

## QUICK STATS



Poorly managed time hurts your business – employees **lost 4.5 hours** of their time each week reprioritising tasks they didn't accomplish earlier. (Source: clockify 2023)

·10-12 minutes of planning your day can save you up to 2 hours, a **25%** improvement in performance and productivity (source: The Law of Planning by Brian Tracy)

·Businesses that can get employees to track their time better can earn a revenue increase of up to **61%**. (Source: Affinity Live 2022)

## TIME MANAGEMENT TECHNIQUES

### Time Management Techniques

Time management techniques are methods or strategies used to maximise productivity and achieve goals in an efficient and effective manner. There are many time management techniques at our disposal let's look at Kameo's top five!

**Pomodoro technique:** this time management technique involves breaking your working day into 25-minute intervals "pomodoros" with a 5-minute break in between. After four pomodoros, take a longer break of 15-30 minutes. The idea is to work in focused bursts and take regular breaks to avoid burnout.

*Fun Fact: 60% of Pomodoro Technique users feel they have control over their workload 4-5 days a week, making it the second most effective time management system. (Development Academy)*

**Time blocking:** This time management technique involves scheduling specific blocks of time for specific tasks or activities. For example, you might schedule an hour for email, two hours for focused work, and half an hour for a lunch break.

*A firm favourite for Strategy Manager Kayleigh!*

**Eat the frog:** This time management technique involves tackling your most challenging or important tasks first thing in the morning when your energy levels are highest. This idea is that once you've completed the difficult tasks, the rest of your day will be easier.

**Eisenhower matrix:** This time management technique involves categorising your tasks into four quadrants based on their urgency and importance. Quadrant 1 includes urgent and important tasks, quadrant 2 includes important but not urgent tasks, Quadrant 3 includes urgent but not important tasks and Quadrant 4 includes neither urgent nor important tasks. The idea is to prioritise your tasks based on their importance and urgency.

**Task batching:** This time management technique involves grouping similar tasks together and completing them all at once. For example, you might batch all your phone calls, emails, or administrative tasks together to avoid switching between different types of tasks.

### Overall,

The key to effective time management is to find the technique or combination of techniques that work best for you to consistently apply them to your daily routine.