

Mistakes to Avoid When Managing Your Time

GoSkills online course syllabus

Skill level

Beginner

Lessons

13

Pre-requisites

No prior experience needed

Video duration

31m

Estimated study time

31m 37s

Instructor

Brittany Hayles

Introduction

1

Time management is key

There are many ways to manage your time on a daily, weekly & monthly basis, and there are also many common mistakes that can arise when managing your time.

Understanding Your Time

2

Your most productive day

Have you had days where you accomplished everything on your task list in a timely manner?

3

Multitasking is slowing you down

Multitasking is a common practice on how people inefficiently manage their time.

4

Turn off the distractions

Like everyone else, you're constantly distracted by external elements that take away from your ability to manage your time.

5

Three is the magic number

Studies have proven that when faced with more than 3 choices, humans have a difficult time making a decision.

Scheduling Your Time

6

Schedules that work

Time management becomes increasingly difficult if you start working behind schedule or continue working after a scheduled end time.

7

Make a calendar, not a list

A to-do list will remain untouched unless there is a timeline associated with it.

8

Schedule effective meetings

I'm sure you've been to a meeting that could have been an email, and these types of meetings tend to hold a lot of your time.

9

Know before you go

Planning ahead will always allow you to better manage your time.

Giving Yourself Time

10

It takes a village

Attempting to complete a major project yourself is usually an inefficient use of time.

11

Time to recharge

Most people often mistake being idle with not effectively managing time, but that's not always true.

12

It's okay to say no

It becomes increasingly difficult to manage your own time when you don't respect your own time, therefore, it's okay to say no!

Conclusion

13

Your time is evolving

Your time, boundaries, and circumstances are constantly evolving.

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