The Budget Challenge

- 24 tokens for each hour of the day
- 2 minutes to choose

Categories:

- sleep
- work
- study
- commuting
- eating
- screen time
- exercise
- social time
- hobbies
- house chores
- other

What is Self-Time Management?

Time management is the process of planning and organizing how to divide time between specific activities to work more efficiently and productively.

Why is Self-Time Management important?

Prioritizing tasks helps focus on what truly matters.

- Reduces the stress and overwhelm
- Helps achieve goals, more efficiently
- Creates better work life balance
- Helps achieve personal and professional goals

Who needs Self-Time Management?

Everyone regardless of role or age.

When should you use Self-Time Management?

- Every day—both in short-term planning and long-term planning
- Especially especially when: deadlines are approaching, you feel overwhelmed and disorganized, or you want to build better habits

How to mange time efficiently?

- Prioritizing tasks
- Use planning tools
- Break task into smaller steps, etc.

Overcoming Procrastination

Putting things off most likely stems from feelings like anxiety, stress, guilt and worry.

- Break tasks into smaller steps
- Use the Two-Minute rule
- Clear your space from all distractions
- Reward yourself etc.

Short-Term goals vs. Long-Term goals

1. Short-Term: small achievable goals within days or weeks
2. Long-Term: major goals that take months or years
➔ Combined: break long-term goals into small steps

Time Management Techniques

1. Eisenhower Matrix:
   - Urgent and important   —> do it immediately
   - Important, but not urgent   —> plan and schedule it
   - Urgent but not important   —> delegate to someone else
   - Neither urgent nor important —> eliminate

2. Pomodoro Technique:
  - Work for 25-minute intervals, followed by short breaks
  - After four sessions, take a long a break
  - Enhances concentration and reduces burnout

3. ALPEN Method:

Activities: list all the tasks you need to complete
Length: estimate the time required for each task
Planning: at least 40% your time should be reserved for unexpected tasks
Establishing priorities: prioritize tasks according on how urgent they are
Note & Check: review and reflect your plan for feasibility

Learn to say NO!

You're allowed to say no, time is the only thing we will never get back.

If you say no here and there:
  - More time for personal goals
  - Less stress and overload
  - More energy for important tasks

Group Activity

  - Choose a time management strategy
  - Apply it to your task
  - Discuss effectiveness and potential improvement

You've just been assigned a major project that's due in two weeks. The project includes research, creating a visual presentation, writing a report, and preparing to present it to the class. At the same time, you have other assignments due in your other classes, a part-time job that takes up a few evenings each week, and a personal event you can't miss coming up this weekend.

Summary

  - Prioritization is key to effective time management
  - Techniques like the Alpen Method and Pomodoro can boost productivity
  - Saying no is allowed and OKAY

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