TIME MANAGEMENT
TOOLKIT

"Time management is an oxymoron. Time is beyond our control, and the clock keeps ticking regardless of how we lead our lives. Priority management is the answer to maximising the time we have.'"

John C. Maxwell

If you require this document in an alternative format please contact hrhelpline@ed.ac.uk

INSIDE THE MIND OF A MASTER PROCRASTINATOR

We can all be guilty of procrastination. In this talk Tim Urban encourages us to think harder about why we're really procrastinating.
(14 mins)

TIME MANAGEMENT SELF-ASSESSMENT

This questionnaire will help you identify where you have room to improve your time management skills and help you formulate an action plan.
(10 mins)

IDENTIFY YOUR TIME WASTERS

Develop a more effective approach to managing your time; identify and then eliminate your time wasting factors
(40 mins).

HOW TO MANAGE YOUR TIME BETTER

This infographic will introduce you to the top time thieves and how to beat them.
(8 mins)

GETTING THE RIGHT THINGS DONE

Join world-renowned productivity and time management expert David Allen as he walks you through his five-step process for 'Getting Things Done.'
(30 mins)

HOW TO SAY NO WITHOUT OFFENDING ANYONE

This article will show you how to say no when you need to focus on the things that matter.
(4 mins)

SIX TIME MANAGEMENT DOS AND DON'TS

This simple animation sets out six simple steps for better time management.
(3 mins)

TIME MANAGEMENT 101

This interactive e-learning will get you started exploring your time management skills, and will provide you with plenty of helpful tips.
(1 hour)