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Block 1 - Module 4

# ORGANIZING OWN TIME AND PLANNING FOR THE FUTURE

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# OUTLINE

- What are **time management** and **future planning**?
- Why are time management and planning important in **everyday** life?
- What is **my current stage** in mastering time management and planning skills?
- How to **improve** time management and planning skills?
- Time management and planning **strategies**
- Time management and planning **tips and techniques**
- Time management and planning **tools**
- Workshop: „How to create an **effective** plan?“
- Workshop: „How to **organize** your own time?“
- Workshop: „How to combat **procrastination** behaviours?“

# TIME MANAGEMENT



- process of **organizing** and **planning** how to **allocate** time effectively
- involves setting **priorities**, establishing **goals**, and creating a **schedule** to manage time
- includes setting specific and **measurable** goals, creating a **to-do list**, breaking down large tasks into **smaller** ones, **prioritizing** tasks, and **avoiding distractions**

# FUTURE PLANNING



- process of **creating a vision** for the future and developing a plan to **achieve that vision**
- involves setting **long-term goals**, identifying potential **obstacles** and **opportunities**, and creating a **roadmap** for achieving those goals
- includes creating a **vision board**, setting **SMART** goals, creating a **budget**, and developing a **career plan**





# WHAT ARE TIME MANAGEMENT AND FUTURE PLANNING?

- essential **skills** for personal and professional **success**
- help individuals to make the most of their time, to **achieve their goals**, and to plan for the future
- effective time management is associated with **greater job satisfaction**, better **work-life balance**, and **lower** levels of **stress**



## HELP INDIVIDUALS TO:

- make the **most** of their time
- **achieve** their goals
- **plan** for the future
- **prioritize** and complete tasks in a **timely** manner, **reducing stress** and increasing **productivity**
- better **manage** their time
- achieve **more** in personal and professional lives
- combat **procrastination**
- set **long-term** goals
- make **informed decisions** about their future
- take **control** of their lives
- be more **efficient**
- be **proactive**

**WHY ARE TIME  
MANAGEMENT  
AND  
PLANNING  
IMPORTANT  
IN EVERYDAY  
LIFE?**

## SELF-REFLECTION

WHAT IS MY  
CURRENT  
STAGE IN  
MASTERING  
TIME  
MANAGEMENT  
AND  
PLANNING  
SKILLS?

**How well do you prioritize  
tasks?**

**How efficiently do you  
complete tasks?**

**How often do you find yourself  
feeling overwhelmed  
or behind schedule?**

# WHAT IS MY CURRENT STAGE IN MASTERING TIME MANAGEMENT AND PLANNING SKILLS?

## Feedback from others

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

## Books

**Getting Things Done by David Allen** provide valuable insights and tips for improving time management and planning skills

## Online quizzes and assessments





## SET CLEAR GOALS

Start by **identifying** what you want to achieve in the short-term and long-term

## MAKE A TO-DO LIST

**Write down** everything you need to do and prioritize tasks based on importance and urgency

## LEARN TO SAY NO

## ELIMINATE DISTRACTIONS

Consider turning off **notifications** on your phone, closing unnecessary tabs in your browser, and working in a quiet environment.

# HOW TO IMPROVE TIME MANAGEMENT AND PLANNING SKILLS?

## USE THE POMODORO TECHNIQUE

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

## REVIEW AND ADJUST REGULARLY

Regularly review and make **adjustments** as needed.





**Prioritization**



**Time blocking**



**Delegation**



**Use of tools and technology**

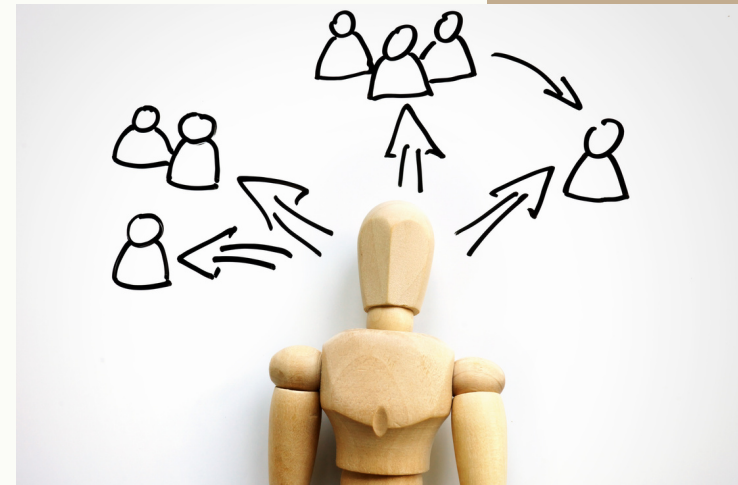


**Elimination of distractions**



**Planning and review**

# TIME MANAGEMENT AND PLANNING STRATEGIES





"Make a **to-do list** every morning, and **prioritize** the tasks based on their **importance** and **urgency**"

**Example:**

If you have a deadline for a work project, complete that task first before moving on to less pressing tasks

# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## PRIORITIZE TASKS





"Determine what you want to **achieve** in a given day, week, or month, and **set realistic goals** based on your available time and resources"

### Example:

If you have a busy week ahead, limit your goals to what is achievable and avoid overloading yourself



# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## SET REALISTIC GOALS







"Use a **planner** to keep **track** of your **schedule**, appointments, and important events"

**Example:**

Write down your daily activities and appointments to ensure that you don't miss anything.

# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## USE A PLANNER





"**Minimize** distractions by turning off your phone, closing unnecessary tabs on your computer, and **avoiding social media**"

**Example:**

**Dedicate a specific time** of day to check emails and social media, rather than being constantly distracted by notifications



# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## ELIMINATE DISTRACTIONS





"Regular **breaks** can help you **avoid burnout** and improve focus"

**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

## TAKE A BREAK





"Set aside **specific times** for work, leisure, and rest"

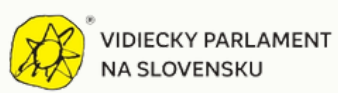
**Example:**

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



# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## MAKE A SCHEDULE



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"There are many **time-management tools** available, such as calendars, timers, and productivity apps"

**Example:**

Use a **timer** to focus on a specific task for a set amount of time and increase your productivity

# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## USE TIME-MANAGEMENT TOOLS





"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"

### Example:

Delegate household chores to family members or hire a cleaner.



# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## DELEGATE TASKS





"Don't put off tasks until the **last minute**"

**Example:**

**Start** working on a project as soon as it is assigned, rather than waiting until the day before the deadline.



# TIME MANAGEMENT AND PLANNING TIPS AND TECHNIQUES

## AVOID PROCRASTINATION





"Regularly **evaluate** your time-management strategies to see what **is working** and what is not"

**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 TIPS AND TECHNIQUES

## EVALUATE TIME-MANAGEMENT STRATEGIES







# Time Management and Planning Tools

## Todoist

Allows to create to-do lists, set reminders, and track progress

## Trello

A project management tool that uses boards and cards to visualize your tasks and projects

## Asana

Helps teams to track their work, communicate, and collaborate



## Time Management and Planning Tools

### G. Calendar

Allows to schedule appointments, create events, and set reminders

### Evernote

A note-taking tool that allows to capture ideas, organize information, and collaborate with others

### Toggl

A time tracking tool that helps to measure time spending and improve productivity



## Time Management and Planning Tools

### Focus@Will

A tool that provides background music designed to help you focus and be more productive

### RescueTime

A tool that tracks the time you spend on different activities and provides insights into how you can be more productive

# PROJECT WOBIS

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

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