



## TIME MANAGEMENT

### Time management skills and efficient planning

*It is more than certain that we all have the same 24 hours in one day.  
It's how we use them that matters.*

### What is time management?

Time Management and Efficient Planning skills are aimed at

- managing time effectively so that the right time is allocated to the right activity;
- planning your actions according to your own goals.

Have you ever wondered why some people seem to have enough time to do everything they need, while you always rush through your days never seem to finish that is on your list? It is certain that each of us is given the same amount of time in one day (24 hours) or in a year (365 days). We do not have control over this. However, what we can manage is the way in which we use this predetermined amount of time.

### Why is time management important in my professional life?

Time management and efficient planning are widely considered the key skills of successful people.

**Those capacities are in high demand across all industries and jobs.** Employers and recruiters are expecting strong capacities in the management of the work from their employees or future colleagues.

They require the achievement of great results in less time: the ability to use time makes the all the difference in the choice of a good employee or associate, and in the success of your own business.

Therefore, the ability to efficiently use your time is critical for professional success.

Being one of the most accredited 'soft skills' required in the professional environment, time management is indeed one of the most important capacities each individual should learn in order to have **a happy and successful existence**. Self-realization and wellbeing are strongly developed if a person is able to fulfill goals and achieve results, and more generally **to build his or her life according to his or her own expectations**. **Time is an instrument** and is also an element that cannot be ignored, since it inevitably affects daily activities. To take control of your own time means, in the end, to take control of your own life.

Learning time management skills as a student allows to consolidate effective capacities before accessing to the labor market, other than enhancing academic results that increase their chances of better job-placement.

Having the possibility to acquire and learn those skills enable students to develop a consolidated personalized method, that can easily be applied in the future.

Learning time management skills produces positive effects in the general wellbeing and happiness of people. It increases the capacity to work efficiently and effectively, as well as the capacity to conquer **balance between personal and professional life**, because people might be put in a position to accomplish more with less effort. This results in positive effects for the society as a whole.

## The link between time management and well-being

A good time management not only enables us to produce a high quality performance at work, but permits us to avoid stress, anxiety and burnouts. Several studies highlighted the importance of time management to increase our overall wellbeing, finding that a good command of our daily life is strongly related to our sense of purpose, self-esteem, general health, and optimism.

If we consider that college students generally have higher stress levels than the general population, we can affirm that learning time management and planning methods during the academic year will enable us to gain precious abilities for the following years, without compromising our health and our happiness.

## How do I become a better time manager?

Like every other soft skill, **the ability to manage time can be learned and trained**, until it becomes an automatic and consolidated habit.

There are many time management and planning resources available, offering tips and strategies applicable to different environments. However, in order to effectively improve our productivity and efficiency, it is important to understand that **every method is effective only if applied to our own personal needs**. Time management strongly depends on each individual's personal approach towards work and life.

## Time management is more than a set of life hacks

Time management techniques are often misinterpreted as a set of techniques (sometimes not connected to each other) aimed at reducing bad habits, such as procrastination, or at setting our priorities when we have a lot of things on our plate. Those hacks are seen as a tool to be used in specific situations or in a certain context, when we feel overwhelmed or we are facing a specific challenge (e.g. an important project at work).

However, a correct management of time is beneficial in all areas of life and – if well developed – can lead us to a completely new way to pursue our short-term and long-term goals as a whole. Time management is not an emergency plan, to use only when you are falling behind your work, but **a long-term and sustainable lifestyle**.

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