Time Management:

Make Space for What Matters

Busy days happen. But when everything feels urgent all the time, it can become harder to focus, prioritize and follow through without feeling overwhelmed. If you find yourself constantly wishing that you could just have more time in a day, this guide is for you!

Time management isn't about doing more. It's about focusing on what matters most.

Time pressure at work is often caused by competing priorities. When we're trying to do too much in too little time, getting it all done can feel impossible—especially since interruptions are bound to pop up.

Time management helps by:

- **Reducing stress and overwhelm**
- **Improving focus and productivity**
- **Creating realistic expectations**
- **Giving you more control of your day**

The goal isn't to be busy all the time. It's to use your time in a way that supports both your work and your well-being.

3 Coach-approved principles

1. **Prioritize what matters most.**
   Not everything carries the same level of urgency or importance.
2. **Split up large tasks.**
   Smaller steps make projects feel more manageable and easier to start.
3. **Protect your focus.**
   Constant task-switching can slow you down more than you think.

How to reset your priorities

You need a realistic plan that helps you focus on what needs attention first. Setting clear but respectful boundaries for your time is a great place to start.

Try saying...

I have a few competing projects right now. Can we clarify what should take priority so I can focus my time effectively?

A simple way to manage your day

Identify your top priority. Ask yourself each morning, "what absolutely needs to get done today?"

Estimate your time realistically. Start with how long you think a task will take and build in extra time for interruptions or unexpected changes.

Focus on one thing at a time. Schedule dedicated concentration time for one task (silence notifications if you need to!) before switching to another.

Reassess when priorities shift. Don't get too rigid with your schedule. Plans change, and adjusting is part of the process.

What helps time management feel more manageable?

- ✓ Setting realistic expectations.
- ✓ Taking short breaks to reset focus.
- ✓ Communicating when workloads become too heavy.
- ✓ Creating space for focused work time.

What to watch for:

1. **Saying yes to everything**
2. **Multitasking too often**
3. **Waiting until tasks feel urgent to start them**
4. **Filling every free moment with work**

You don't need a perfect plan.

You need a practical one that helps you adjust as priorities shift.

Looking to build this skill further?

Improving time management just takes a little practice and, of course, time! Book a **quick demo** to learn how coaching can help you create lasting habits that fit with your priorities and work style.

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