TIME MANAGEMENT STRATEGIES

Apps
Apps, like Forest, which discourage you from using your phone for social media, news...

The Post-it Note Board
A dynamic board with columns, used to monitor the progress of tasks written on Post-it notes.

Task Delegation
Asking peers or colleagues for a little help to complete tasks on time.

Rewards
Having rewards after meeting goals increases your motivation to work.

The Bullet Journal
A structured notebook for recording tasks, deadlines, events and thoughts.

Pickle Jar Theory
Planning your day so your biggest jobs are placed in your schedule first, and smaller jobs can fit around these.

Efficient Calendar
Blocking off time in your calendar to focus on a specific task.

Shuffle Method
Switching between tasks you have to complete, and optional fun activities.

Time M. Buddy
A trusted person who provides you with passive and active support to manage your time.

To-do & To-don’t Lists
Lists of tasks you want to complete, and tasks which distract you and you want to stop doing.

Task Segmentation
Breaking up tasks into manageable chunks that are dealt with separately.

Read full article at: https://plantae.org/
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