

Employability Soft Skills:

Time Management



Agenda For Today's Session

1. Getting started - what is time management
2. Managing Time Effectively
3. Prioritising tasks
4. Setting Goals
5. Organising your day
6. Wrap up and reflections



01

Getting started

What is time
management?

Warm up - What is time management?

What do we mean by time management? Can you think of any examples?

Spend 2 minutes in your tables thinking about what time management is, and what good time management might look like.

Stretch:

- Can you think of any consequences of managing your time poorly?



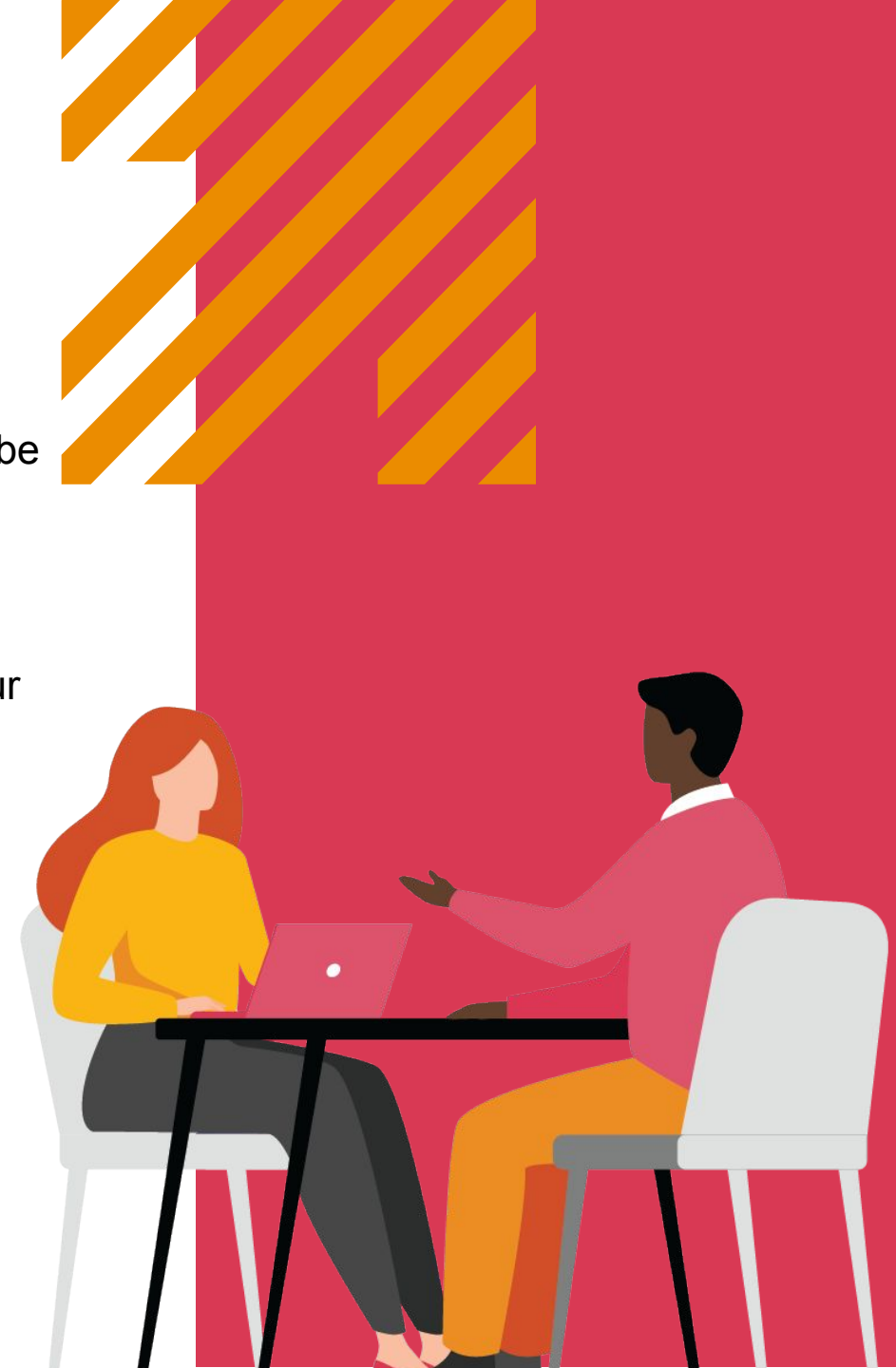
02

Managing Time Effectively

What does good time management look like?

The key is in not spending time, but in investing it!

- Like our energy and money, time is a finite resource and as such, it needs to be effectively managed.
- Time management is about planning and controlling the amount of time you spend on specific tasks.
- Poor time management can lead to you being late, struggling to complete your work, experiencing unnecessary stress, and letting down your friends and colleagues.
- Some of the important skills to manage time effectively include:
 - ❑ Goal-setting
 - ❑ Prioritisation
 - ❑ Reduce procrastination and distraction
 - ❑ Set time limits for specific tasks
 - ❑ Reward achievement



Strategies for time management

Like all skills, good time management comes with practice, but there are a few strategies that can make it easier, for example:

- Using a prioritisation matrix
- Setting SMART Goals
- Setting aside time each week/day to complete the tasks that you find more stressful, and reward yourself afterwards
- Identifying and reducing distractions
- Establishing routines and creating a schedule for your day
- Using a timer during working sessions
- Ensuring that you schedule breaks
- Practicing estimating the time it takes to complete tasks
- **Can you think of any others?**

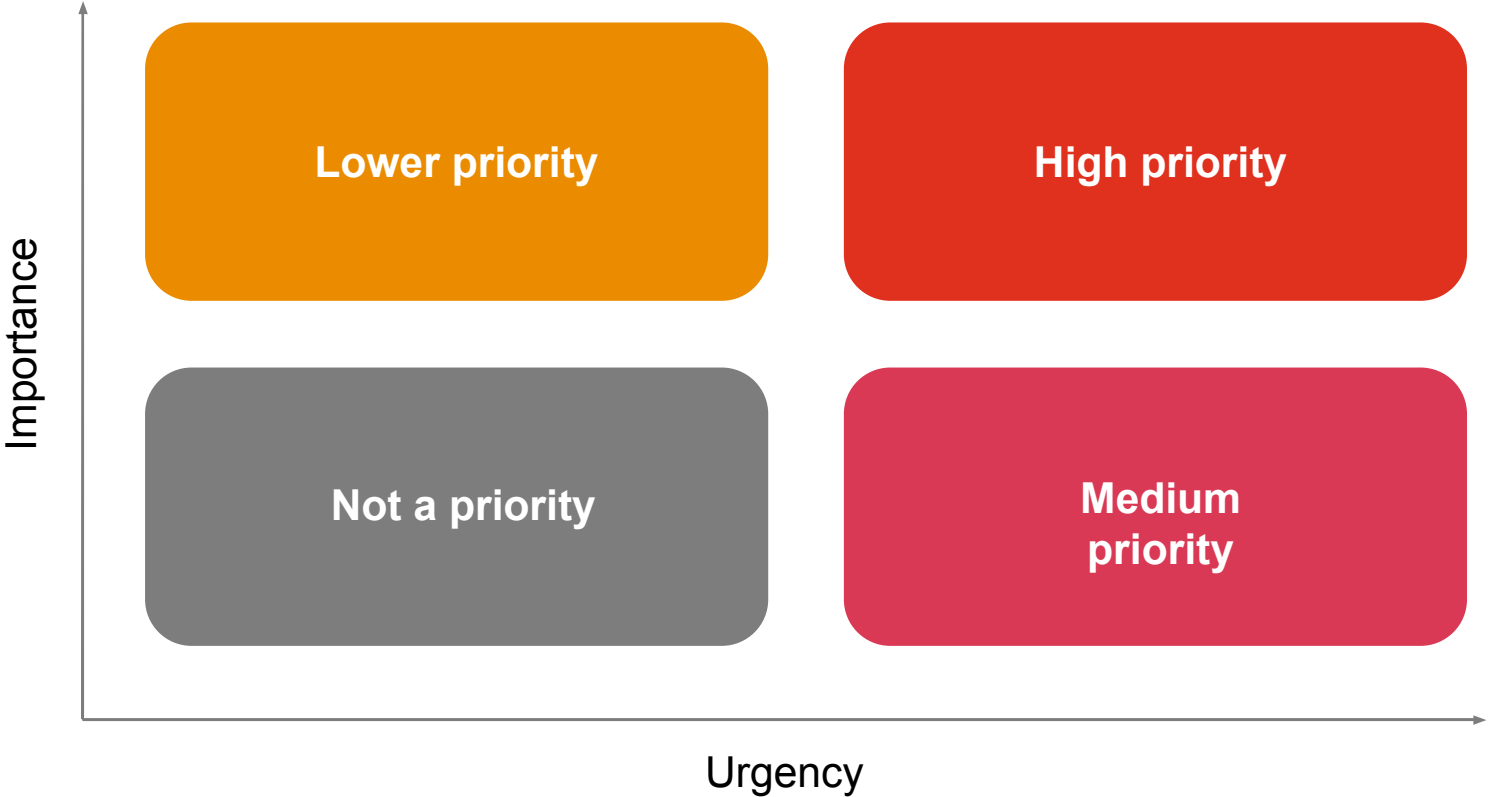


03

Prioritising tasks

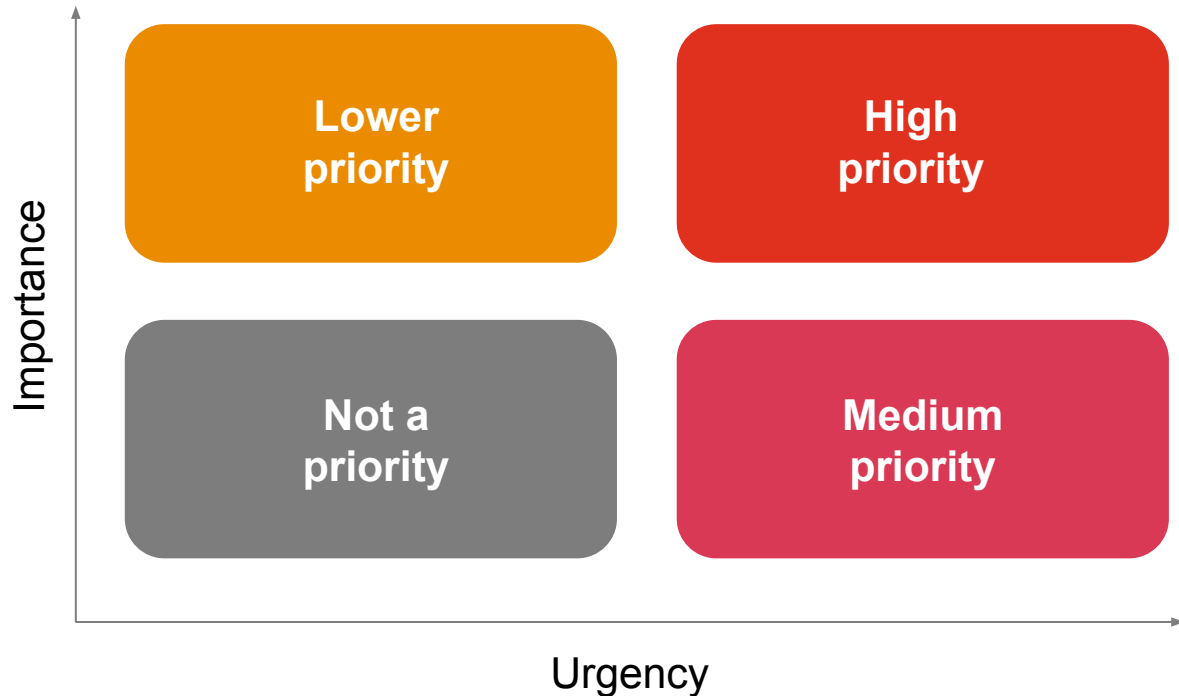
Strategies - prioritisation

Strategy 1: Prioritisation matrix



Strategies - prioritisation

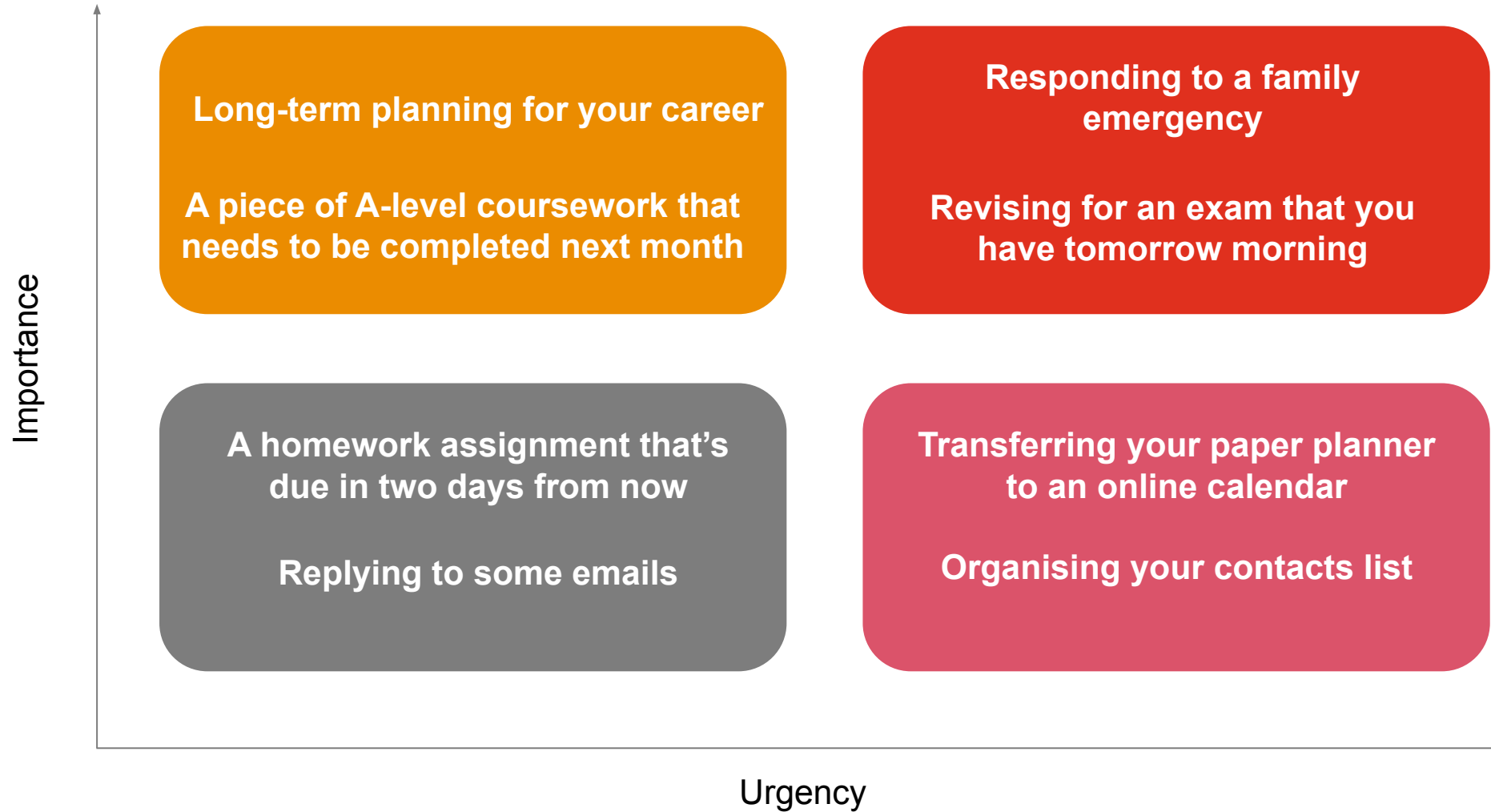
Strategy 1: Prioritisation matrix - activity



Can you sort these tasks into a prioritisation matrix?

- A homework assignment that's due in two days from now
- A piece of A-level coursework that needs to be completed in two weeks
- Revising for an exam that you have tomorrow morning
- Organising your contact list
- Transferring your paper planner to an online calendar
- Replying to some emails
- Long-term planning for your career
- Responding to a family emergency

Strategies - prioritisation



04

Setting Goals

Strategies - setting goals

Strategy 2: SMART Goals

What are SMART Goals?

Specific

Measurable

Achievable

Relevant

Time bound



Strategies - setting goals

Strategy 2: SMART Goals

Activity: Come up with your own SMART Goal, using the example grid below. Once you have finished, tell your partner about your goal [10 minutes].

Goal What do I want to accomplish?	S What is it exactly?	M How will I know when I'm done?	A How can I do it?	R Does it support my development?	T When will I do it?
Improve my Maths abilities.	I will improve my Maths scores by one grade.	I will have improved by one grade from my last Maths mock exam.	I will attend all my Maths lessons, complete all homework, and spend 3 hours per week revising before the exam.	Improving my Maths grade will allow me to get on to the Business Studies course that I want to do.	I will have improved my abilities enough to attain a higher grade by the time I sit my next Maths exam.

05

Organising your day

Strategies - organising your day

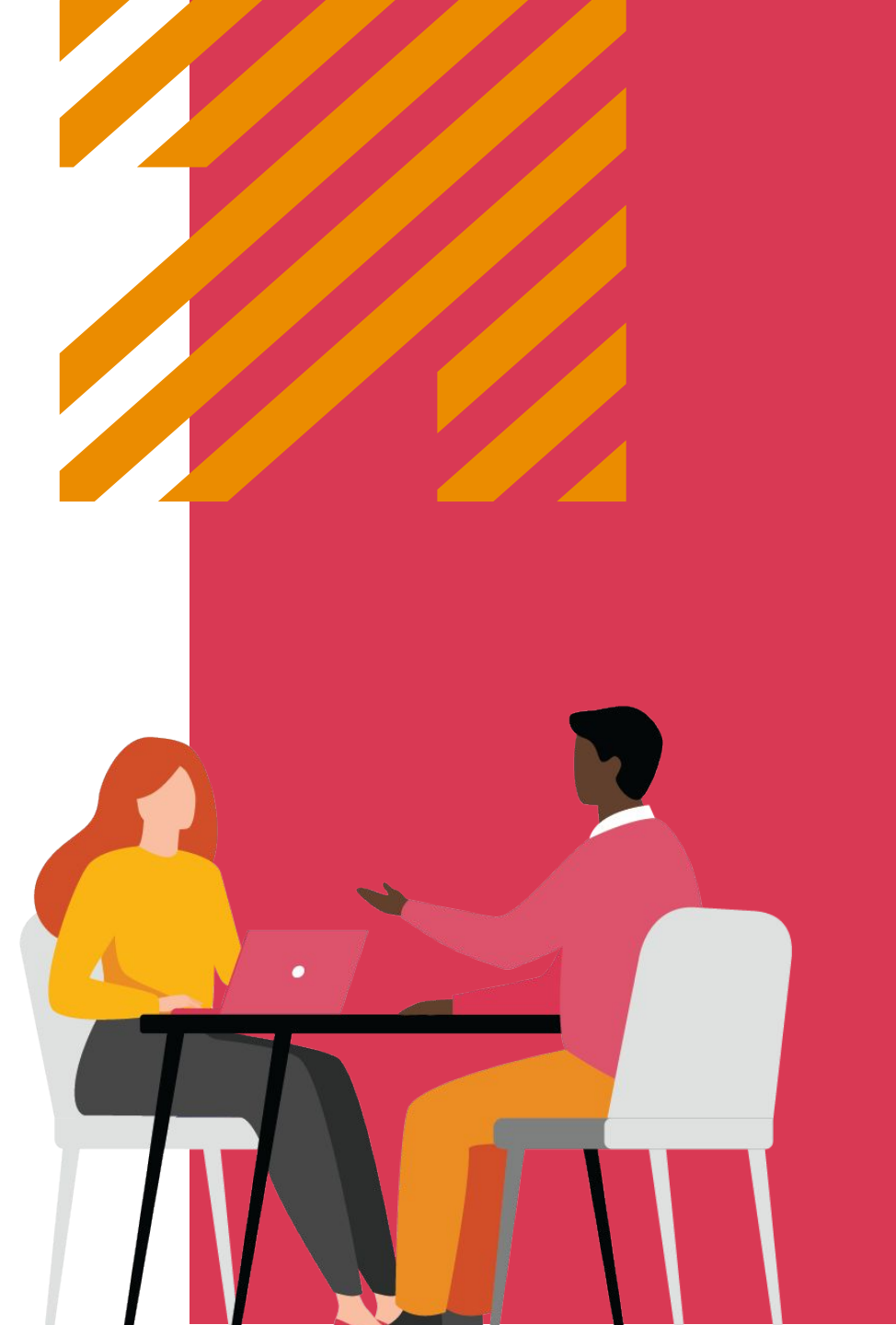
Strategy 3: Organising your day

Planning out your day ahead of time and establishing a routine can make managing your time effectively much easier, helping you to avoid procrastination.

Set aside some time at the beginning or end of each day to plan out how you are going to spend your time, thinking carefully about the priority levels of your tasks.

Some people find it helpful to set out a specific time to do the tasks that they find more challenging, and plan to have some kind of reward afterwards.

It is crucial that you schedule in breaks, as well as time to prepare for and recover from events, as this will support your mental wellbeing and allow you to concentrate more effectively when you are working.



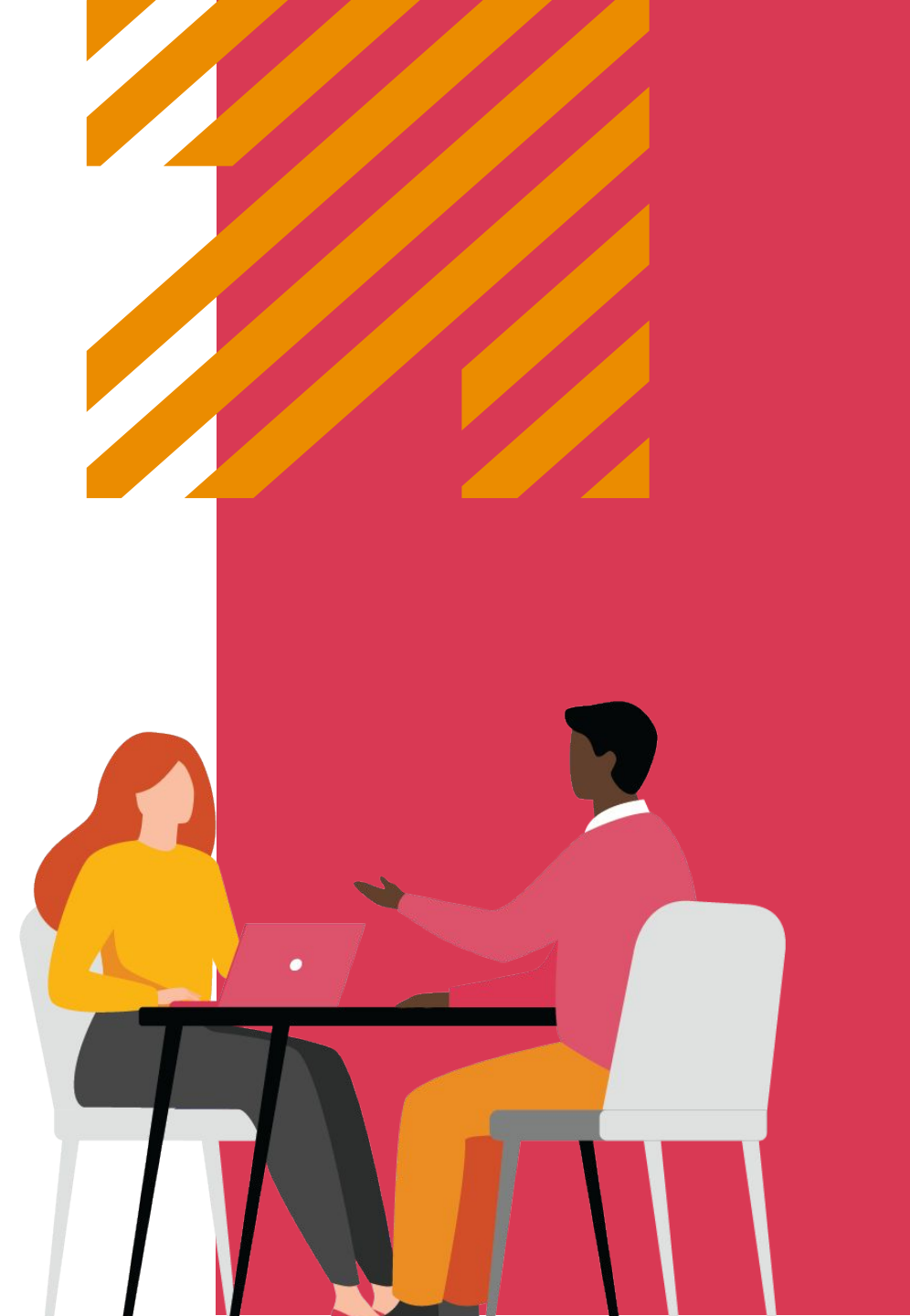
06

Wrap up and reflection

Wrap up and reflection

Reflect on the following questions

- What is effective time management?
- Why is it important for a leader to be able to manage time and resources?
- What is the effect if someone is not reliable, or not on time?
- What are some key strategies for time management?



Thank you

[pwc.co.uk](https://www.pwc.co.uk)

Disclaimer: This content is for general information purposes only, and should not be used as a substitute for consultation with professional advisors. Information available here is not to be relied upon as professional advice or for the rendering of professional services. Certain links in this Site connect to other Web Sites maintained by third parties over whom PricewaterhouseCoopers LLP has no control. PricewaterhouseCoopers LLP makes no representations as to the accuracy or any other aspect of information contained in other Web Sites.

© 2023 PricewaterhouseCoopers LLP. All rights reserved. 'PwC' refers to the UK member firm, and may sometimes refer to the PwC network. Each member firm is a separate legal entity. Please see www.pwc.com/structure for further details.