Time Management

1 **Start** — Defining & understanding the background to time management

2 **What tasks are urgent & important** — Recognise and identify the difference between urgent and important in daily matters using the Eisenhower grid as a time management tool

3 **Links between time & stress** — Comprehend the links between stress and time management and how to adopt a positive attitude regarding stress resilience

4 **Organising yourself** — Organising yourself for peak productivity

5 **Multitasking** — Evaluate the advantages and disadvantages of multitasking in time management

6 **Success** — Leave with some suggested strategies for preventing overwhelm in a COVID world where one is be connected 24 hours a day.