

4 Tips to Improve Time Management in the Workplace

Do you feel consistently short on time throughout the day? This guide can help you through the mental chaos of productivity while working!



Project Passport

Why does time management matter more than ever?

- It allows you to respect your time in order to respect other's time.
- Time is the most valuable commodity and can't be returned.
- Practicing time management will help minimize fatigue and allow you to show up more in life.



Some time management areas you may be struggling in...

- Managing or completing large projects
- Organizing meetings that are successful
- Completing multiple small projects
- Separating work from personal life
- **TRY THIS:** Think of other ways you may be struggling with time management.

Tip #1: Look at the bigger picture.

Create rules for how you will proceed in completing tasks:



- Break down big projects
- Pace yourself to reduce stress
- Block out negative distractions
- Set checkpoints often
- Schedule celebratory moments
- Know it's okay to ask for help

Tip #2: Prioritize your tasks.

Decide which areas of your task(s) are most pertinent to consider:



- Time/ Due date
- Relevancy
- Difficulty
- Stress levels of the task

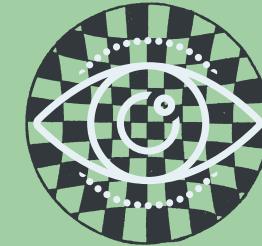
Tip #3: Make time for your own wellbeing.

- Many people tend to get overwhelmed and stressed out when they continue to push themselves beyond their capacity.
- What are you doing to decompress? How are you having fun along the journey?



Tip #4: Explore your perception of time.

- **TRY THIS:** Take a second to start a timer on a task you enjoy vs. a task you don't have the motivation for.
- Does time fly by or is it too slow? It is important to check your perception of time and what it means to you because it impacts how you work.



PROJECT PASSPORT VIRTUAL WELLNESS RETREATS

- Help your team get more done with a Project Passport activity-based, hands-on retreat!
- **Popular retreat topic:** INTENTIONAL PRODUCTIVITY & MOTIVATION
- The retreats will consist of blitz-style activities and interactive experiences that demonstrate productivity tools in which team members can bring into their work and personal life immediately!

<https://project-passport.com/company-virtual-retreats>