

Time Management Strategies (by ChatGPT)

Prompt: What are the main principles of time management strategies?

ChatGPT: Here are the **core principles of effective time management**, distilled and practical:

1. **Goal clarity**
Know what you want to achieve (short-, medium-, long-term). Time management starts with priorities, not tools.
2. **Prioritisation**
Focus on what matters most (e.g. urgent vs. important). Not all tasks deserve equal time.
3. **Planning & scheduling**
Plan tasks in advance and allocate time blocks. A realistic plan reduces stress and procrastination.
4. **Focus & single-tasking**
Concentrate on one task at a time. Multitasking usually reduces quality and efficiency.
5. **Managing energy, not just time**
Match demanding tasks to peak energy periods; schedule lighter tasks when energy is lower.
6. **Eliminating or reducing distractions**
Limit interruptions (notifications, email checking, unnecessary meetings).
7. **Delegation & saying no**
Not everything must be done by you. Protect your time by declining low-value commitments.
8. **Review & adjustment**
Regularly reflect on what worked and what didn't, and adjust plans accordingly.
9. **Buffer time & realism**
Allow extra time for overruns and the unexpected. Over-planning leads to frustration.
10. **Consistency & habits**
Sustainable routines matter more than perfect schedules.

The Pomodoro Technique to help work in a concentrated way over time.

Principle: Focus & energy management

Method:

- 25 minutes focused work
- 5 minutes break
- After 4 cycles → longer break

Best for:

Procrastination, mental fatigue, writing, grading, deep reading.

Limit:

Less suitable for long, uninterrupted flow states unless adapted (e.g. 50/10).

Watch this YouTube video on the Pomodoro Technique by The Open University:

[Study skills: one-minute tips: The Pomodoro Technique](#)

The Eisenhower Matrix is often used to set priorities.

Eisenhower oversaw landing 150,000 troops in Normandy on D-Day, 6 June 1944, and two million men by the end of August 1944. He must have been an excellent manager. He distinguished between urgent and important tasks. When you put this together, this creates four categories/quadrants, for strategic clarity, decision making, and avoid time-consuming, less important work.

The four quadrants are:

- **Urgent & Important** → Do immediately
- **Important, not urgent** → Plan/schedule
- **Urgent, not important** → Delegate
- **Neither** → Eliminate

These categories can be displayed in the following diagram:

| | Urgent | Not Urgent |
|---------------|--|--|
| Important | QUADRANT 1 Tasks with deadlines or consequences | QUADRANT 2 Tasks with unclear deadlines that contribute to long-term success |
| Not Important | QUADRANT 3 Tasks that require your attention, but do not have deadlines or severe consequences | QUADRANT 4 Unnecessary tasks, distractions, and time-wasters. |

Source: Office of Student Support, [The Eisenhower Matrix](#), Columbia University, School of Professional Studies.

Watch this video on the Eisenhower matrix by Eisenhower.me:

[The Eisenhower matrix: How to manage your tasks with EISENHOWER](#)

BUT remember to stay flexible and update!

Eisenhower (Ike) famously said:

Plans are worthless, but planning is everything.

Never stop planning as things change!

