Mind map

# Time management: techniques that work and what science says

## What time management really is

- Assessing time: knowing where your hours actually go
- Planning: setting goals, priorities and realistic...
- Monitoring: tracking execution and adjusting the plan...

## Why it always feels like there is no time

- Unclear priorities
- Constant interruptions
- Overcommitment: saying yes to everything turns your...
- Ignoring energy

## Techniques that work in practice

- Eisenhower matrix
- Time blocking
- Pomodoro technique
- Two-minute rule

**Time management**

## Time management for people who lead

- For leaders, the team's time is also your responsibility
- Delegating is time management too

## Common mistakes that sabotage your plan

- Switching productivity apps every week instead of keeping...
- Planning 100% of the day with no room for the unexpected
- Measuring success by the number of tasks done instead of...
- Ignoring sleep and breaks

## A 7-day plan to get started

- Days 1 and 2: log how you use your time in 30-minute...
- Day 3: sort your activities in the Eisenhower...
- Day 4: choose what to delegate or drop and tell...
- Day 5: create two fixed focus blocks in your...

## Frequently asked questions

1. What is the best time management technique?
2. Does time management really increase productivity?
3. How long does it take to build the habit of organizing your schedule?

**Key takeaway**

What research shows about time management, the techniques that actually work at work and a 7-day plan to take back control of your calendar.

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