

## Topic 8 - Work-Life Balance. Time Management Tips.

- Here are some tips for better time management.
  - We often talk about not having enough time. Rather than focusing on that, and complaining to yourself or others about not enough time, think about what you do have enough time for. Start talking or thinking about that instead.
  - Start within five minutes of sitting down at your desk and switching on your computer. Half an hour or an hour wasted here on procrastination or distractions is costly.
  - Value your time and other people will do the same.
  - Get into the habit of switching off email whenever you can, even if this is only for 15 minutes or 30 minutes at a time.
  - Use your time for the things that are worth it.
  - If you're procrastinating, rather than getting frustrated or annoyed, simply ask yourself why you are procrastinating. Are you scared of the task ahead? Is it too difficult, too easy, or boring? Are you tired? We can waste a lot of energy and time on the things we're putting off.
  - End your working day at a fixed time. Don't let work creep to fill your entire evening. You can also have two finishing times. One for an ideal day, and one latest time that you won't work past.
  - Sleep!
  - Do a time audit for one week and look at exactly where your time is going. Notice where you spend your time on a regular week day. Notice how you use time during the weekend.
  - Take mini breaks when you need them during the day to recharge and refocus.

### Discussion questions:

- Tips or tricks for better time management?
  - Blocking your schedule/calendar?
  - Learning to say no?
- Why does time management matter?
- How do you prioritize your tasks?
- How do you limit distractions? Especially in a WFH environment?
- How do you balance work and personal life? Especially in a WFH environment?

Inspiration Article: <https://www.forbes.com/sites/francesbooth/2014/08/28/30-time-management-tips/#74fdc9d135e8>