



Master Your Career: Time Management Strategies for Success

Unlock the secrets of effective time management and discover actionable strategies to prioritize tasks and optimize your schedule. Balancing routine daily tasks and finding time to focus on long-term career goals is possible and you can do it! Learn how planning, delegating, and adapting can enhance both your professional productivity and personal well-being.

In this session, we'll also explore the connection between time management and mental and physical health, providing tools to create sustainable habits that support career growth. Take a step toward managing your time—and your career—with confidence and clarity!

Objectives

- Prioritize tasks and optimize schedules to balance daily work and career goals.
- Use planning, delegating, and adapting to boost productivity and well-being.
- Apply sustainable time management habits to support career growth and health.

What will help you to maximise benefit and value from this session?

An open mind to explore and be curious.



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Self-Improvement Worksheet

Part 1: Understanding Your Time Management Challenges

Step 1: Identify Your Time Eaters

Think about how you spent your time yesterday. List your top 3 time wasters.

- 1.
- 2.
- 3.

Now, categorize them:

Step 2: Understanding Your Time Management Habits

Rate yourself on a scale from 1 (Poor) to 5 (Excellent):

- I set clear daily priorities:
- I focus on important, not just urgent tasks:
- I take regular breaks to maintain energy:
- I minimize distractions while working:
- I stick to my planned schedule:

Part 2: Prioritization Techniques

Step 3: Apply the Eisenhower Matrix

List two tasks for each category:

Urgent & Important (Do Now) 1. 2.	Not Urgent but Important (Schedule) 1. 2.
Urgent but Not Important (Delegate) 1. 2.	Not Urgent & Not Important (Eliminate) 1. 2.

Part 3: Creating a Better Schedule

Step 4: Design Your Ideal Day Using Time Blocking

Fill in your schedule using 90-minute focus sessions, breaks, and key tasks.

Time	Task
08:00 - 09:30	
09:30 - 09:45 (Break)	
09:45 - 11:15	
11:15 - 12:00	
12:00 - 13:00 (Lunch)	
13:00 - 14:30	
14:30 - 14:45 (Break)	
14:45 - 16:00	
16:00 - 17:30	

Part 4: Overcoming Procrastination

Step 5: Identify a Task You've Been Avoiding

- Task:
- Why have you been avoiding it? (Fear, perfectionism, difficulty, etc.)
- Break it down into the smallest possible step you can do today:

Part 5: Commitment & Action Plan

Step 6: Set Your First Actionable Goal

- This week, I will:
- My accountability partner (if any):
- Reward for completing my goal:

Step 7: Reflection (End of the Week Check-In)

- What worked well?