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Enhance the potential of Smart Working SmartWo

ERASMUS+ Cooperation Partnership ADULT Education

Small Scale Partnership

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Module 3

TIME MANAGEMENT



In this video we'll look at some of the things to consider to maximize every moment spent working, rather than procrastinating on tasks and then getting caught up in anxiety.

Here are some tips and tricks to help you better exploit your time!

Manage Time

All Time Has an Expiration Date

Time is finite and you can never get it back.

Don't get distracted by small, insignificant things when you should be doing something productive.

Take Breaks

Reward yourself or take small breaks regularly to refocus and refresh your mind and body.

Assess Your Day

At the end of the day take some time to consider what you accomplished, what you should have done and what you still need to do.

Overcoming Procrastination

Procrastination is a thief of time. Everyone knows that but how many actually do something about it to ensure that they have minimal instances when they procrastinate?

You really don't have to be working more hours when you can do more work for fewer hours!

STAY FOCUSED

Write Down Everything That Needs Doing

This could be done via a 'To-Do List', or with a productivity app that you can freely download from any store. Getting things down on paper will physically make room for you to concentrate on other things.

Focus on Professional Tasks

One of the greatest indicators of future success is measured by your ability to focus on tasks until they are completed.

We live in a world full of distractions - especially for those who work from home - that compete for your attention. You should become the master of your brain rather than its slave.

Avoid being tempted by personal tasks, leave them for after work or weekends

Avoid Trying to Multitask

Many of us believe that we can accomplish so much more if we multitask. This not true, the brain takes longer to switch between tasks than it does to focus all of its efforts and energy on completing one task at a time.

Prioritization

Learn to prioritize important tasks each day, this can help you stay organized and productive. The only way to manage your priorities is to think critically and make sure you're not overworked

Set SMART Goals

To be successful, you need to know what you want to achieve. Setting goals helps you make decisions in accordance it. Always set challenging but attainable goals, both long and short term by following the SMART rule:

S: Specific Goals

List your goal, you need to be extremely specific.

M: Measurable Goals

Be tangible the goal must be challenging but realistic.

A: Action-Oriented and Attainable Goals

Establish the plan of action to reach the goal and remember not to overdo it. Understand the difference between setting challenging goals and unrealistic goals.

R: Rewarding Goals

Set relevant goals that make you happy and give you satisfaction.

T: Time-Bound Goals

Set a time limit to achieve your goal. Having a deadline or end date helps you track progress and make necessary adjustments along the way.

Now: Take action.

Learn to Delegate

When you're up to your neck in workload with an overflowing to-do list, do you dump some of your burden on your team members or do you stubbornly (and happily) cling to it?

The time and energy you spend instructing another person on how to do the work might seem like a lot when you're working under tight deadlines. However, the long-term benefits outweigh the initial one-time investment. Next simply pass on the work starting from:

- Identify the task
- Identify the person
- Delegate the task
- Monitor the progress
- Do the evaluation

The Benefits of Delegation

- Reduce your workload and stress levels.
 - Develop the managerial competencies of your subordinates, so that they can take bigger and better responsibilities and grow in their career.
 - Improve the overall productivity of your organization.
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