



Project Result 4

Continuous Professional Development Curriculum



Module 1 – Time Management

Prepared by FIP



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Module 1

Time

Management



At the end of this module, the learners will be able to:



Knowledge

- Understand the main concepts of planning, preparing, scheduling as core elements of efficient time management



Skills

- Apply techniques of planning, scheduling, and preparing tasks
- Show dynamism
- Use proper planning tools



Competences/ Attitudes

- Enrich productivity and efficiency



Introduction

- As remote work continues to be a popular option for businesses of all sizes, small and medium-sized enterprises (SMEs) are facing new challenges in managing their workforce.
- One of the most important skills that remote workers need is time management, and employers play a crucial role in teaching their employees how to manage their time effectively.

Introduction

- Time management is the process of **planning and organising tasks** to achieve goals efficiently.
- It involves **prioritising tasks, setting goals,** and **creating schedules** to complete tasks on time with minimal stress.
- Remote workers need strong time management skills to **stay productive, meet deadlines,** and **manage distractions** while juggling multiple tasks and priorities.



How to manage your time remote working

- Working remotely comes with a high level of responsibility for managing your time effectively, including how you **allocate and structure it**, and ensuring that it remains **balanced and accountable** (Timely Team, 2020). This responsibility is a major attraction for many people who choose to work remotely.
- However, managing unstructured time can be overwhelming, and you can't rely on a pre-existing office routine.
- Here are some ways you can help to better manage your time when working remotely...



Track Your Time

Keep a Loose
Routine



Try Time
Blocking Tasks

Stay Conscious
of Events and
Meetings



Change Where
You Work

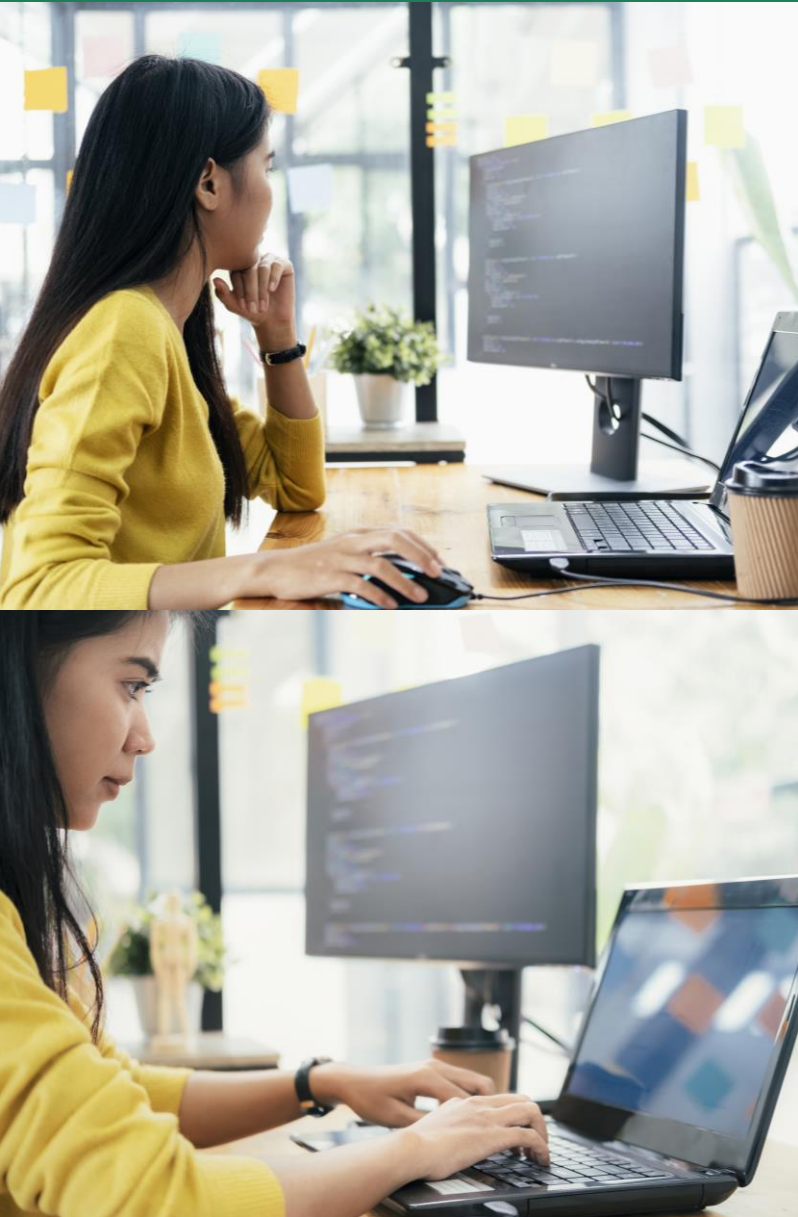
Block Your
Distractions



Plan Your Breaks

How to support effective time management

- One of the most important aspects of teaching time management skills to remote workers is providing them with the tools they need to stay organised and on track.
- This can include **providing software and tools** that help employees manage their tasks, such as project management software, task lists, and calendars.
- Moreover, remote workers can **benefit from establishing clear objectives, breaking down tasks** into manageable segments, and **encouraging regular breaks** to prevent burnout.



Time Wasters & Impact on Productivity

- Large distractions can negatively impact productivity in both office and remote work settings.
- Time wasters are activities or habits that do not contribute to important goals or objectives.
- To avoid time wasters, it's important to prioritise tasks, create schedules, and minimise distractions.
- Additionally, taking breaks and maintaining a healthy work-life balance can help to increase motivation and prevent burnout.

Distraction

Multitasking

Procrastination

Poor Planning

Meetings

← *Some of the biggest time wasters when remote working...*

Activity: Distraction Detective



Split into groups and try to eliminate the time wasters in your work life!

How to manage your time remote working

Effective time management is a critical skill for any professional who wants to succeed in their job. Fortunately, there are many tools and techniques available to help individuals manage their time effectively.

Here are some examples:

- To-do lists help organise tasks and prioritise them based on importance and urgency.

To-do list



- The Pomodoro Technique involves 25-minute work intervals followed by 5-minute breaks to improve focus, productivity, and prevent burnout.

Pomodoro Technique



- Time blocking schedules specific time periods for each task to ensure you allocate enough time and minimise interruptions.

Time blocking



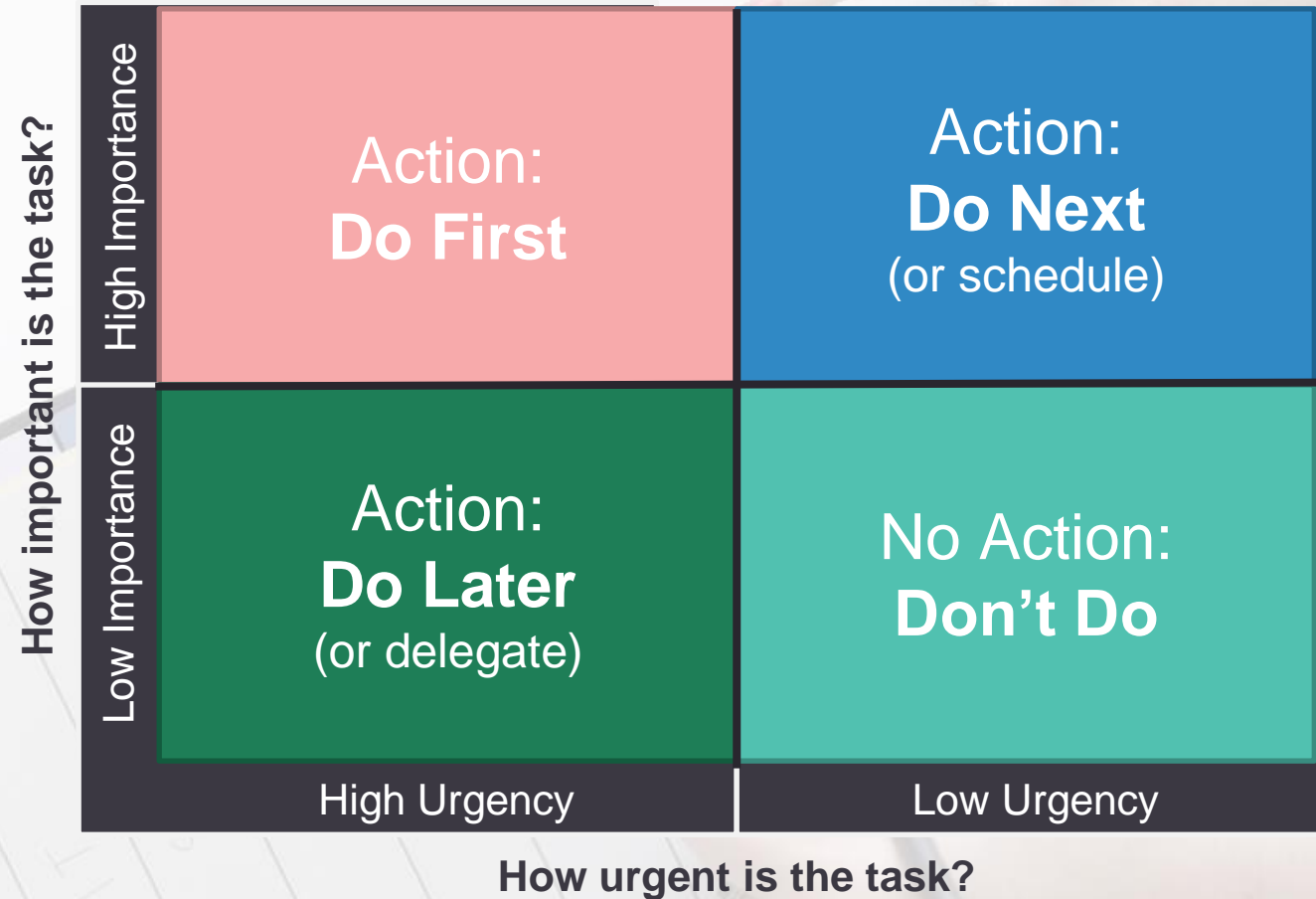
- The Priority Matrix is a tool that prioritises tasks by urgency and importance using a four-quadrant matrix.

Priority matrix



The Priority Matrix

- The Priority (Eisenhower) Matrix is a time management tool that helps you to organise your tasks into the appropriate categories **based on urgency and importance**.
- By using the Priority Matrix, individuals can focus on completing tasks that are **important and urgent** first, which helps to ensure that they are meeting their goals and deadlines.
- It also allows individuals to plan for tasks that are important but not urgent, which **can reduce stress and prevent last-minute rushes**.



The Pomodoro Technique

- The Pomodoro Technique is a time management method created by Francesco Cirillo in the late 1980s. The technique is named after the tomato-shaped kitchen timer that Cirillo used to time his work intervals.
- It involves breaking work into 25-minute intervals called "**pomodoros**", followed by a 3–5-minute break. After four pomodoros, take a 15–30-minute break.
- Taking regular breaks can reduce the feeling of exhaustion and burnout that many people experience towards the end of the day.

Provides
structure

Maintain focus
and
productivity

Reduces the
feeling of
being
overwhelmed

Prevents
burnout and
procrastination

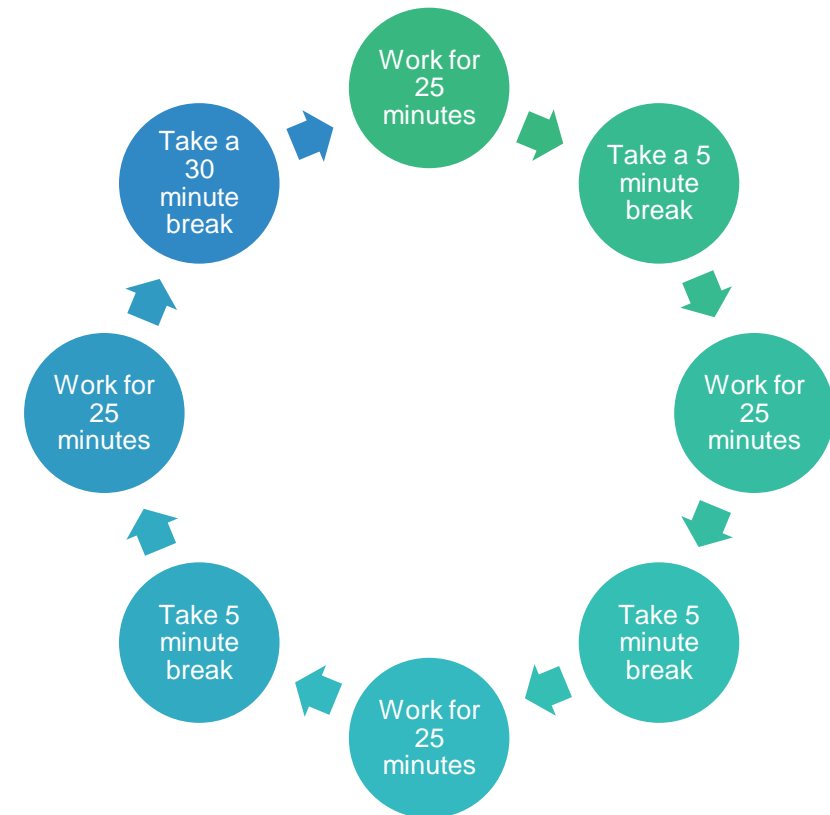
How using the Pomodoro Technique can help remote work





How to use the Pomodoro Technique

1. Select one task to work on.
2. Set a timer for 25 minutes and work exclusively on the chosen task.
3. When the timer goes off, take a 5-minute break.
4. Repeat the 25-minute work and 5-minute break cycle four times.
5. After the fourth cycle, take a longer break of 15-30 minutes.



How the Pomodoro Technique works

Challenges to Effectively Managing Your Time

Remote time management can be challenging due to:

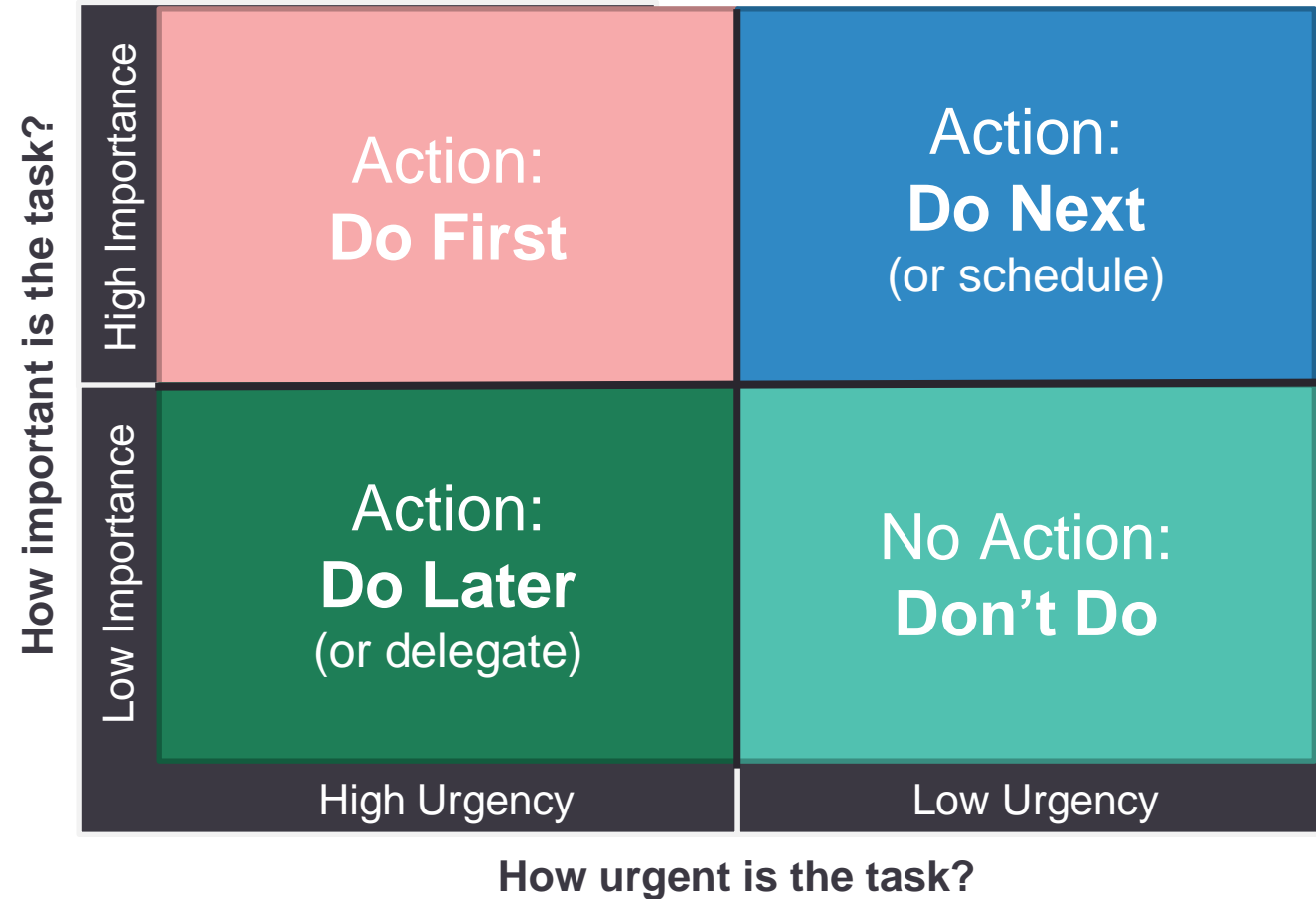
- Blurred lines between work and leisure with **no physical boundaries**
- **Reduced work visibility** compared to traditional office
- Pressure to always be available on email
- Responsibility to set personal boundaries
- Difficulty in evaluating time usage without feedback
- Working longer hours with **fewer breaks**



How can these challenges be combatted?

Activity: Priority Matrix

Split into groups and work together to create a priority matrix!



Key Takeaways

- ✓ Providing the right tools and resources such as project management software, task lists, and calendars can help remote workers stay organised and on track.
- ✓ Remote workers should set clear goals, break down tasks into manageable pieces, and take regular breaks to avoid burnout.
- ✓ Employers can foster a culture of time management by setting expectations, providing regular check-ins, and rewarding employees who demonstrate strong time management skills.
- ✓ Effective time management allows remote workers to be productive, meet deadlines, and maintain a healthy work-life balance.
- ✓ Using some time management tools and techniques such as to-do lists, time blocking, the Pomodoro Technique, and calendar management, can help to stay on track when working from home.



Thank you!



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