

Time Management

Let's look at two time management methods you can try out:

Eisenhower Matrix:

The Eisenhower Matrix is a time management tool that helps individuals prioritise tasks based on their level of importance and urgency. The matrix is divided into four quadrants:

1. Urgent and Important: Tasks that are both urgent and important should be given top priority and addressed immediately. These tasks are critical to achieving your goals or meeting deadlines.
2. Not Urgent but Important: Tasks that are important but not urgent should be scheduled and planned for. These tasks are important for achieving long-term goals, and it's essential to make time for them.
3. Urgent but Not Important: Tasks that are urgent but not important should be delegated to someone else if possible. These tasks are time-sensitive but do not contribute to your long-term goals.
4. Not Urgent and Not Important: Tasks that are neither urgent nor important should be eliminated or postponed. These tasks do not contribute to your goals and can be a waste of time.

Practical Application:

To use the Eisenhower Matrix, list all of your tasks and projects and place them in the appropriate quadrant based on their level of importance and urgency. Then, prioritise your tasks accordingly, starting with those in the urgent and important quadrant. Have a look at the example here. Click the link below to get a printable version!

<https://www.goodsignals.com/wp-content/uploads/2021/09/Eisenhower-Matrix.pdf>



ABC Method:

The ABC Method is another time management technique that helps individuals prioritise tasks based on their level of importance. The method involves assigning each task a letter grade based on its level of importance:

1. A Tasks: These tasks are high-priority and critical to achieving your goals. They should be completed as soon as possible.
2. B Tasks: These tasks are important but not as urgent as A tasks. They should be scheduled and planned for, but not at the expense of A tasks.
3. C Tasks: These tasks are low-priority and can be postponed or delegated to someone else if possible.

Practical Application:

To use the ABC Method, list all of your tasks and projects and assign them a letter grade based on their level of importance. Then, prioritise your tasks accordingly, starting with A tasks and moving on to B and C tasks.

The Eisenhower Matrix and ABC Method are both effective time management tools that can help individuals prioritise tasks and maximise productivity. In using these methods, you can focus your time and energy on tasks that are critical to achieving your goals.

Task:

Choose one of the methods highlighted above and try them out using a list of tasks you need to complete. Think of a project you have. It could be: sorting my books to sell/donate; preparing my CV for a job; starting an after-school tutoring programme; cooking a dinner for a big family event.... Or anything you're working on at the moment. Create your priority list and use the tool to effectively manage your time. Check-in with a Khula staff member to give feedback on the experience. If you are not a part of the Khula Education programme, engage with someone that you trust to provide honest feedback.