

Improve your Time Management

Chunk or time block your day

Schedule your day into blocks for tasks rather than just relying on a to-do list. For example, give yourself a timetable of what tasks you will try to complete and when.

Schedule in overflow / buffer time

Give yourself time for things to go wrong. This can take the pressure off and provides extra time when things don't go to plan.

You won't always be productive

Don't waste time dwelling on times you've not been productive. Sometimes this is a sign we need to take a break before trying to start the task.

Don't work all day

You need to rest to prevent burning out and becoming overworked, which will stop you from working effectively.

Plan your day to have time to recharge in between tasks.

Avoid multitasking

This can make completing tasks harder than they need to be. Stick to completing one thing at a time.

Set deadlines

You are more likely to start your work if you have a deadline to work towards.

If you often leave things to the last minute, bring your deadline closer to start your work sooner. This can then give you extra time if you really need it.

Plan a routine and follow it

Set up a work routine that gives your day more structure. If you struggle to stick with it, try having an accountability partner.

Use a paper or online calendar to help you keep track of your routine.

Just get going

Even if it is a small, simple task, it is important to just get the ball rolling.

If you're struggling to get started, aim to do just 10 minutes of work. This will either get you into the flow of it and allow you to work for longer, or if you are still struggling and feel that you must stop after the time is up, that's still 10 minutes less work you need to do later. Every little helps.

Proprieties tasks

There isn't time to do everything, so do the things that are important.

What are your top 3 areas to focus on? Which is your top priority?

Group your meetings together

Schedule all of your meetings together to save on procrastination and travel time.

Work in short bursts

Set a timer for 10 minutes and do what needs to be done. When the timer goes off, give yourself permission to be done, even if the job is not finished, and take a break before working for another 10 minutes.

If your breaks are taking up a lot of time, try setting another 10-minute timer. When the timer goes off, your break is finished. If you aren't ready for your break to end, set yourself another timer.

Sometimes a visual timer can be more effective at showing how much time is left.

Break down tasks

Break down your work into tasks you can do in one session.

Always take notes

Don't rely on remembering everything, write it down. Use a notebook/journal to keep track of your thoughts and tasks.

If you're struggling to get started, write the date and 1 or 2 tasks you want to do today. You can even write down things you have already done and cross them off.



Put things where you'll find them

Make it easier for yourself, make sure your work, notes and other important things are where they should be so you can find them in the future.

Automate what you can, batch what you can't

Spend time automating all of the tasks you can and do all of the rest in batches.

Block out distractions

Turn off your phone, disable notifications, or turn on do not disturb. Do not rely on willpower; sometimes one small distraction is all it takes to break your focus.

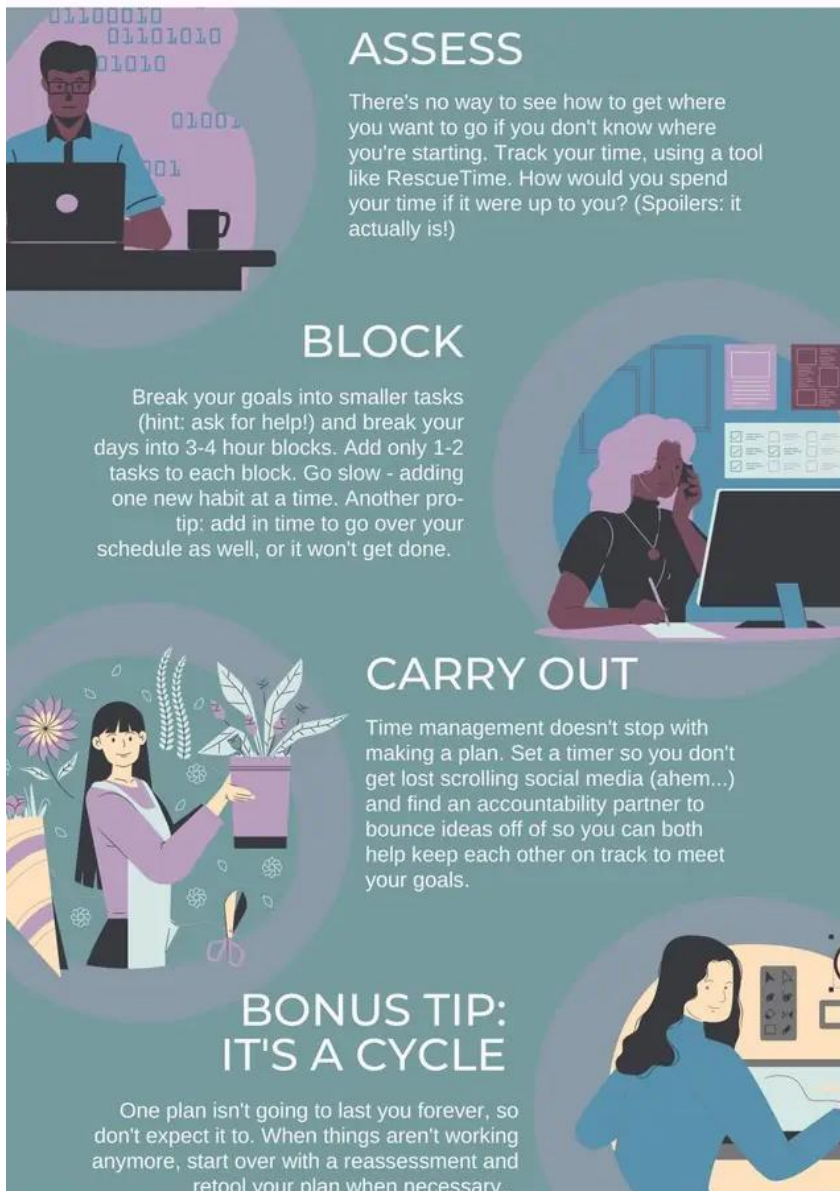
Apps to help with time management:

Tody – An app to help manage household cleaning tasks

Trello – An app to help manage team projects and tasks, laid out in a visual way

Timo – An app to help you organise your life and work towards goals through routines. This app was created for children but can be useful for all ages, guiding you through tasks step by step.

THE ABCS OF MINDFUL TIME MANAGEMENT FOR ADULTS WITH EXECUTIVE DYSFUNCTION



ASSESS

There's no way to see how to get where you want to go if you don't know where you're starting. Track your time, using a tool like RescueTime. How would you spend your time if it were up to you? (Spoilers: it actually is!)

BLOCK

Break your goals into smaller tasks (hint: ask for help!) and break your days into 3-4 hour blocks. Add only 1-2 tasks to each block. Go slow - adding one new habit at a time. Another pro-tip: add in time to go over your schedule as well, or it won't get done.

CARRY OUT

Time management doesn't stop with making a plan. Set a timer so you don't get lost scrolling social media (ahem...) and find an accountability partner to bounce ideas off of so you can both help keep each other on track to meet your goals.

BONUS TIP: IT'S A CYCLE

One plan isn't going to last you forever, so don't expect it to. When things aren't working anymore, start over with a reassessment and retool your plan when necessary..