

TIME MANAGEMENT

Those who struggle with time management are likely to experience issues with sleep, anxiety, depression and workplace burnout.

Useful tips

Work out your goals – time management is about personal management, it's about ensuring you have a better quality of life. This doesn't always relate to a specific list of work tasks, it's also about ensuring you have enough time to achieve personal targets.

Make a list – a visual list of tasks you want to achieve can help to reinforce your desire to achieve them and help you to organise them.

Prioritise – what's important to you, what do you want to achieve, can it be achieved, is it realistic? SMART goals are a great way to achieve this. They're about being Specific, Measurable, Achievable, Realistic and Time-bound.

Focus on the results – it's about the quality of the work not the quantity or number of tasks completed.

Take regular breaks – they'll help you feel re-energised and refocused to continue with your tasks. Regular breaks, including micro-breaks and lunch breaks, have been proven to support productivity. Screen-free breaks are advised every 20 minutes to help reduce eye strain and headaches.

Time management is all about ensuring you have a positive balance to support wellbeing. Use the ACE model:

- Achievement
- Closeness
- Enjoyment

These materials provide an overview to help raise awareness and understanding. If you have concerns please always seek additional support and advice from your safeguarding lead.