**Time Management Techniques/Tools**

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Technique** | **Idea** | **Steps and details** |
| 1 | Time Audit | To manage your time first of all you should know how you actually spend your time | 1. Record all the activities during one week (make Time Use Chart, put down everything each half an hour). 2. Summarize. 3. Analyze and evaluate the summary (to discover the problems you have).4. Have a plan of your typical (ideal) week.  |
| 2  | RAC | Record, Analyze, Change | 1. Write down everything you do2. Go through the schedule and highlight any chunks of time that you don’t feel were used productively.Pick out your 5 biggest time wasters in your day.3. * Prioritize to do lists: limit the number of tasks you have on this list to 5 and assign rankings to them in order of importance
* Declutter
* Avoid multitasking: set aside blocks or time for individual activities for each activity set start and stop points
* Stick to the schedule
 |
| 3 | Goal Setting |  |  |
|  |  |  |  |
|  |  |  |  |