

TIME MANAGEMENT TOOLKIT

BUILDING AWARENESS



Managing time begins with understanding where it goes. Many people feel busy throughout the day yet accomplish less than expected. This often happens because priorities are unclear or distractions take over.

Effective time use requires three abilities.

- First, **RECOGNIZING** what truly needs attention.
- Second, **PLANNING** when tasks will be completed.
- Third, **MAINTAINING** focus long enough to finish them.

These skills reduce stress and improve productivity.

Tip: Tracking how you spend your time for a few days can reveal habits you may not notice otherwise.





CLARIFYING PRIORITIES

Before you can organize your schedule, you need clarity about your responsibilities. Writing tasks down helps create a clear picture of what needs to be accomplished. Once tasks are identified, determine their level of importance. Some activities require immediate attention because other work depends on them. Some are important but can be completed later. Others are helpful but flexible. A few may not be necessary at all.

Learning to distinguish between these levels prevents last minute pressure and improves decision making.

Tip: If everything feels urgent, pause and ask yourself what truly has consequences if delayed.

STRUCTURING YOUR DAY

Creating a daily plan provides direction. Instead of reacting to situations as they arise, you begin the day with intention.

Estimate how much time each responsibility will require and decide when you will work on it. While plans may change, having a structure increases productivity.

It is also important to recognize when others can assist. Sharing responsibilities appropriately allows work to be completed more efficiently while building teamwork.

Tip: Plan your most challenging tasks during the time of day when your energy is highest.



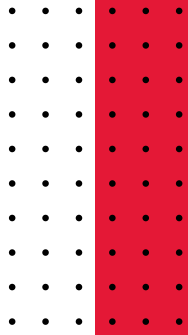
WORKING WITH DEADLINES

Time limits create accountability. When you know when something must be finished, it becomes easier to organize your efforts. Whenever possible, aim to complete work before it is due. Finishing early provides flexibility if unexpected issues arise and demonstrates professionalism. Accurate time estimation improves with practice.

Over time, you will better understand how long tasks require. Leaving small gaps between activities allows room for interruptions and prevents your schedule from becoming unrealistic.

Tip: You are often the best person to set personal deadlines, even when official ones exist.





STAYING FOCUSED

Unexpected requests and interruptions are part of most jobs. While some situations require immediate attention, others can wait.

Setting boundaries helps protect your concentration. Letting others know when you are unavailable, limiting notifications, or scheduling specific times to respond to messages can significantly improve focus.

Planning for interruptions instead of reacting emotionally reduces frustration and keeps you on track.

Tip: Building short buffer periods between tasks can prevent your entire schedule from falling behind.

MOVING PAST PROCRASTINATION

Delaying tasks is a common human behavior, especially when work feels difficult, unclear, or unpleasant. Unfortunately, postponing responsibilities often increases stress and reduces quality.

A helpful strategy is starting with small steps. Beginning even a simple portion of a task builds momentum.

Recognizing avoidance patterns is the first step toward changing them.

Tip: Procrastination often happens when you feel overwhelmed. Breaking work into smaller pieces makes it easier to begin.



HABITS THAT REDUCE PRODUCTIVITY

Several behaviors quietly consume time without adding value.

- Frequent checking of social media or messages
- Overthinking situations that have not happened
- Redoing work because materials were not saved or organized
- Saying yes to every request without considering priorities
- Cluttered work environments
- Excessive information that is never used

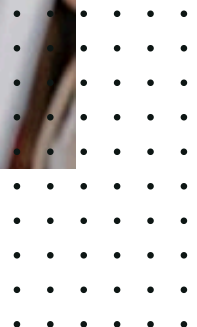
Awareness of these patterns allows you to replace them with more effective habits.

Tip: Eliminating just one major distraction can significantly improve your productivity.





PRACTICAL TECHNIQUES FOR BETTER ORGANIZATION



Improvement does not require perfection. Small consistent actions create meaningful change.

- Keep materials in consistent locations so they are easy to find.
- Use a calendar or planner to track responsibilities.
- Write tasks down rather than relying on memory.
- Complete high priority work during your most focused hours.
- Take short breaks to maintain energy.
- Celebrate progress to stay motivated.

Over time, these practices become routine.

Tip: Checking off completed tasks can create motivation and a sense of accomplishment.



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