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NEW EDU
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ORGANIZING OWN TIME AND PLANNING FOR THE FUTURE

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COURSE DESCRIPTION

Effective time management skills are more important than ever in the modern world. With increasing demands on both professional and personal lives, improving people's time management can help them achieve their goals, increase their productivity, and create a better work-life balance.

The aim of this course is to identify a person's current strengths and weaknesses and establish plans for improving their organizing own time and future planning skills. Clarifying person's current stage in this field will give an overview of where they currently are relative to where they want to be after completing the course.

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TIME MANAGEMENT

The process of organizing and planning how to allocate time effectively and efficiently to accomplish specific tasks or goals. It involves setting priorities, establishing goals, and creating a schedule to manage time effectively. Time management strategies include setting specific and measurable goals, creating a to-do list, breaking down large tasks into smaller ones, prioritizing tasks, and avoiding distractions.



FUTURE PLANNING

The process of creating a vision for the future and developing a plan to achieve that vision. It involves setting long-term goals, identifying potential obstacles and opportunities, and creating a roadmap for achieving those goals. It is a way of taking control of one's life and ensuring that one's future is as successful and fulfilling as possible. Future planning strategies include creating a vision board, setting SMART goals, creating a budget, and developing a career plan.



What Are Time Management and Future Planning?

Time management and future planning skills are **essential for personal and professional success**. They help individuals to make the **most** of their time, to **achieve** their **goals**, and to plan for the future. According to a study published in the Journal of Occupational Health Psychology, effective time management is associated with greater **job satisfaction**, better **work-life balance**, and **lower** levels of **stress**.

Useful sources:

- "Time Management" by University of California, Berkeley
- "Effective Time Management" by Psychology Today
- "Future Planning: A Roadmap to Success" by Forbes
- "The Importance of Time Management and Future Planning" by Entrepreneur
- "The Relationship of Time Management Practices with Job Satisfaction and Well-being" by Journal of Occupational Health Psychology.

WHY ARE TIME MANAGEMENT AND PLANNING IMPORTANT IN EVERYDAY LIFE?



Time management and planning are significant in everyday life because they help individuals to make the most of their time, to achieve their goals, and to plan for the future.



Effective time management allows individuals to **prioritize** and **complete** tasks in a timely manner, reducing stress and increasing productivity. By setting goals and creating a schedule, individuals can better manage their time and achieve more in their personal and professional lives. It also helps to **avoid procrastination**, which can lead to last-minute rush, mistakes, and low quality of work.



Future planning is important because it allows individuals to **set long-term goals** and create a roadmap for achieving them. It helps individuals to identify potential obstacles and opportunities, and to make informed decisions about their future. By planning for the future, individuals can take control of their lives and ensure that they are on track to achieve their goals.



Overall, time management and future planning help individuals to be **more efficient, effective, and successful** in their personal and professional lives. It helps to better manage time and make the most of it. It also helps to be proactive and make informed decisions about the future.



What Is My Current Stage in Mastering Time Management and Planning Skills?

Here are some ways you can assess your current stage in mastering time management and planning skills:



- **Self-reflection:** Take some time to reflect on your current habits and routines. **Consider questions like:** How well do you prioritize tasks? How efficiently do you complete tasks? How often do you find yourself feeling overwhelmed or behind schedule?

- **Books:** For example: **Getting Things Done by David Allen:** This book is a classic on personal productivity and time management and can provide valuable insights and tips for improving your skills.





What Is My Current Stage in Mastering Time Management and Planning Skills?

- **Online quizzes and assessments:** There are many online quizzes and assessments that can help you assess your time management skills. Some examples include:

1. Time Management Assessment by MindTools: This assessment provides a comprehensive evaluation of your time management skills.

2. Time Management Styles Assessment by HBR: This assessment helps you understand your personal style and approach to time management.

3. Time Management Quiz by Businessballs: This quiz assesses your understanding of key time management concepts and techniques.

4. Time Management Self-Assessment by FranklinCovey: This self-assessment helps you identify your strengths and weaknesses in time management and provides suggestions for improvement.

- **Feedback from others:**

Ask colleagues, friends, or even family members for their honest feedback on your time management skills.



HOW TO IMPROVE TIME MANAGEMENT AND PLANNING SKILLS?

Here are some tips and resources for improving your time management and planning skills:

01

Set clear goals

Start by identifying **what** you want to **achieve** in the short-term and long-term. Having a clear understanding of your **goals** can help you **prioritize** your tasks and **allocate** your time effectively.

02

Make a to-do list

Write down everything you need to do and **prioritize** tasks based on **importance** and **urgency**. Consider using a task management tool such as Trello, Todoist, or Asana to keep track of your tasks and progress.

- **Trello:** A project management tool that can help with planning and organizing tasks.
- **Todoist:** A to-do list and task management app that can help with time management.

03

Use the Pomodoro Technique

This time management method involves breaking work into **intervals**, typically 25 minutes of work followed by a 5-minute break. This can help you **stay focused** and **avoid burnout**.

HOW TO IMPROVE TIME MANAGEMENT AND PLANNING SKILLS?

By implementing these tips and using these resources, you can improve your time management and planning skills.

- 04 Eliminate distractions**
Identify and eliminate any **distractions** that prevent you from focusing on your tasks. Consider **turning off** notifications on your phone, **closing** unnecessary tabs in your browser, and working in a **quiet** environment.
- 05 Learn to say no**
Don't be afraid to **decline invitations or requests** if they don't align with your goals or priorities.
- 06 Review and adjust regularly**
Regularly **review** your time management and planning skills and make **adjustments** as needed.

Here are some additional resources for further reading:

- **Getting Things Done by David Allen:** A classic book on personal productivity and time management.
- **Time Management for System Administrators by Thomas A. Limoncelli:** A book specifically focused on time management for IT professionals.
- **The 7 Habits of Highly Effective People by Stephen Covey:** A book that covers a range of personal and professional effectiveness skills, including time management.



PRIORITIZATION

Prioritize tasks based on importance and urgency to ensure that you **focus** on the most **important** tasks first. Use tools like the **Eisenhower Matrix** to categorize tasks and make prioritization **easier**.



TIME BLOCKING

Schedule specific blocks of time for specific tasks to increase **productivity** and **avoid** distractions.



DELEGATION

Delegate tasks to others, when possible, to **free up time** for more important tasks.



Time Management and Planning Strategies

Here are some time management and planning strategies:

USE OF TOOLS AND TECHNOLOGY

Utilize technology and tools to **automate** tasks, increase efficiency, and track your time. Some popular time management tools include Todoist, Trello, and Asana.



ELIMINATION OF DISTRACTIONS

Find and **get rid of** any distractions that are keeping you from **concentrating** on your work. Think about closing **useless** tabs in your browser, **disabling** notifications on your phone, and working in a quiet area.

PLANNING AND REVIEW

Set aside time each day, week, or month to **review your progress** and plan for the future. Use tools like **calendars** and journals to keep track of your plans.



Here are some additional resources for further reading:

- **Time Management Techniques and Tips by MindTools:** A comprehensive guide to time management techniques and tips.
- **Time Management for Dummies by Dirk Zeller:** A beginner-friendly guide to time management.
- **Time Management 101 by Brian Tracy:** A book that covers the basics of time management, including tips, techniques, and strategies.

Time Management and Planning Strategies

By incorporating these strategies and utilizing these resources, you can improve your time management and planning skills.





TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

Find below some concrete examples of how you can apply time management and planning tips and techniques in your daily life:

Prioritize tasks

Make a **to-do list** every morning, and prioritize the tasks based on their importance and urgency. For example, if you have a deadline for a work project, complete that task **first** before moving on to less pressing tasks.

Set realistic goals

Determine what you want to **achieve** in a given day, week, or month, and **set realistic goals** based on your available time and resources. For example, if you have a busy week ahead, limit your goals to what is achievable and **avoid overloading** yourself.

Use a planner

Use a planner to keep **track** of your schedule, appointments, and important events. For example, **write down** your daily activities and appointments to ensure that you don't miss anything.

Eliminate distractions

Minimize distractions by turning off your phone, closing unnecessary tabs on your computer, and **avoiding social media**. For example, dedicate a specific time of day to check emails and social media, rather than being constantly distracted by notifications.

Take a break

Regular **breaks** can help you **avoid burnout** and improve focus. For example, take a 10-minute break every hour to stretch, grab a snack, or go for a walk.





TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

By incorporating these tips and techniques into your daily life, you can improve your time-management and planning skills and achieve your goals more efficiently.

Make a schedule

Set aside specific times for work, leisure, and rest. For example, schedule your work hours between 9 am and 5 pm, and use the evenings for leisure activities such as reading, exercising, or spending time with family.

Use time-management tools

There are many time-management tools available, such as calendars, timers, and productivity apps. For example, use a timer to focus on a specific task for a set amount of time and increase your productivity.

Delegate tasks

Don't try to do everything yourself. Delegate tasks to others, whether it's at work or at home, to free up your time and energy. For example, delegate household chores to family members or hire a cleaner.

Avoid procrastination

Don't put off tasks until the last minute. For example, start working on a project as soon as it is assigned, rather than waiting until the day before the deadline.

Evaluate time-management strategies

Regularly evaluate your time-management strategies to see what is working and what is not. For example, keep a journal of your daily activities and evaluate how you spent your time at the end of each day to make necessary adjustments.



Time Management and Planning Tools

Find below some popular time management and planning tools along with relevant sources and links:

- **Todoist:** A task management tool that allows you to create to-do lists, set reminders, and track your progress. (<https://todoist.com/>)
- **Trello:** A project management tool that uses boards and cards to visualize your tasks and projects. (<https://trello.com/>)
- **Asana:** A project management tool that helps teams to track their work, communicate, and collaborate. (<https://asana.com/>)
- **Google Calendar:** A calendar tool that allows you to schedule appointments, create events, and set reminders. (<https://calendar.google.com/>)
- **Evernote:** A note-taking and organizational tool that allows you to capture ideas, organize information, and collaborate with others. (<https://evernote.com/>)
- **Toggl:** A time tracking tool that helps you to measure how you spend your time and improve productivity. (<https://toggl.com/>)
- **Focus@Will:** A tool that provides background music designed to help you focus and be more productive. (<https://www.focusatwill.com/>)
- **RescueTime:** A tool that tracks the time you spend on different activities and provides insights into how you can be more productive. (<https://www.rescuetime.com/>)

These tools can help you to improve your time management and planning skills by allowing you to track your tasks and progress, set reminders, and increase your productivity.

Workshop: „How to Create an Effective Plan?“

Find below some preparation materials for conducting a workshop on "How to create an effective plan":

INTRODUCTION

- Explain the purpose of the workshop and the benefits of having an effective plan.
- Provide a brief overview of the topics that will be covered during the workshop.

UNDERSTANDING GOALS AND OBJECTIVES

- Explain the importance of having clear goals and objectives.
- Provide examples of well-defined goals and objectives.
- **Activity:** Have participants identify and write down their own personal or professional goals.

SWOT ANALYSIS

- Explain what SWOT analysis is and how it can help in creating an effective plan.
- Provide examples of SWOT analysis in different contexts.
- **Activity:** Have participants perform a SWOT analysis for their own personal or professional goals.

Workshop: „How to Create an Effective Plan?“

TASK PRIORITIZATION

- Explain the importance of task prioritization in creating an effective plan.
- Provide examples of different task prioritization methods, such as the Eisenhower Matrix.
- **Activity:** Have participants prioritize the tasks associated with their goals using the Eisenhower Matrix.

TIME MANAGEMENT AND RESOURCE ALLOCATION

- Explain the importance of managing time and resources effectively in creating an effective plan.
- Provide examples of time management techniques and tools, such as the Pomodoro Technique and Toggl.
- **Activity:** Have participants estimate the time and resources required for the tasks they have prioritized.

MONITORING AND REVIEW

- Explain the importance of monitoring and reviewing your plan regularly.
- Provide examples of ways to track progress and make adjustments to your plan.
- **Activity:** Have participants create a monitoring and review plan for their own personal or professional goals.

Workshop: „How to Create an Effective Plan?“

CONCLUSION

- Summarize the key takeaways from the workshop.
- Provide additional resources for further learning.

HERE ARE SOME ADDITIONAL RESOURCES FOR FURTHER READING:

- **Creating an Effective Action Plan by MindTools:** A comprehensive guide to creating an effective action plan.
- **The Lean Planning Method by Ash Maurya:** A guide to creating a flexible and effective plan for startups and entrepreneurs.
- **The One-Page Business Plan by Jim Horan:** A guide to creating a simple and effective business plan.

By incorporating these preparation materials and utilizing these resources, you can effectively conduct a workshop on "How to create an effective plan."



Workshop: „How to Organize Your Own Time?“

Find below some preparation materials for conducting a workshop on "How to Organize Your Own Time":

INTRODUCTION

- Explain the purpose of the workshop and the benefits of good time management.
- Provide a brief overview of the topics that will be covered during the workshop.

UNDERSTANDING TIME MANAGEMENT

- Explain what time management is and its importance in personal and professional life.
- Provide examples of poor time management habits and their consequences.
- **Activity:** Have participants reflect on their own time management habits and identify areas for improvement.

GOAL SETTING AND TASK PRIORITIZATION

- Explain the importance of setting goals and prioritizing tasks in effective time management.
- Provide examples of different goal-setting methods and task prioritization techniques, such as SMART goals and the Eisenhower Matrix.
- **Activity:** Have participants set goals and prioritize tasks based on their importance and urgency.

Workshop: „How to Organize Your Own Time?“

TIME BUDGETING AND SCHEDULING

- Explain the importance of budgeting time and creating a schedule in effective time management.
- Provide examples of time budgeting methods and scheduling techniques, such as time blocking and the Pomodoro Technique.
- **Activity:** Have participants create a time budget and schedule for the next day or week, incorporating their prioritized tasks.

ELIMINATING TIME WASTERS

- Explain what time wasters are and why they need to be eliminated.
- Provide examples of common time wasters, such as multitasking and unimportant interruptions.
- **Activity:** Have participants identify their own time wasters and brainstorm ways to eliminate or reduce them.

MANAGING DISTRACTIONS AND STAYING FOCUSED

- Explain the importance of managing distractions and staying focused in effective time management.

Workshop: „How to Organize Your Own Time?“

MANAGING DISTRACTIONS AND STAYING FOCUSED

- Provide examples of techniques for managing distractions and increasing focus, such as the Pomodoro Technique and the Pomodoro Tracker.
- **Activity:** Have participants practice a technique for managing distractions and increasing focus.

CONCLUSION

- Summarize the key takeaways from the workshop.
- Provide additional resources for further learning.

HERE ARE SOME ADDITIONAL RESOURCES FOR FURTHER READING:

- **Time Management Tips by MindTools:** A comprehensive guide to improving time management skills.
- **The Pomodoro Technique by Francesco Cirillo:** A guide to increasing productivity through focused work sessions and frequent breaks.
- **The 7 Habits of Highly Effective People by Stephen Covey:** A guide to developing personal effectiveness, including time management skills.

By incorporating these preparation materials and utilizing these resources, you can effectively conduct a workshop on **"How to Organize Your Own Time."**

Workshop: „How to Combat Procrastination Behaviours?”

Find below some preparation materials for conducting a workshop on "How to Combat Procrastination Behaviours":

INTRODUCTION

- Explain the purpose of the workshop and the impact of procrastination on personal and professional life.
- Provide a brief overview of the topics that will be covered during the workshop.

UNDERSTANDING PROCRASTINATION

- Explain what procrastination is and its causes.
- Provide examples of common procrastination behaviours and their consequences.
- **Activity:** Have participants reflect on their own procrastination behaviours and identify areas for improvement.

IDENTIFYING THE REASONS FOR PROCRASTINATION:

- Explain the importance of understanding the root causes of procrastination.
- Provide examples of common reasons for procrastination, such as fear of failure, lack of motivation, and difficulty getting started.
- **Activity:** Have participants identify their own reasons for procrastination and brainstorm ways to overcome them.

Workshop: „How to Combat Procrastination Behaviours?”

DEVELOPING A PLAN TO OVERCOME PROCRASTINATION:

- Explain the importance of developing a plan to overcome procrastination.
- Provide examples of effective strategies for overcoming procrastination, such as breaking tasks into smaller, more manageable chunks, using positive self-talk, and creating a supportive environment.
- **Activity:** Have participants create a plan to overcome their own procrastination behaviours.

OVERCOMING DISTRACTIONS AND STAYING FOCUSED

- Explain the importance of managing distractions and staying focused in overcoming procrastination.
- Provide examples of techniques for managing distractions and increasing focus, such as the Pomodoro Technique and the Pomodoro Tracker.
- **Activity:** Have participants practice a technique for managing distractions and increasing focus.

BUILDING A SUPPORT SYSTEM

- Explain the importance of building a supportive environment to overcome procrastination.

Workshop: „How to Combat Procrastination Behaviours?“

BUILDING A SUPPORT SYSTEM

- Provide examples of ways to build a supportive environment, such as working with an accountability partner and surrounding yourself with positive, motivated individuals.
- **Activity:** Have participants identify ways to build a supportive environment for overcoming procrastination.

CONCLUSION

- Summarize the key takeaways from the workshop.
- Provide additional resources for further learning.

HERE ARE SOME ADDITIONAL RESOURCES FOR FURTHER READING:

- **Overcoming Procrastination by MindTools:** A comprehensive guide to overcoming procrastination behaviours.
- **The Now Habit by Neil Fiore:** A guide to overcoming procrastination through developing a new relationship with time.
- **Eat That Frog! by Brian Tracy:** A guide to overcoming procrastination through focusing on the most important task of the day.

By incorporating these preparation materials and utilizing these resources, you can effectively conduct a workshop on **"How to Combat Procrastination Behaviours."**



PROJECT WOBIS INFO

**Enhancement of
Rural Women's Associations
as a Chance for
Growth of Women
Entrepreneurship**

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