



01. Time management is fitting what needs to be done into the time you have (without feeling too rushed).

It's knowing what needs to be done, planning when to do it, and focusing on one thing at a time. This way, you can be productive and still have time to rest and enjoy yourself.



02.



Difficulty managing time looks like:

- Struggling to keep up with workload
- Running late
- Leaving things to the last minute
- Running out of time
- Spending too long on things
- Procrastination
- Late nights / rushed mornings

03.



It impacts more than productivity.

It can impact mood and stress levels, relationships, self-esteem, school or work performance, and daily functioning.

Helpful tips:

04.

- Use timers, alarms and wall planners
- Schedule tasks into your week
- Do things at times when your energy feels higher





01. Use external systems.

Relying on your internal sense of time can be a (tempting) trap!

Instead, try to list out things that need to be done, write them down somewhere you can see them (or use pictures), and use alarms or timers to stay on track.

Keep your timers and reminders where you can hear or see them.



02.



Mentally break tasks into time-based steps.

Instead of: “We’ve got to be there at 9am...”

Try: “It takes 20-mins to get there, so we will leave the house at 8:40am. It takes 10-mins to put on shoes, so we will put on shoes at 8:30am (or even 8:25am... scheduling wiggle room can be helpful).”

03.



Plan around energy.

Match tasks to your energy levels, not just the time available.

Do high-focus work at a time when your brain feels most alert.

Tools can help, but support matters more!

Time management is built very gradually through supported practice.

04.

