

# Quick Guide

## To Time Management

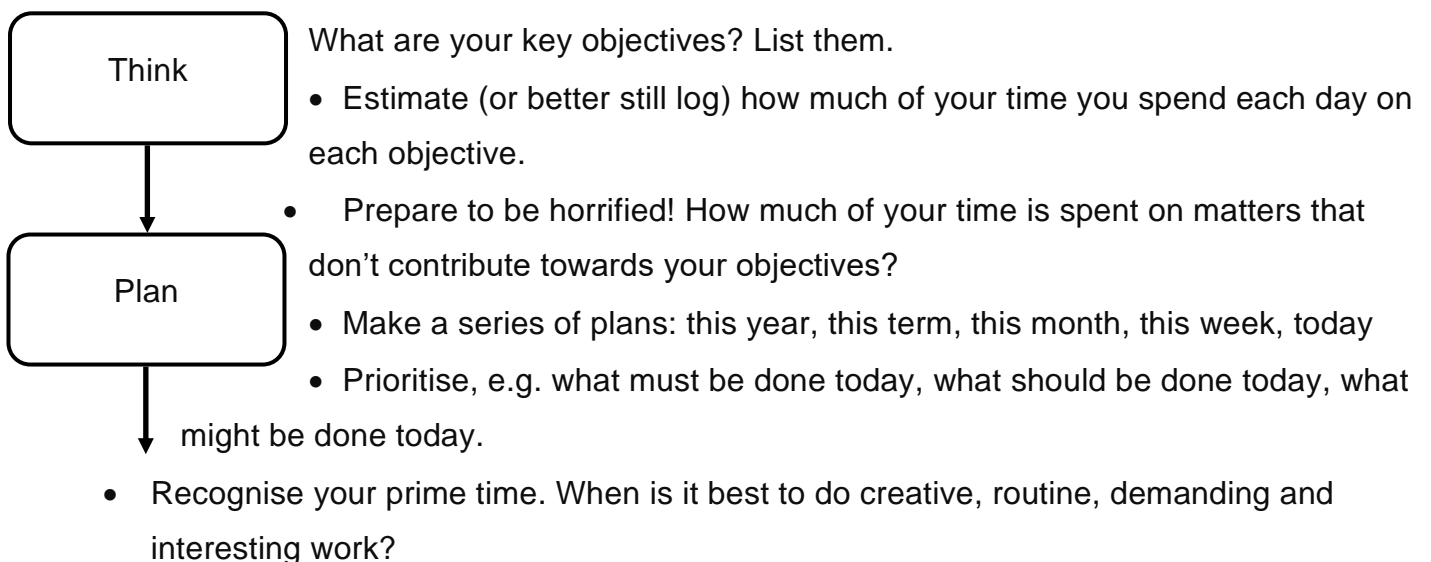
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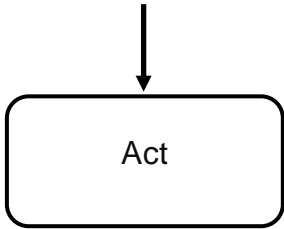
### Why it matters...

How often do you find yourself saying: “I’ll do it when I have more time?” But when will you have more time? Today has 24 hours, as will tomorrow and the day after... So time needs to be managed. Managing your time well helps you to:

- Meet your deadlines consistently
- Avoid stress
- Be more creative
- Feel that you are controlling your work, rather than it controlling you and ...
- Feel good about your work

### How it works





- This is where the selfdiscipline is crucial: do what you planned to do!
- Keep reviewing the plan. You may need to change it if circumstances change, but don't do it lightly.
- Reflect on the plan, e.g. did you over- or underestimate the time required?  
Can you learn from the experience so that your next plan is more accurate?

## What do I need to do?

Managing your time well depends on you being clear at any one point about what your objectives are. With that clarity, you can ask yourself whether the task you are about to work on contributes towards those objectives: if it doesn't don't do it!

There are many useful tools and tips to help you manage your time better. You'll find several in this guide. The essence of good time management though is self-discipline: acting according to what you think instead of how you feel in the moment.

So be clear on what your objectives are and allocate your time to tasks and activities that contribute towards them.

## Tips for managing time

Set clear goals and SMART objectives.

- Prioritise tasks so that you work on the most important (i.e. most valuable) and most urgent first.
- Manage interruptions. Identify your 'time robbers' and find ways of dealing with them.
- Avoid procrastination. Visualise yourself getting on with the task and how good you will feel if you complete it on time. Compare that with how bad you will feel if you don't.
- Recognise the impact that procrastination can have on your reputation– is it really worth it? Remember that tasks rarely get easier or go away because they have been postponed.
- Work with your body clock rather than against it. When is your Prime Time? Using that knowledge to schedule particular types of task.

# How will I know I have got it right?

Managing your time is not always easy, but it should lead to:

- Meeting your deadlines consistently
- A reduction in stress and anxiety
- Better performance in your job
- Feeling good about your work
- And it will contribute to a stronger University performance.

## Time management miscellany

“Lost time is never found again.” – Benjamin Franklin

Research confirms that the more time is spent on planning a project, the less total time is required for it.

According to John Adair, the 80:20 rule applies to time management: 20% of your time produces 80% of your high-quality output. Manage the 20% (your prime time) well.

Give yourself breaks. We tend to work harder just before and just after a break. The Pomodoro technique provides a mechanism for leveraging this effect:

<https://cirillocompany.de/pages/pomodorotechnique>

“Efficiency is doing things right; effectiveness is doing the right things.” – Peter Drucker

For further details or to complete a time management health check, see:

[https://www.mindtools.com/pages/article/newHTE\\_88.htm](https://www.mindtools.com/pages/article/newHTE_88.htm)

Contact Organisational Development for support at [Develop@essex.ac.uk](mailto:Develop@essex.ac.uk). For more Quick Guides go to the [webpage](#).