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.