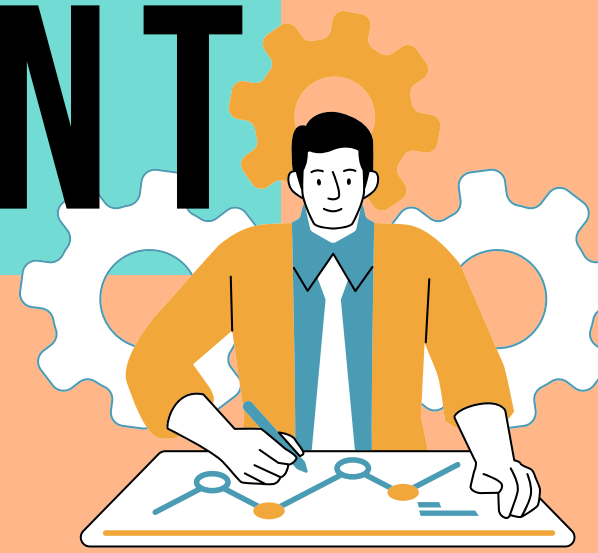


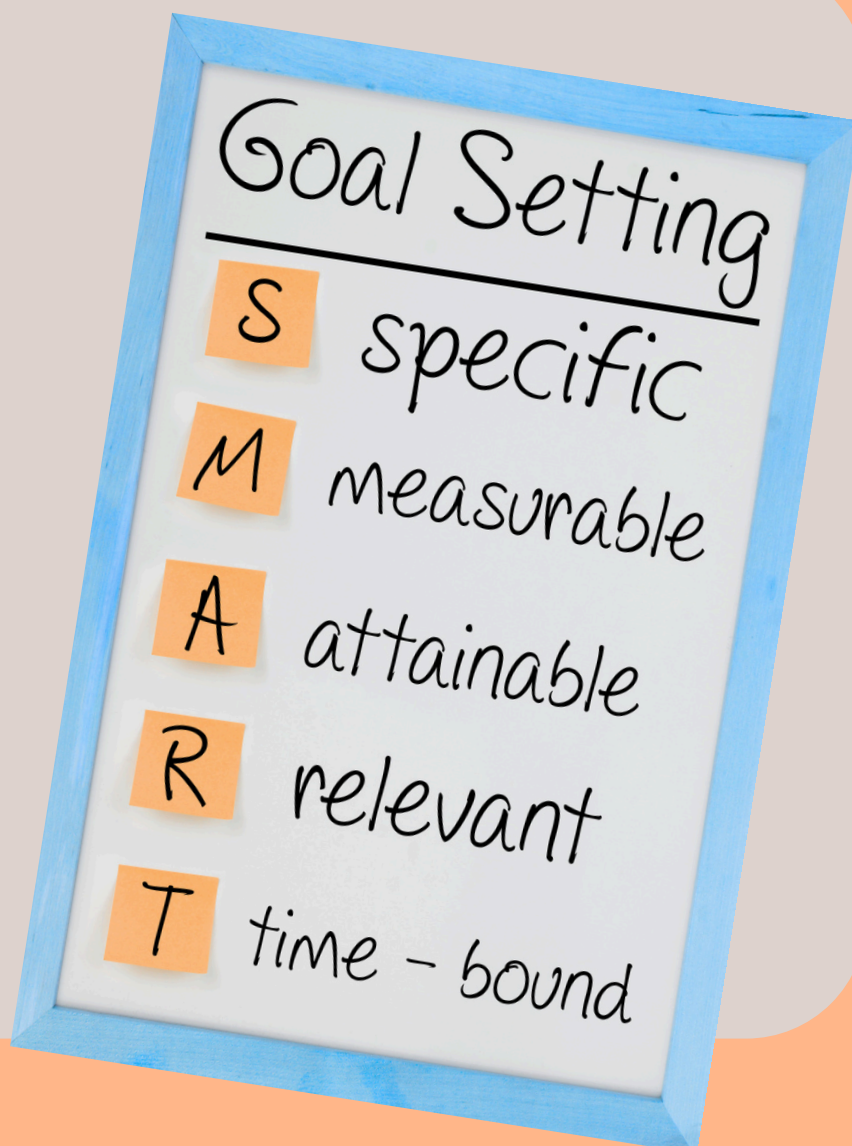
# 4 TOOLS TO IMPROVE YOUR TIME MANAGEMENT



## 1

### SMART GOALS

Take time to set clear goals with clear action steps and deadlines. This makes it much easier to schedule the tasks, it will also let you know when a task is complete and it's time to celebrate!



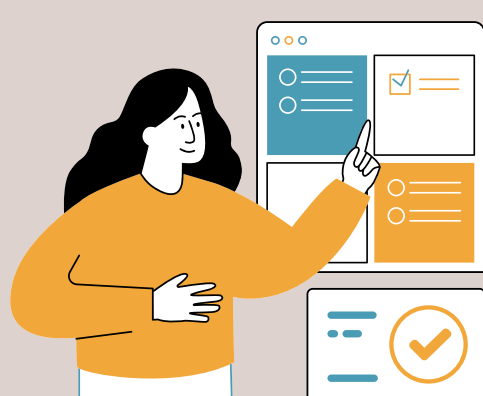
Find out more:  
[www.act-pd.co.uk](http://www.act-pd.co.uk)

## 2

### EISENHOWER MATRIX

This tool helps you divide your tasks into four categories: the tasks you'll do first, the tasks you'll schedule for later, the tasks you'll delegate, and the tasks you'll delete

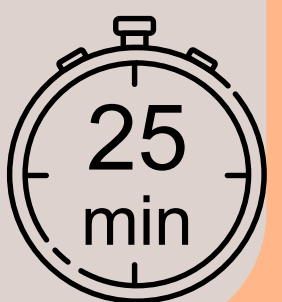
	Urgent	Not Urgent
Important	Do	Schedule
Not Important	Delegate	Delete



## 3

### POMODORO METHOD

- Identify a task or tasks that you need to complete.
- Set a timer for 25 minutes.
- Work on a task with no distractions.
- When the alarm sounds, take a 5-minute break.
- Repeat the process 3 more times.
- Take a longer 30-minute break and start again.



## 4

### TIME BLOCKING

Time blocking is a time management method where you divide your day into blocks of time. Each block is dedicated to a specific task or group of tasks.

