



# Time optimization

## Projecting soft skills



# Introduction

Effective time management is fundamental to **maintenance of physical and mental well-being as well as for the development of your tasks in the workplace.**

- **Setting goals:** Defining clear and achievable objectives provides a sense of purpose and direction.
- **Delegating tasks and responsibilities:** Encouraging efficient delegation frees up time and resources for other activities.
- **Time blocking:** Allocating specific time for a particular task. This involves completing one task and then the next, improving concentration and efficiency and avoiding multitasking.



# Your time optimization step by step (1)

## > Prioritization

Start by identifying your most important and urgent tasks and organize them according to their relevance and urgency. In addition, keeping your workspace clean and tidy is essential for focusing your attention on what truly matters.

## > Active rest

Plan your breaks.

You can take advantage of these breaks like little pills

**Get moving:** take a walk, do some squats, or do some stretches. You can also suggest to your team that they hold meetings while taking a walk outdoors. A little bit of activity keeps you going!

Exercise will help get you on with your workday!

## > Elimination of distractions

Recognize and control the distractions that pull you away from your tasks. Turn off unnecessary notifications, create a calm and pleasant work environment, and set specific concentration periods.

## > Planning

A daily or weekly plan is essential. Set realistic goals and allocate specific time for each task. Use time management apps to help you stick to your plan.

# Your time optimization step by step (2)

## > Pomodoro Technique

Divide your time into work blocks followed by rest periods to maintain concentration and efficiency. For example, 45 minutes of work and 5 minutes of rest. You can adjust these times to suit your preferences!

## > Delegation

Learn to trust your team; delegate tasks whenever possible. This allows you to focus on priority tasks and strengthens cohesion and trust among team members.

## > Automation

Use tools and applications to automate everyday tasks. For example, use email programs to organize and respond to emails more efficiently, and use a calendar to schedule your tasks, visits, or meetings.

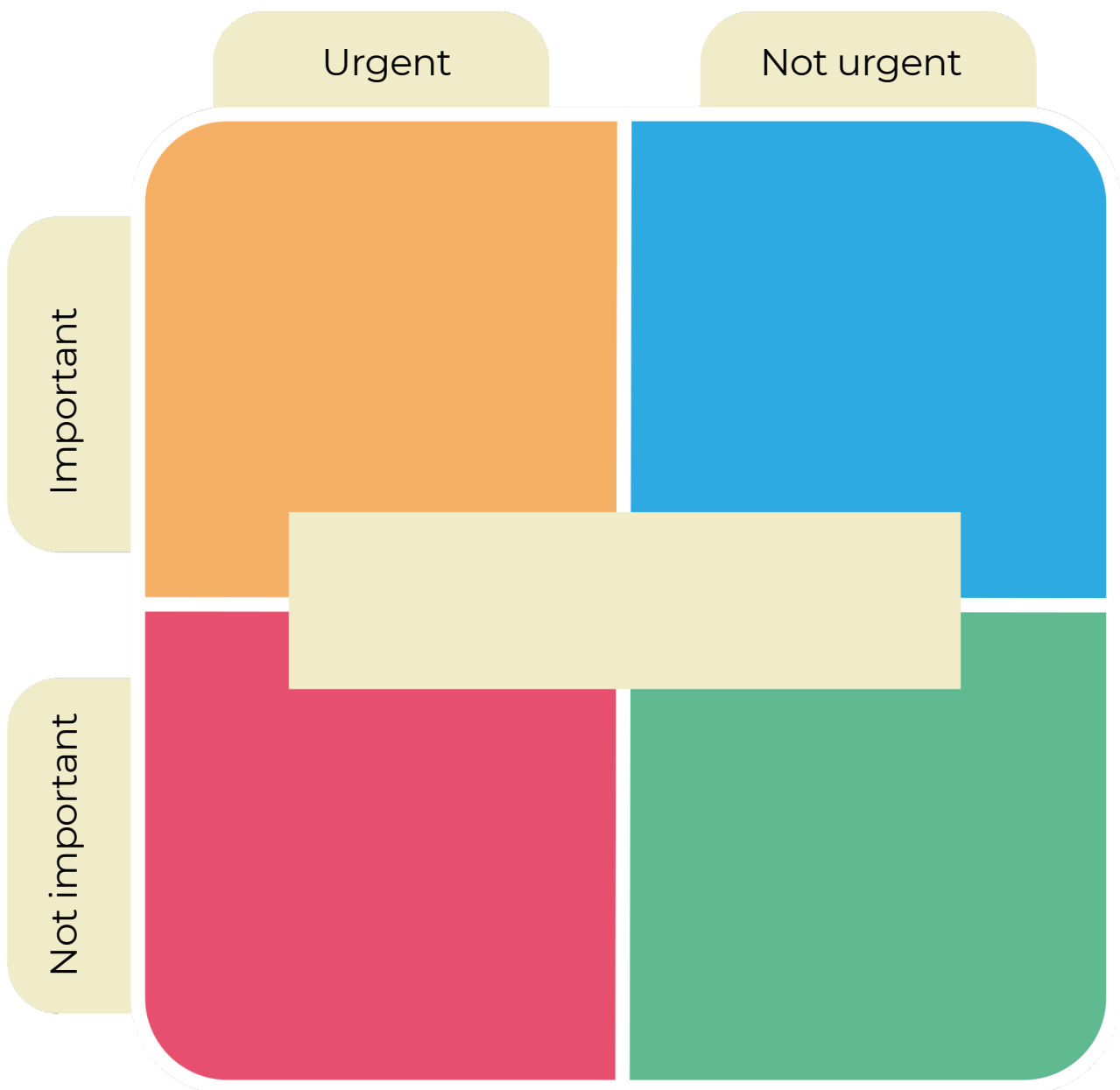
## > Eisenhower Matrix

Classify your tasks into four quadrants according to their importance and urgency. The more you focus on the "Important and Urgent" quadrant, the fewer emergency situations you will face.

## > Blocked time technique

Allocate specific blocks of time to different tasks. This allows you to focus on one type of work at a time and minimize the transition between activities. You can reserve the first hours of your workday for the most demanding tasks, leaving the simpler ones for later.

# Eisenhower Matrix



Create this matrix daily or weekly to plan your tasks. In addition to work, you can also use it for everyday tasks in your personal life.

# Your time optimization step by step (3)

Set aside some time to practice self-care!

## > What is self-care?

Self-care refers to the actions and habits a person deliberately undertakes to maintain, improve, or restore their health, well-being, and quality of life. These actions are directed toward oneself and can encompass various aspects, including physical, mental, emotional, and spiritual health. Self-care involves taking responsibility for your own health and happiness and is a fundamental part of leading a balanced and healthy life.

## > Physical care

Eat a balanced diet, do Exercise regularly, get 7-9 hours of rest a day, maintain optimal personal hygiene, and try to take care of your body. Aslo in the workplace.

## > Emotional care

It includes stress management, meditation practice, seeking emotional support, developing social and work skills, and taking care of your mental health.

## > Setting limits

Deciding when to say "no" to tasks or commitments that may overwhelm you and affect your well-being.

## > Relaxation techniques

Self-care, such as practicing relaxation techniques (e.g., meditation) or time management, can help reduce work-related stress, which in turn decreases the risk of related health problems.



**Time management** in the workplace is essential, both for **completing your tasks** and for maintaining your mental health. Time management isn't just about being more **productive at work**; it also has a significant impact on rest and physical and emotional well-being.

- It reduces stress levels, frees up more
- time for rest, allocates time for self-
- care, and improves your interpersonal
- relationships.



  
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Various official entities publish relevant and up-to-date information to help you work and improve your time management