






TIME MANAGEMENT SHEET



www.sinamisbayouq.com

 | @sinamis.bayouq  | @sinamis_bayouq  | Sinamis Bayouq  | @sinamis_bayouq  | @Sinamis_Bayouq

INTRODUCTION:

Time management is a critical skill that allows individuals to achieve their goals efficiently. Effective time management involves prioritizing tasks, allocating appropriate resources, and setting realistic deadlines. This guide will outline practical tips and tools to improve your time management, helping you make the most of your day.

Key Time Management Tips

1. Prioritization

Identify tasks that are most critical and tackle them first. Use the "[Eisenhower Matrix- Page 5](#)" to categorize tasks into urgent, not urgent, important, and not important.

2. Time Blocking

Allocate specific time slots for each task. This helps in minimizing distractions and staying focused.

3. Review and Adjust

Regularly review your progress and adjust your plan as needed to stay on track.

4. Keep White Space

Taking breaks helps recharge the mind and increase focus. Additionally, building in buffer time between tasks to allow for unexpected delays and to stay realistic. This prevents burnout and ensures you're more adaptable.

Table for Task Management

#	Task	Priority	Person assigned to do the task	Time required	Task status	Expected delivery date	Notes
1							
2							
3							
4							
5							
6							
7							
8							

The Eisenhower Matrix:

