



# Time Management Tips for Work Life Balance.

**When thinking about time management and scheduling, it is important to allow for error because life is messy. While there are things that can help us to manage our time, there is no such thing as perfect, and there will always be a 'to do' list. Accepting that our time is limited can reduce some pressure to get on top of absolutely everything.**

**Some simple strategies that can help with managing your time include:**

**1. Blocking off our calendar and turning off notifications will improve focus.**

This also sets time limits on each task. Similarly, muting notifications or setting limits on social media, supports us to feel present in our free time.

**2. Do the most important task first.**

Imagine a glass full to the brim of big rocks. It looks like there's no more space, until we add pebbles, then sand and then water. This visual cue demonstrates that if we start with bigger projects, smaller things tend to fall into place.

**3. Delegation builds trust and efficiency.**

Encouraging someone in the family to take on new chores helps with allocating time for other tasks. Outsourcing tasks is also a great way to encourage cooperation in the workplace.

**4. Being organised is a great way to save time -and often money.**

A neat desktop, some meal prep, good routine and a tidy home really help with efficiency. Using a shared calendar is a great way to see what's coming up within the family or a group of people.



**5. Multitasking** is in fact our brains switching very quickly between tasks, and unfortunately it generally makes us less productive. Try mindfully doing one thing at a time. Start with simple things like brushing your teeth or brewing a coffee, then see how this can be brought forward into the day.

**6. Decisiveness is a great way to save time and create mental clarity.** Remember that 'no' is a complete sentence, we don't have to commit to everything.

**7. A quick walk is the perfect way to boost mood, combat stress and improve focus.** Online workouts can save time on travelling to the gym, a perfect solution to avoiding traffic on rainy days.

**8. Write a list of tomorrow's tasks at the end of each day.**

This can help us to switch off after work, and physically crossing things off the list the next day gives a great sense of achievement.

**9. Plan for annual events** with a birthday and Christmas fund, set a specific day to book holidays and have some automated decisions when it comes to outfits, meals, and service providers where possible.

**10. Rest is as important as activity, so take breaks.** Prioritise sleep and wind down with screen-free time to embrace the feeling of being completely switched off.

