

# Time Management for Chaotic Environments

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Presenter: Dr. Anna James

This course does not promise to reduce the number of jobs you have in any one day, but it will help you organise your time in a way that allows for a better work-life balance. Participants will consider time management routines including; effective daily planning, prioritising and scheduling tasks. Participants will also have time to reflect on their own time management skills.

## Part 1

9.30-10.45

- Welcome
- The psychology of time management:
  - ✓ The importance of life-work balance when considering time management
  - ✓ The psychology of time management
- Analysing time stealers:
  - ✓ What steals your time
  - ✓ How to prevent this

Break: 10.45-11.00

## Part 2

11.00-12.30

- Managing time:
  - ✓ Exploring procrastination
  - ✓ Time tips
  - ✓ How your emotions slow you down
  - ✓ Organising your space
- Question and answer session
- Evaluations