



Time Management

How much time do we have in a week?

**168
Hours**

Managing time is like managing money. Once we spend it, it's gone, so we have to make it all count. With 24 hours a day multiplied by seven days a week, our total time available is just 168 hours.

Effective Time Management Techniques

Set Goals



Create at least 1 goal a day. If possible, have 1 goal for each primary area of your life, e.g., education, fitness, work etc.

Make Tasks



Decide on highest-value goal for the day. Create tasks to achieve goals. Set a maximum of 3 priority tasks per day.

Prioritize Tasks



Prioritize your tasks before the or at the start of the day. Create a to-do list. Choose the tasks based on priority and work them in order of priority.

Plan and Schedule



Plan tasks and events to remember them. When we separate planning time and task execution, we complete tasks faster.

Utilize Calendar



Google or Outlook calendar can be great to keep all tasks organized according to priority. Also, set constant reminders for assignments and tests.

Set a Deadline



Start working on tasks early to avoid stress and unexpected issues. Set your own deadline of a task before the official deadline.

Utilize the Best Hours



Our brains are very productive 2 hours after we wake up. Utilize this time by waking up at the same time every day and working on difficult tasks.

Audit Time



Review calendar for the past and current week. Check to see if the goals were achieved and how time was spent to work on tasks and goals.