



SIX TIPS FOR EFFECTIVE TIME MANAGEMENT

Organisation & Time
Management

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WHAT IS TIME MANAGEMENT?

The Cambridge Dictionary defines time management as **'the practice of using the time that you have available in a useful and effective way, especially in your work'**.

Time management is a rewarding skill which can help you feel more relaxed, focussed and in control. Hopefully with these six simple steps you'll be on your way to managing your time effectively.

1. KNOW YOUR GOALS_

Reflect on what your goals are; both short-term and long-term goals. Invest your time in activities which will help you get to them.

Always keep in mind the reason for doing what you do; it helps you focus your attention.

2. PRIORITISE WISELY_

Determine the top priorities of each day. Always put more focus on the urgent matters first and then proceed to the rest.

Categorise them in levels of urgency. A-level tasks being the most urgent ones, followed by B-level etc. Rank each task within these levels too.

Make sure you are clear on task dependency. Always prioritise tasks which need to be done before proceeding to others depending on them.

3. PLAN AHEAD_

Make sure you start the day with a clear plan. Focus on what needs to be done instead of on distractions.

Make a to-do-list the day before, with a time limit on each task to avoid procrastination. Make sure you allow yourself breaks in between each task, to increase productivity.

4. ELIMINATE DISTRACTIONS_

Keep distractions for your break. Make sure you allow yourself enough time in your breaks to complete any ongoing tasks, not part of your to-do-list.

Switch on distraction-free mode, during your working time. Whether that is setting your phone on flight mode or wearing earphones to block the noise.

Make sure you take frequent breaks to stay productive during the time you are working. Otherwise you will lose focus.

5. DELEGATE MORE OFTEN_

Delegating is not just "passing work off to the next person". Think of it as a track relay. One team can reach a target faster if they all work together, instead of one doing most of the work alone.

Having a big workload might affect your functioning and therefore your work productivity. It is better to produce good quality over quantity.

6. TAKE CARE OF YOURSELF_

Taking breaks has been proven to prevent stress and help maintain performance throughout the day. Overworking yourself every day is not a sustainable approach, since you will require longer recovery periods.

Having a chat with peers has been proven to be helpful. Social breaks allow you to talk about your day and feel part of a group with similar experiences. This feeling of relatedness has a positive effect on the feeling of recovery.

Agree on break-times with your peers and plan to do something which excites you. The anticipation will keep you motivated until the break.

Finally, keep hydrated!



We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all our programmes and initiatives, 'change' for and by young people is central. We celebrate this by recognising young change makers with a Diana Award, the most prestigious accolade a young person can receive for their social action or humanitarian work.

We hope you found this resource useful and wish you all the best in your social action journey. If you would like to help us create more resources and recognise even more young people with a Diana Award, you can make a donation by visiting <https://diana-award.org.uk/donate/>



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