

Time management is the process of consciously planning and controlling time spent on specific tasks to increase how efficient you are. Conduct a time audit: Start by assessing where you actually spend your time. Create a visual map of the approximate hours you spend on work, school, housework and chores, commuting, social media, and leisure activities. Start by dedicating a half hour every Sunday to intentionally planning your week ahead and setting daily goals. Set goals based on this outcome. You may be familiar with setting deadlines, writing to-do lists, and giving yourself small rewards for accomplishing certain activities. 2.3.