



TIME MANAGEMENT

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AGENDA

- importance of TM
- TM tools and processes
- some wisdom

WHY TM?

WHAT WE NEED FOR TM?

- all the things you need to do
- how much time individual tasks take
- how much time do you have
- planning
- actually doing

**WHAT DO I NEED
TO DO?**

TOOLS

- pen and paper
- Google Keep
- Evernote
- Onenote
- Todoist

**HOW MUCH TIME
DOES IT TAKE?**

TOOLS

- stopwatch
- Toggl

The screenshot shows the Toggl timer application interface. The browser address bar displays <https://toggl.com/app/timer>. The main header shows the project name 'time-management' and a timer set to 00:08:39. A sidebar on the left contains navigation options: Timer, Dashboard, Reports, Insights, Saved Reports, and a 'MANAGE' section with Projects, Clients, Team, Workspaces, Tags, and Help. The user profile 'Katerina Esnerova' is visible at the bottom of the sidebar. The main content area shows a list of time entries for 'time-management', each with a red dot and the text 'ÚTRL'. The entries are as follows:

Project	Start Time	End Time	Duration
time-management	10:52	10:53	0:01:03
time-management	10:23	10:51	0:28:12
time-management	9:55	10:21	0:25:32
time-management	9:07	9:33	0:26:23
time-management			

A notification box at the bottom right of the interface reads: 'Wow your clients with elegant reports' and 'Learn how to use 5 advanced features to clean up your reports'. The system tray at the bottom shows the date and time as 11:02 on 17.05.2019.

**HOW MUCH TIME
DO I HAVE?**

FREE TIME



PLANNING

MAIN PRINCIPLES

- be realistic
- don't forget you're human
- be flexible
- make life easy for yourselves

TOOLS

- paper organizer
- Google Calender



**WHERE TO
BEGIN?**

**HOW TO
ACTUALLY DO IT?**



CONCLUSION

SOME WISDOM TO CONCLUDE WITH

- you're not a robot
- be flexible
- experiment
- take time off

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THANK YOU!