve focus and energy, making work more efficient.

"I don't have time to take breaks."

Working smarter, not longer, leads to better results and prevents burnout.

"I need to multitask and work longer hours to be successful."

Not really, and prioritization matters.

Those are all common ***misconceptions*** about time management!

Definition of Time Management

- **'Time management'** is the process of *organizing* and *planning* how to divide your time between different activities.
- Conscious choices about what to do, when to do it, and how much time to allocate to each task.

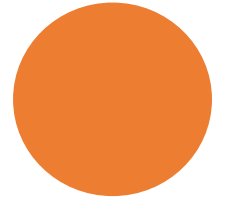
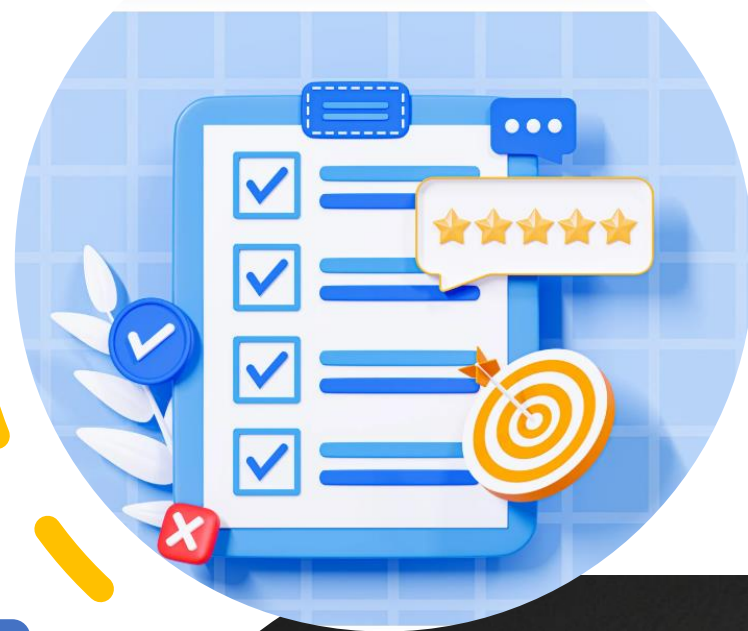
Time to Reflect: Rate yourself on your time management habits
(Worksheet : Part 1, Step 1)



Poll Question:

Which of these time management struggles do you face the most?

1. Need to rush
2. Missing / Being late for appointments
3. Getting forgetful
4. Missing deadlines
5. Other



Time Eaters – What’s Draining Your Time?

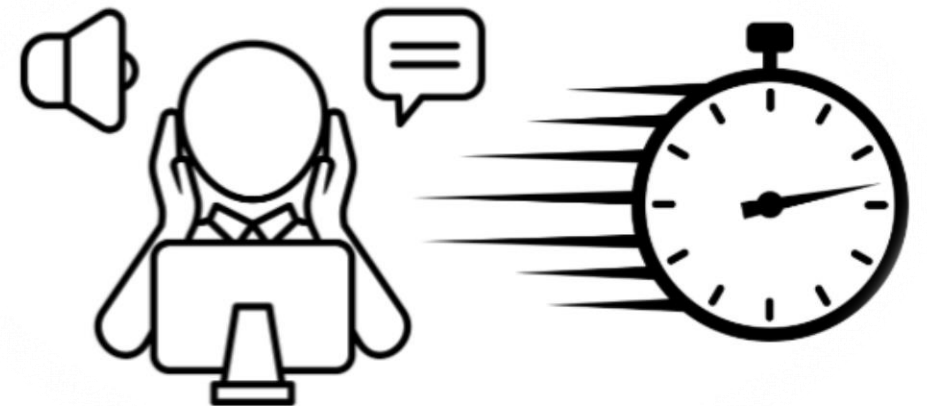
Common Time Eaters:

- **Constant distractions** : notifications, emails
- **Multitasking Myth**: Why it lowers productivity
- **Reactive mindset**: focusing on immediate over important
- **Perfectionism**: Spending time on details instead of progress.

Rushing, missing deadlines, being forgetful—sound familiar?

Time to Reflect What are your biggest time eaters?

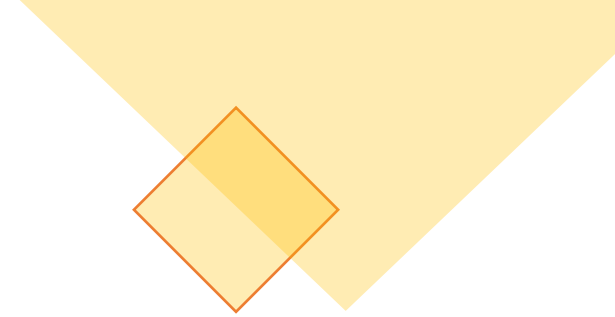
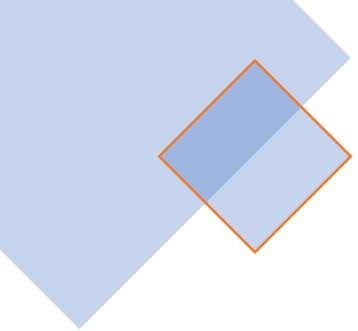
(Worksheet : Part 1, Step 2)



Why don't we 'have the time'?

- **Instant Gratification Bias:** Prioritizing short-term over long-term
- **Decision Fatigue:** Too many choices lead to procrastination
- **Focus Limits:** Brain's optimal concentration time (25-45 min)

"Unlike money or material possessions, time is finite. Once it's gone, it's gone forever. "



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1

Discover how time
management is about
energy management.

2

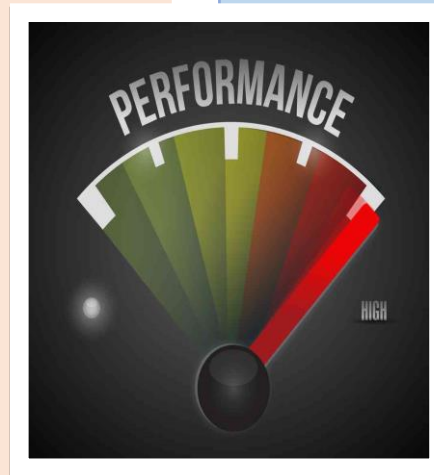


The Time Management Mindset

Energy not time is the currency of productivity

Old paradigm

- Manage time
- Avoid stress
- Life is a marathon
- Downtime is wasted time
- Rewards fuel performance
- Self discipline rules
- The power of positive thinking



New paradigm

- Manage energy
- Seek challenge
- Life is a series of sprints
- Downtime is productive time
- Purpose fuels performance
- Rituals rule
- The power of full engagement

How to Fuel Your Energy Systems?

Physical energy

- Deep breathing
- Food –sustained energy, water
- Getting enough sleep (7-8hrs)
- Fitness-cardio & strength

Emotional energy

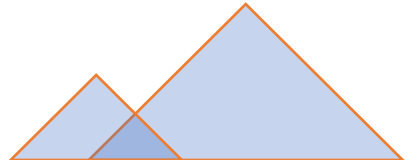
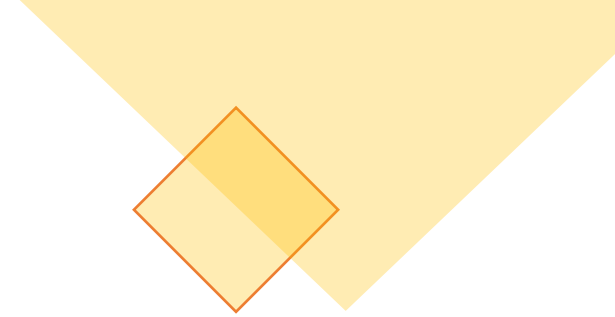
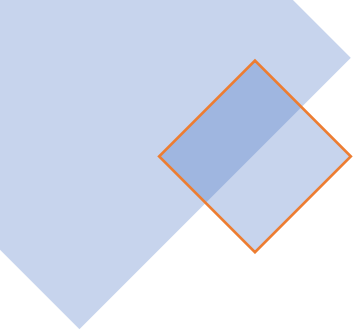
- Deal with negative emotion
 - Shift from stress to challenge.
- Refuel your energy power
 - Pure enjoyment
 - Deeply relaxing

Mental energy

- Mental preparation
- Positive self-talk
- creativity
- Focus on realistic, meaningful tasks.
- Visualization

Spiritual energy

- Spiritual exercise
 - Meditation
 - Yoga
 - Align work with purpose and values.
- Positive self-talk
 - Spiritual renewal



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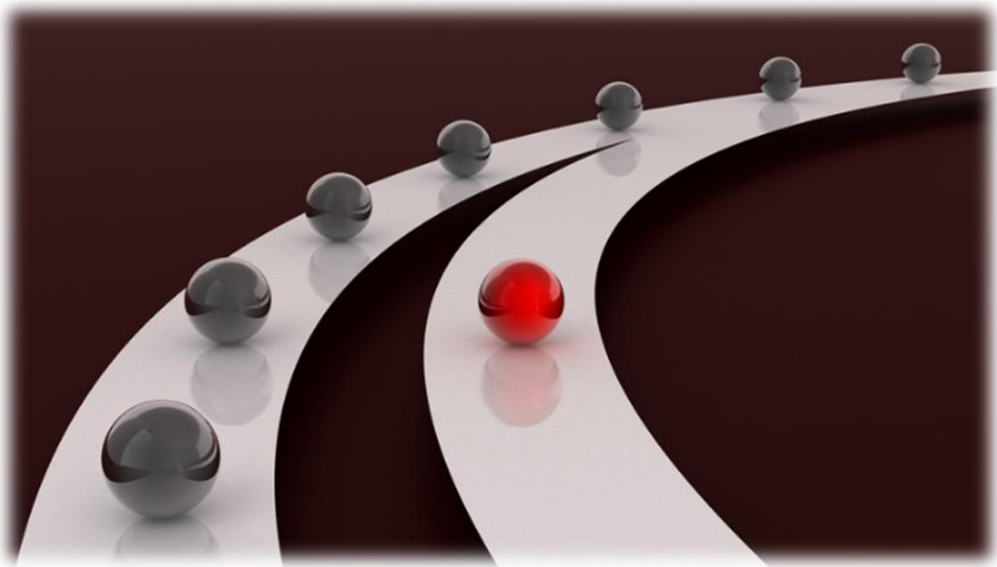
Discover how time
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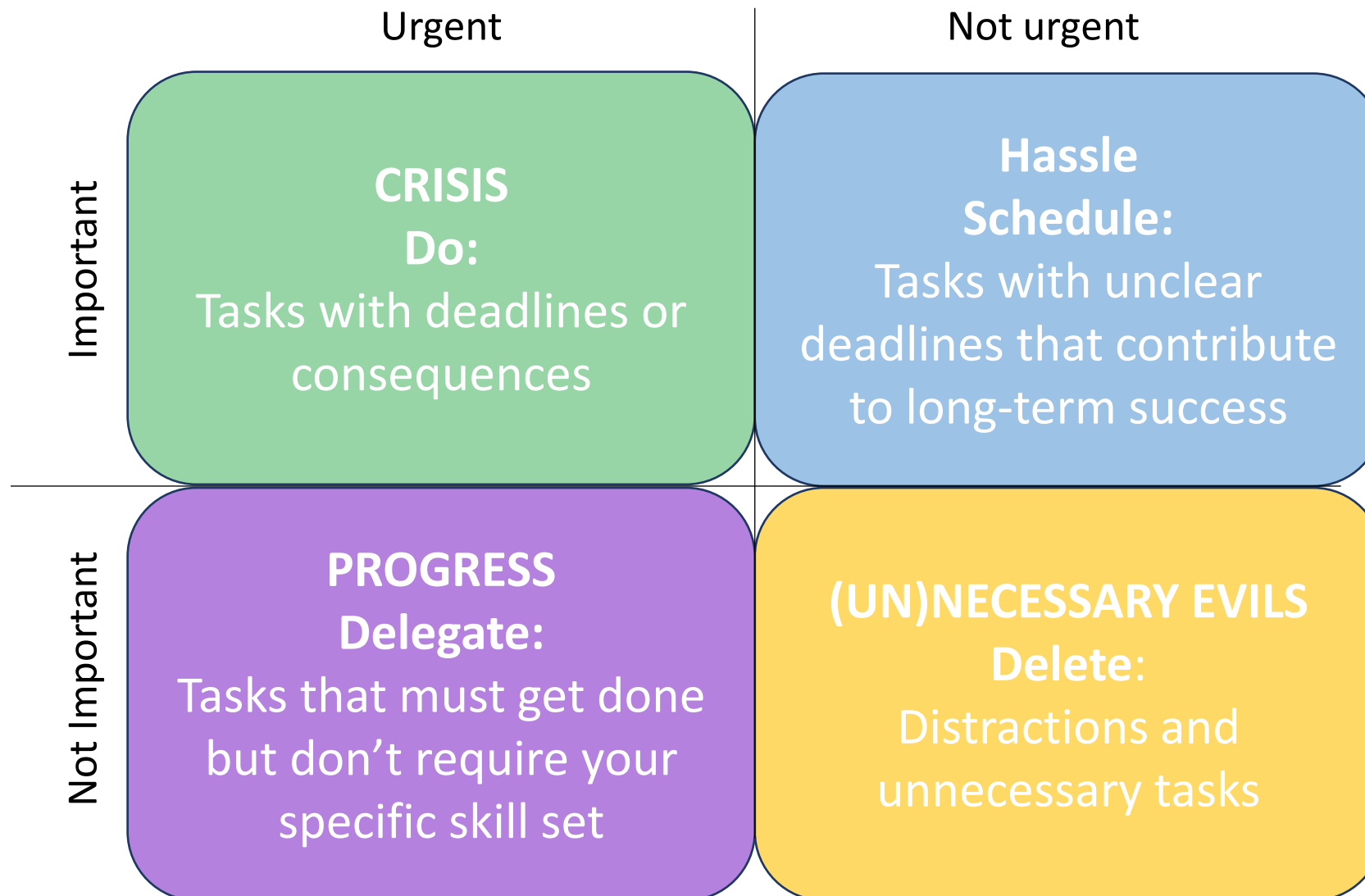
Learn to prioritize
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your schedule.

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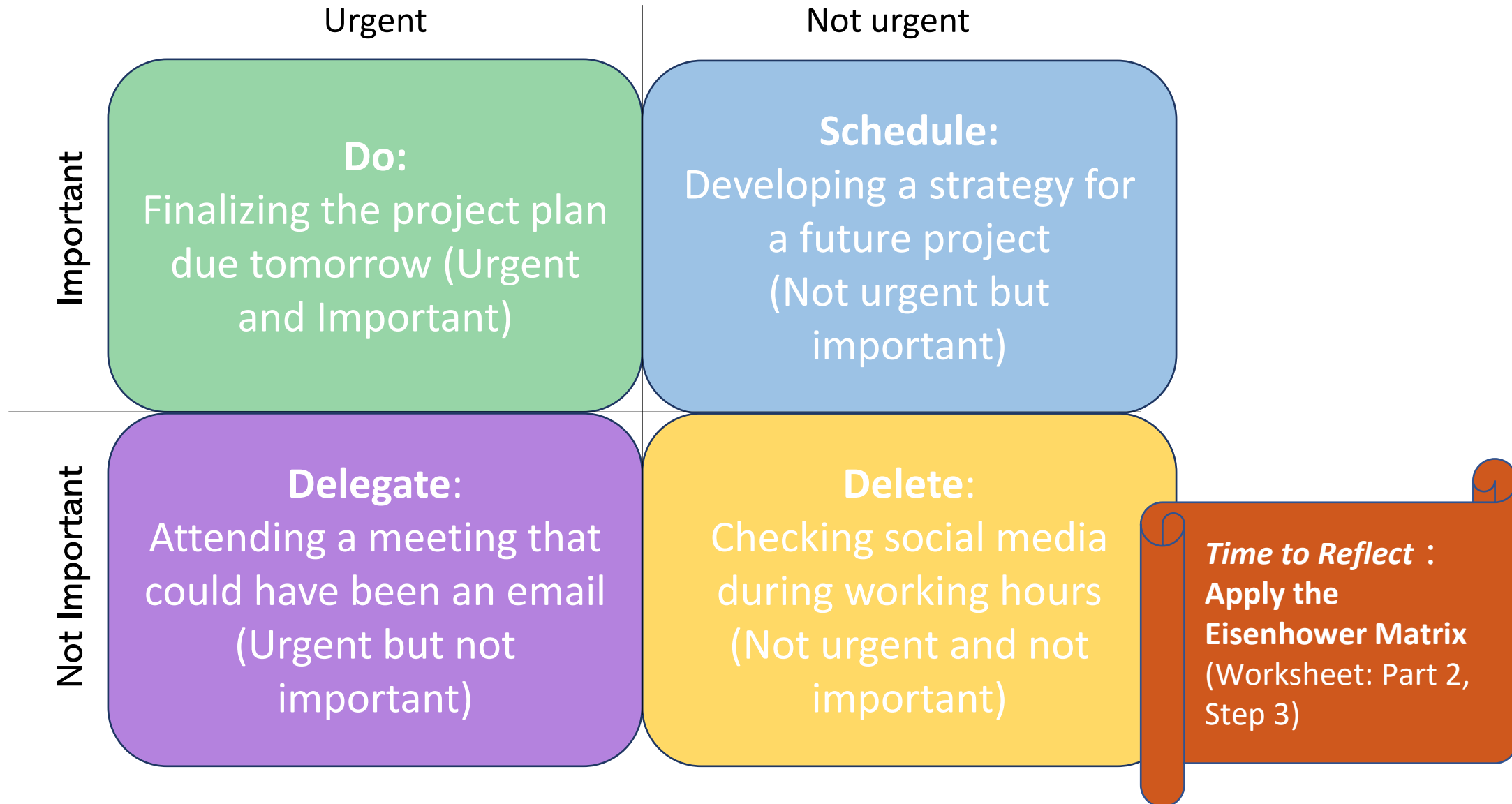
Mastering Prioritization Techniques: Equipping Yourself with *Effective Strategies*

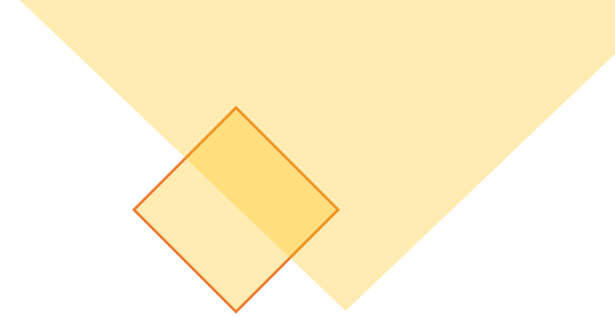
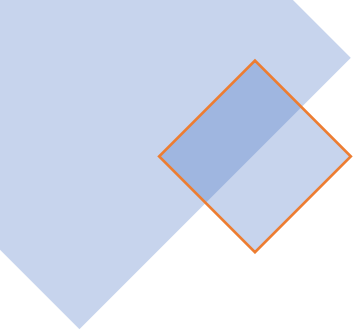


Identifying and Focusing on High-Impact Activities



Application Example





Understanding Time
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Discover how time
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Learn to prioritize
tasks and optimize
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Build sustainable habits
to enhance productivity
and well-being.

4



Set your intentions, set your filters, make your day more deliberate

- **Aim:** For each of the day's most important activities, what matters most in making them a success? What does that mean your real priority should be?
- **Attitude:** What concerns are dominating your mood/thoughts? Are they helping or hindering? Can you set them aside if you need to?
- **Assumptions:** What negative assumptions have you got about the task/meeting? Can you challenge these?
- **Attention:** Considering your true aim and your assumptions where do you most want to direct your attention? What do you want/need to notice?



Consider to plan your next working day or an important meeting using this checklist.

Setting goals that help



Set some behavioral goals



Articulate your goals positively and specifically

Create 'approach goals'

Find a personal why

Break off bite sized chunks

Make a 'when-then' plan



Create a brain friendly ***to do list***:

Write it down as soon as you think of it

Satisfying to tick off

Be realistic

Priorities

also known as:

Setting intentional direction

'Until you make the unconscious conscious, it will direct your life and you will call it fate.'

(Carl Jung)



Increasing productivity

Also known as:

Making the hours in the day go further!

Single tasking

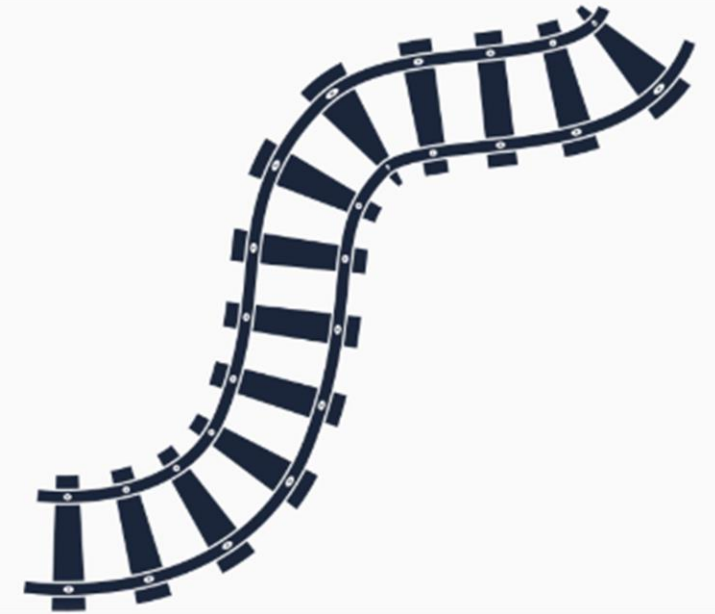
Why is this important?



- Research done at various universities demonstrates that multi tasking damages productivity.
- i.e makes the working day longer.
- Research by University College London showed it can also have the effect of seemingly lowering intelligence.
- Research at Vanderbilt University showed that people doing two tasks simultaneously took 30% longer.
- Other research has shown that multi tasking damages the quality of decision making.
- Each time we switch task we are using our deliberate mental system is rapidly switching between activities and each switch uses mental time and energy.

How can you stay on track and reduce chances of being derailed?

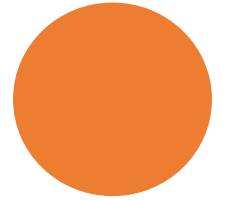
- Batch your tasks: Group similar tasks together so you are not constantly switching.
- Zone your day: What is the best time of day for you to tackle each batch of tasks? Use your best time of day to do the jobs requiring the most brainpower. Create longer blocks of clear time for important work.
- Make a 'when-then' plan.
- Create a supportive environment.
- Remove distractions: minimize interruptions; switch off alerts; find a 'parking lot' technique to capture stray thoughts before they disappear.
- Plan mini rewards for small successes / milestones.
- Imagine what success looks and feels like.



Time to Reflect: What will work best for you
(Worksheet: Part 3, Step 4)

Ensuring deliberate downtime

- Take breaks: aim to take breaks every 90 minutes (about 1 and a half hours) between each zone of activity
- Make decisions at peaks and not troughs: Which task requires you to make a lot of choices, and how can you make them when your brain is freshest?
- Schedule breathing room: can you offer blocks of time as blocks of 25 minutes or 45 minutes (rather than 30 or 60 minutes) to create mini breaks between appointments.
- Allow reflection time: After each task or meeting use a minute to record your biggest insights. An end of day reflection practice is also helpful e.g., DATE – discovered, achieved, thankful for, experienced.





Scheduling for Success

- **Time-Blocking & Deep Work:**
- Block specific times for focused, distraction-free work.
- Batch similar tasks to minimize context-switching.
- **Tips:**
- Use your most productive time for complex tasks.
- Schedule breaks every 90 minutes for mental recovery.

Time to Reflect : Plan your next working day through this checklist and create your schedule
(Worksheet: Part 3, Step 4)



Time to reflect: Identify a Task You've been avoiding and the reason behind it ?

(Worksheet: Part 4, Step 5)

Overcoming Overload & Procrastination

- **Strategies:**
- Break big tasks into small, manageable steps.
- Use the “*When-Then*” plan: *When* I finish this, *then* I’ll reward myself.
- Practice saying a constructive “*No*” to non-essential tasks.
- *Reflection:* What’s one task you’ve been avoiding? How will you tackle it?

Tips and Resources



Suggested further reading:

- Caroline Webb “How to have a Good Day” and
- Stephen R. Covey “The 7 Habits of Highly Effective People “
- Jim Loehr and Tony Schwarz “On Form”
- Paula Rizzo “The Power of Lists ”
- Jim Loehr "The Power of Full Engagement"



in Learning



Course Popular

Time Management Fundamentals

1h 47m • General • Feb 2022

1h 46m 40s left

LinkedIn • By: Dave Crenshaw

4.7 ★★★★★ (21,922) • 540,638 learners • Certificate Eligible



Course Popular

Finding Your Time Management Style

1h 14m • General • Updated Apr 2022

1h 13m 48s left

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4.6 ★★★★★ (3,547) • 281,422 learners • Certificate Eligible



Course Popular

Five Ways to Control Your Time

1h 13m • General • Updated Feb 2023

1h 12m 39s left

LinkedIn • By: Chris Croft

4.7 ★★★★★ (4,508) • 354,888 learners • Certificate Eligible



Course

How to Organize Your Time and Your Life

23m • Beginner • Nov 2020

LinkedIn • By: Pete Mockaitis | How to Be Awesome at Your Job

4.6 ★★★★★ (5,967) • 257,906 learners



Course Popular

Efficient Time Management

1h 31m • General • Updated Dec 2022

LinkedIn • By: Chris Croft

4.7 ★★★★★ (7,410) • 475,184 learners • Certificate Eligible

What am I going to do differently?

- 1 Learning Point
- 1 Action
- What is the first step and when will you make it?

Time to Reflect : Set your first actionable goal and reflect (worksheet,6-7)



Feedback

<https://forms.office.com/e/T3z4ENH5ms>

Participant survey: Career Tips
Thursday



Upcoming CTT sessions in 2025

27 March	UN System to Corporate Roadmap
24 April	Navigating your career with AI: smart prompts, ethical and practical strategies
29 May	Turning criticism into career growth: Asking for and receiving feedback