Time Management



Time Management is our ability to estimate how much time we have, allocate time to a task, and stay within those times. It helps us plan for the future, connect with other people, and get the most out of life!



Other EF skills linked to time management:

- ☐ **Planning and prioritisation** - Our ability to follow a set of steps and make decisions at the right time to reach a goal.
- ☐ **Task initiation** - Our ability to get started on tasks and not procrastinate.
- ☐ **Sustained attention** - Our ability to remain focused for longer periods of time.



Reflection exercise:

Where in your life do you have a natural ability for good time management? What areas of your life do you struggle with this?

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Did you know...

Research indicates that U.K. students check their phones about 100 times per day, adding up to a whopping 7.5 hours of screentime on apps like TikTok and Instagram. While smart devices can be useful tools for learning, it's important to be mindful of how much time we spend online and how it affects our well-being.

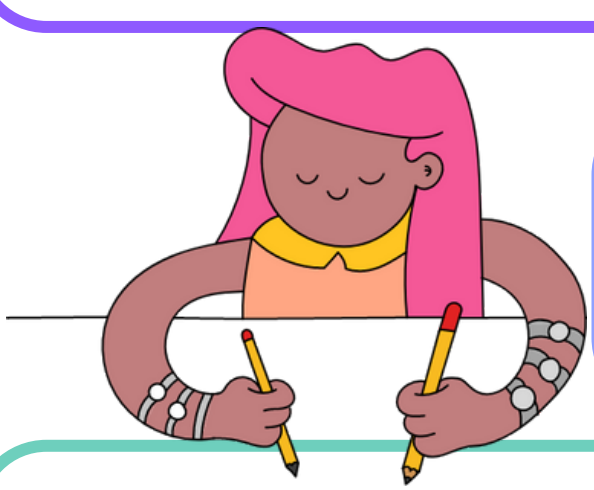


3 Ways to Develop Time-management Skills

1. Modify your environment

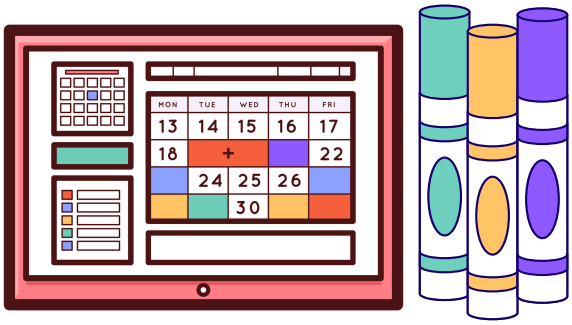


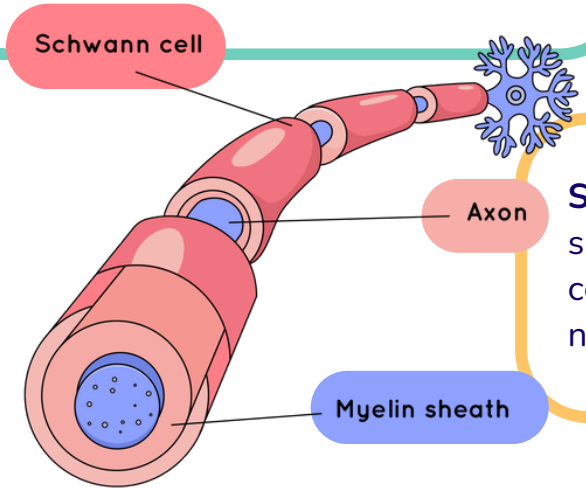
Use clocks and set countdown markers (e.g. times for leaving the house)! You might also set your clock 5 minutes fast as a way to kickstart you into action.



Allocate time to tasks. Try your best estimate first. Then time the task, and adjust how you allocate time accordingly.

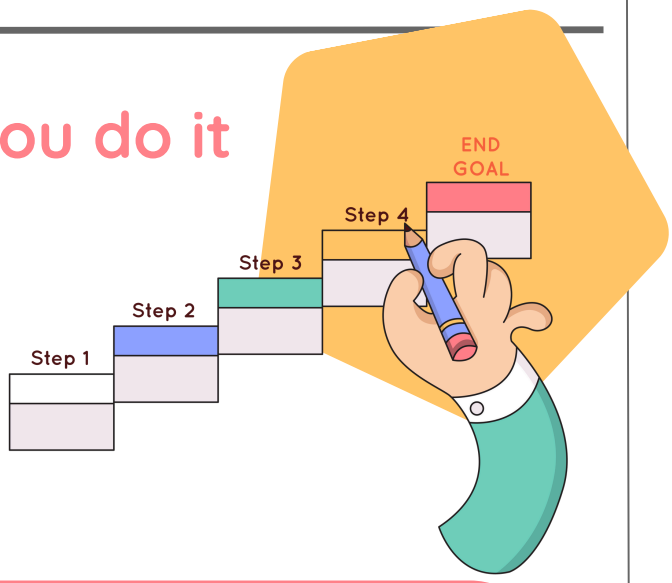
Feel the passing of time by planning your day **add colour to your schedule, to help visualise time.**



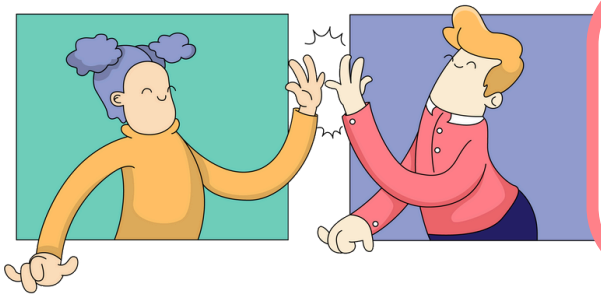


Start with smaller tasks. This will support skills development for more complex tasks by strengthening the neurons in your brain.

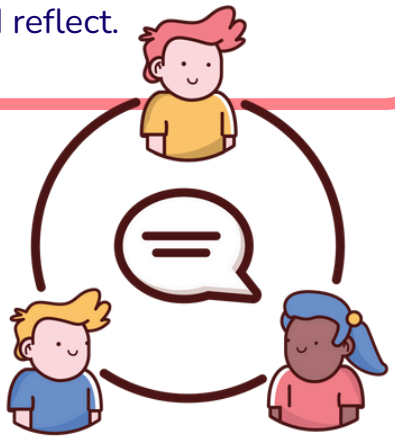
2. Modify the way that you do it



Break down the task into smaller steps. Use estimate, monitor and reflect. Plan out the times of each step and set a countdown.



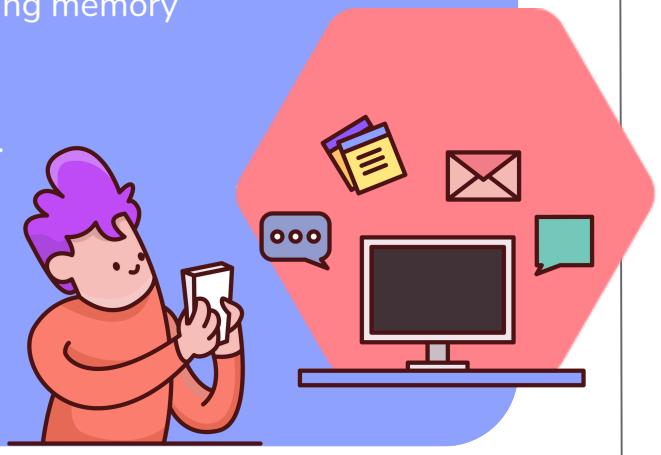
Plan tasks realistically based on your experience. Talk to about your plan with other people. Use estimate, monitor and reflect.



Use a daily schedule as a team or family that that you can monitor and reflect upon collectively.

3. Ask for help

- **Use technology -** alarms, apps and countdowns (ie: Pomofocus) will reduce the demand on your working memory
- **Bring time into the conversation.** Use other peoples' perception of time.
- **Ask for prompts and reminders.**



How to approach this skill



- **Focus on positive results.** See, hear and feel what success will be like.
- **Little and often** will gain more sustainable results.
- **Stressed brains cannot learn.** Relax, breathe, take a break and start again.
- **Celebrate every win** - however small. This releases dopamine, which strengthens the skill further.

Getting started...

What are your specific challenges with time?

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What is your goal? Is this realistic?

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What might get in the way of success?

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How can you use this to make a realistic plan?

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What visual and audible reminders will you set?

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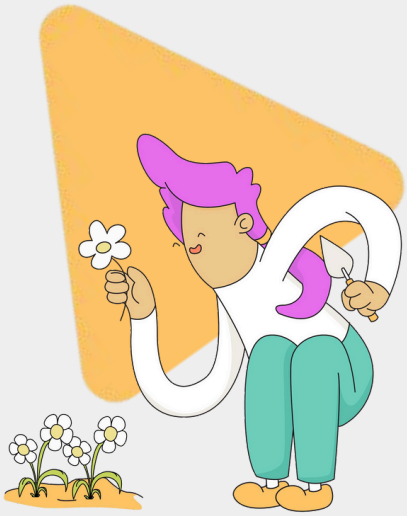
Executive Function Skills Explained

Skill	Definition
Response inhibition 	The capacity to think before you act; this ability to resist the urge to say or do something allows your child the time to evaluate a situation and how his or her behaviour might impact it.
Working memory 	The ability to hold information in memory while performing complex tasks. It incorporates the ability to draw on past learning or experience to apply to the situation at hand or to project into the future.
Emotional control 	The ability to manage emotions to achieve goals, complete tasks, or control and direct behaviour.
Sustained attention 	The capacity to keep paying attention to a situation or task in spite of distractibility, fatigue, or boredom.
Task initiation 	The ability to begin projects without undue procrastination, in an efficient or timely fashion.
Planning/ prioritisation 	The ability to create a roadmap to reach a goal or to complete a task. It also involves being able to make decisions about what's important to focus on and what's not important.
Organisation 	The ability to create and maintain systems to keep track of information or materials.
Time management 	The capacity to estimate how much time one has, how to allocate it and how to stay within time limits and deadlines. It also involves a sense that time is important.
Goal-directed persistence 	The capacity to have a goal, follow through to the completion of the goal, and not be put off by or distracted by competing interests.
Flexibility 	The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. It related to an adaptability to changing conditions
Metacognition 	The ability to stand back and take a bird's-eye view of yourself in a situation, to observe how you problem solve. It also includes self mentoring and self evaluative skills (e.g., asking yourself, "How am I doing?" or "How did I do?"

Would you like more support?

"At first I thought coaching was really expensive, but now I see that it's the best investment I have ever made in myself."

Coaching Client



We are dedicated to supporting you! Let us know how we can help you on your journey.

Click the links below to take a look!

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Want to learn more about executive functioning?

Attend our Free Intro To Executive Functions Webinar

Looking for a supportive community in our group sessions?

Learn more about our Weekly Support Group

Discover our fortnightly Strategy Group



References

Screen time statistics:

- https://www.slicktext.com/
- https://www.commonsensemedia.org/

