

# Mistakes to Avoid When Managing Your Time

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

13

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

31m

**Estimated study time**

31m 37s

**Instructor**

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## Introduction

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### Time management is key

There are many ways to manage your time on a daily, weekly & monthly basis, and there are also many common mistakes that can arise when managing your time.

## Understanding Your Time

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### Your most productive day

Have you had days where you accomplished everything on your task list in a timely manner?

3

### Multitasking is slowing you down

Multitasking is a common practice on how people inefficiently manage their time.

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### Turn off the distractions

Like everyone else, you're constantly distracted by external elements that take away from your ability to manage your time.

5

### Three is the magic number

Studies have proven that when faced with more than 3 choices, humans have a difficult time making a decision.

## Scheduling Your Time

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### Schedules that work

Time management becomes increasingly difficult if you start working behind schedule or continue working after a scheduled end time.

**7** **Make a calendar, not a list**  
A to-do list will remain untouched unless there is a timeline associated with it.

**8** **Schedule effective meetings**  
I'm sure you've been to a meeting that could have been an email, and these types of meetings tend to hold a lot of your time.

**9** **Know before you go**  
Planning ahead will always allow you to better manage your time.

## Giving Yourself Time

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**10** **It takes a village**  
Attempting to complete a major project yourself is usually an inefficient use of time.

**11** **Time to recharge**  
Most people often mistake being idle with not effectively managing time, but that's not always true.

**12** **It's okay to say no**  
It becomes increasingly difficult to manage your own time when you don't respect your own time, therefore, it's okay to say no!

## Conclusion

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**13** **Your time is evolving**  
Your time, boundaries, and circumstances are constantly evolving.

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