



Time Management

Learn Now Guide



Learn on your own

- **Identify the aspects of time management that you need the most help with** by taking this [self-quiz](#). Use the suggested tools to help you work more efficiently.
- **Learn about the difference in “urgent” and “important” activities** to help you use time effectively, and not just efficiently. Read this [article](#) to learn more.
- **Recognize common time management mistakes** as you view this short [video](#). Implement these tips and suggestions over the next 30 days to overcome these mistakes. Keep track of your productivity to see how you have improved in the 30-day period.
- **Guide your steps and get help prioritizing** by using this [Action Priority Matrix](#). Most of us have more on our “to do” lists than we have time available to complete them, so use this resource to help you.



Learn from others

- Ask someone that is exceptional at getting things done and meeting deadlines for their approach to time management.
- Fill out the [Action Priority Matrix](#) and share it with someone who has proven time management skills. Ask for input on how you might improve your approach.



Learn by doing

- **Avoid multi-tasking when possible.** Try [chunking your time](#) for a week and evaluate the impact on your productivity.
- **Create a prioritized to-do list.** Watch this [video](#) to learn how.
- **Schedule the tasks on your calendar** from the to-do list you created. Failing to schedule time for events is often the reason they are not completed. Understand your rhythm of peak and dead times and schedule important tasks appropriately to make the most of peak times.
- **Overcome the bad habit of procrastination** by understanding why it happens. Discover how to overcome procrastination with the video and article found [here](#). Be sure to complete this [self-assessment](#) to find out whether or not you are a procrastinator.