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SOFT SKILLS

SOFT SKILLS FOR YOUTH EMPLOYMENT

TIME MANAGEMENT



**SOFT SKILLS
FOR YOUTH
EMPLOYMENT**

2022-1-TR01-KA220-YOU-000087078





Time management



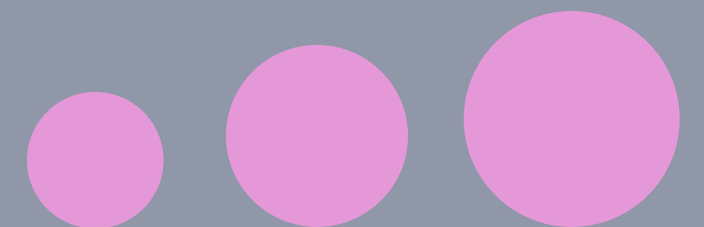
2.0 hours



Individually or in a group
of 20-24 participants



- Large piece of papers,
- Colorful markers





AIM of the training



- Defining what time management is,
- Self-reflection about own time management skills,
 - awareness of how I use my time, what I spend it on, how much time I spend on really important activities.
 - what is important to me in the near future, what are my priorities, what guides me when making choices.

STEP 1 - Understanding time management (15 minutes)



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The practice of arranging and planning how to use your time wisely in order to complete particular jobs, projects, or objectives is known as time management. It entails prioritizing tasks, establishing objectives, and choosing how best to spend your time. Reducing stress, increasing productivity, and improving work-life balance all depend on **effective time management.**



Key components of time management



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ESTABLISH GOALS - clearly state your immediate and long-term goals. Making time for chores that support your goals is made easier when you know what you want to accomplish.

SET PRIORITIES - sort jobs according to their urgency and significance. Prioritize high-priority tasks first to guarantee that important goals are accomplished.

THE PROCESS OF PLANNING - create a daily, weekly, or monthly timetable or plan. This can involve making lists of things to accomplish, establishing due dates, and designating particular time slots for various tasks.

GET RID OF TIME WASTERS - find and stop doing things that don't advance your objectives. This can entail cutting back on or getting rid of distractions like overusing social media or attending pointless meetings.

ASSIGN TASKS - give tasks to others if at all possible. Assuring that work is dispersed effectively among team members while allowing you to concentrate on high-priority tasks is possible through delegation.



Key components of time management



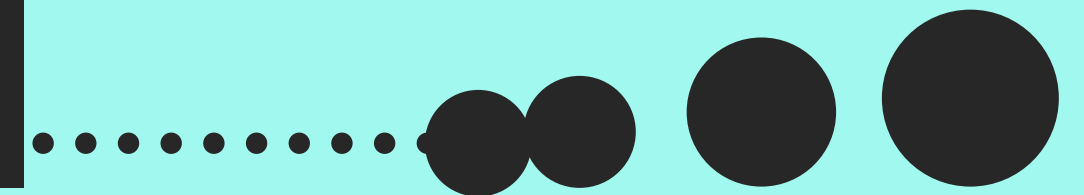
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TIME PREVENTION – set up particular time slots for various pursuits. This makes it easier to make a schedule and guarantees that you give each work enough of your full attention.

AVOID LAZINESS – one of the most important aspects of efficient time management is overcoming procrastination. Take things one step at a time, breaking them down into smaller, more manageable pieces.

ADAPTABILITY – be adaptable and ready to change your plans in response to unforeseen circumstances or shifting priorities. Being flexible is essential for managing alterations and ambiguities.



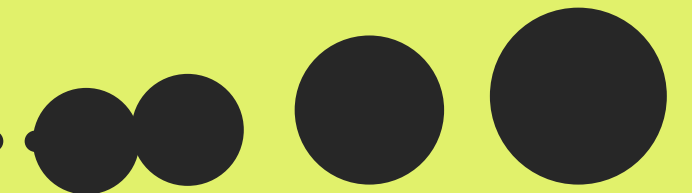
RULES OF GOOD TIME MANAGEMENT



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- SET SHORT-TERM AND LONG-TERM GOALS.
- IDENTIFY AND PRIORITIZE TASKS based on their importance and urgency
- CREATE A TO-DO LIST. A to-do list helps you stay organized and focused on your objectives.
- BREAK TASKS INTO SMALLER STEPS, small steps are better manageable and more achievable.
- SET DEADLINES for tasks and projects. This will increase focus and motivation to complete tasks in a timely manner.
- USE TIME BLOCKS for different activities. Create a structured schedule, which ensures dedicated focus on each task.
- IDENTIFY AND ELIMINATE DISTRACTIONS, to increase concentration and efficiency.



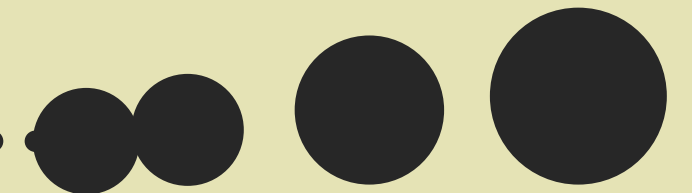
RULES OF GOOD TIME MANAGEMENT



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- LEARN TO SAY NO, Understand your limits and be willing to say no to additional commitments that may interfere with your current priorities. Saying no is an important aspect of effective time management.
- DELEGATE TASKS to others if possible.
- USE TECHNOLOGY WISELY, be aware not to let technology become a source of distraction.
- 3R - REGULARLY REVIEW AND REFLECT your time management strategies.
- TAKE BREAKS which can help to maintain focus and overall well-being.
- RECOGNIZE THE IMPORTANCE OF WORK-LIFE BALANCE. Allocate time for personal activities, family, and relaxation to prevent burnout and maintain overall well-being.
- ADAPT to unexpected changes and challenges.



Time management barriers



A person may face a number of challenges and obstacles that make effective time management difficult.

These are some of typical obstacles to effective time management:

- lack of prioritization
- procrastination
- ineffective planning
- distractions
- taking on too many tasks
- lack of time awareness
- undefined goals
- perfectionism
- lack of adaptability and flexibility
- multitasking
- insufficient breaks





There are numerous technologies available to support both people and groups in efficiently managing their time. These resources can help with work organization, priority setting, progress monitoring, and productivity enhancement. These are a few well-liked time-management resources:

To-Do List Apps

- Todoist
- Any.do

Calendar Apps:

- Google Calendar
- Microsoft Outlook

Time Tracking Apps

- Toggl
- Clockify

Project Management Tools

- Asana
- Jira

Note-Taking Apps

- Evernote
- OneNote

Focus and Distraction Management

- Focus@Will
- RescueTime

Communication and Collaboration Tools

- Slack
- Microsoft Teams

Task Automation

- Zapier

Mind Mapping Tools:

- MindMeister.

Goal Tracking Apps

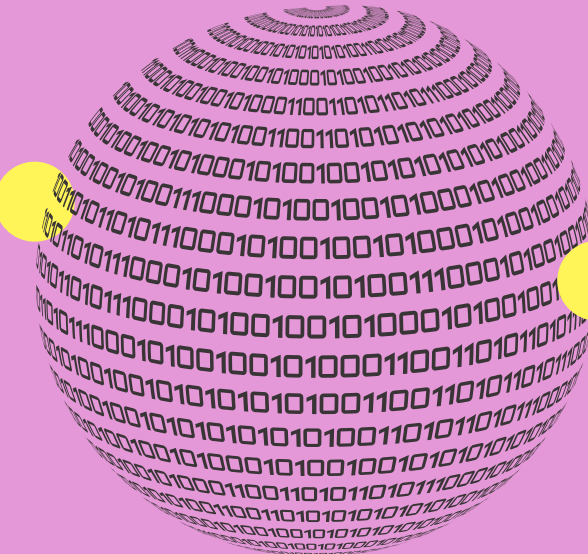
- HabitBull
- Strides





Activites

(as much time as you need)



**Urgent, Important,
Not urgent, Not
important -
Eisenhower Matrix
activity 1**

**Time Blocking
activity 2**

**Pomodoro
Technique
activity 3**

**Goal Setting and
Reflection
activity 4**



Activity 1

Urgent, Important, Not urgent, Not important

TASK 1

List all the activities you have done in the last week.
Assign these activities to the following categories:

urgent - important

urgent - not important

not urgent - important

not urgent - not important

(Share the A4 piece of paper in four parts – one part for one category)





Activity 1

Urgent, Important, Not urgent, Not important

TASK 2

- how you interpreted the terms
- in which category you have the most activities, in which the least
 - what made you realize this exercise,
 - to what values can you assign the activities you listed as important.

Look at these values again and think about which of these activities you had to do and which you wanted to do.

I have to - I want:

What does it mean for you?

What things you really have to do, and what things you just want to do?





Urgent, Important, Not urgent, Not important

TASK 3

Plan the three most important things you need to do in the next week.

Write each of these things down on a separate small piece of paper.

Task 4

You have to give up one thing. Choose which one and set the small paper aside.

You have to give up the other thing. Choose which one and set the small paper aside.

You are left with one most important thing, action.

Debriefing

- What made you make this decision?
- How did you feel when you had to give up another important things?
- What guided you in making your choices?
- Were there any difficulties?
- What were the difficulties and what caused them?



Activity 2 - Time Blocking

Goal

Acquire the ability to set aside distinct time slots for various tasks.

Steps

- Decide what your top priorities and weekly responsibilities are.
- Set out specific time slots on your schedule for every assignment.
- Adhere to the timetable and spend each time block concentrating only on the task at hand.
- At the conclusion of the day or week, assess your performance in sticking to your scheduled time slots.
- Based on your experience, rework and modify your time blocks.





Activity 3 - Pomodoro Technique

Goal

Increase productivity and focus by using scheduled work periods.

Steps

- Decide what you would like to work on.
- Put in a 25-minute timer (one Pomodoro).
- Till the timer goes off, give the task your whole attention.
- Take a five-minute respite.
- After four Pomodoros, repeat the technique and take a lengthier (15–30 minute) break.
- Keep track of your successes and evaluate your level of concentration at each break.
- Depending on how focused you are, change the duration of the intervals.



Activity 4

Goal Setting and Reflection

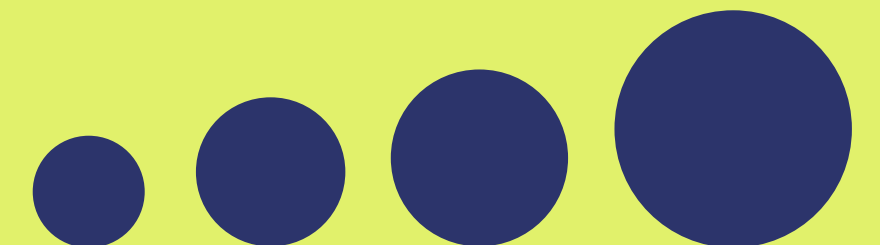


Goal

Form the practice of establishing and reviewing goals.

Steps

- Determine your month's short- and long-term objectives.
- Divide objectives into manageable steps.
- Regularly review progress toward your goals.
- Consider your successes and difficulties.
- As necessary, modify your plans and objectives.



Conclusion and WRAP Up (10 minutes)

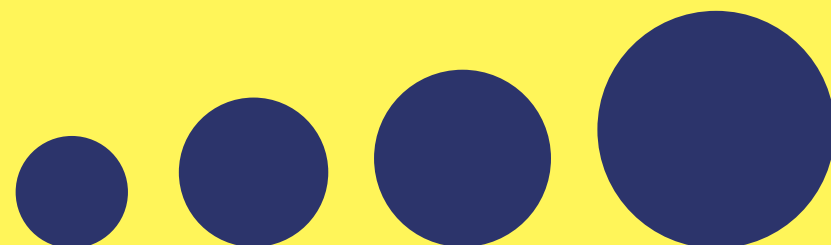


How you felt during these activities?
What have you learnt about time management?
What have you learnt about yourselves?
What could be improved or changed?



Where to find theory? Useful links

- <https://www.indeed.com/career-advice/career-development/time-management-skills>
- <https://www.coursera.org/articles/time-management>



References



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