**Time Management Techniques/Tools**

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| **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 do  2. 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 | You can’t achieve anything if you don’t know what you want in your life | 1. Set your lifetime goals in main spheres (set a 25-year plan, a 5-year plan, 1 year plan, 6-month plan, 1 month plan and set a daily to-do list of things).  2. Prioritize.  3. Set goals following the rules:   * express your goals positively; * be precise; * write goals down; * keep operational goals small; * set performance, not outcome goals; * set specific and realistic goals |
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