



## ✅ Self-Assessment: How Well Do You Manage Your Time?

(Rate yourself, identify areas for growth)

Rate each statement from 1 (Never) to 5 (Always):

- I plan my day the night before.
- I prioritize tasks based on urgency and importance.
- I avoid multitasking and stay focused.
- I take regular breaks to recharge.
- I set goals and track progress consistently.
- I have routines that support my daily success.
- I delegate or say no when needed.
- I feel in control of how I spend my time.

Scoring:

- 35–40: Time Master – Keep doing what works!
  - 25–34: Balanced – Some tweaks could optimize your time.
  - 15–24: Struggling – Time to restructure and refocus.
  - Below 15: Overwhelmed – Start small and build better habits.
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## 🎯 Steps for Setting Goals & Building Routines

Set SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound)

Break It Down

- Break big goals into weekly and daily tasks.

Build Daily & Weekly Routines

- Morning: Mindful start (e.g., stretch, journal, priorities)
- Evening: Reflect, reset, and prep
- Weekly: Review goals every Sunday or Monday

## Review & Adjust

- End each week with: *What worked? What can I improve?*
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### How to Build Discipline and Routine

- Know your *why*
  - Start small, stack habits
  - Design your environment
  - Track progress and stay flexible
  - Be patient and consistent
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### How Emotional Intelligence Supports Self & Time Management

- Enhances self-awareness and regulation
  - Helps you stay motivated
  - Builds empathy and social skills for better collaboration
  - Supports goal-setting, focus, and adaptability
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### What Self-Management Looks Like at Work

- Being organized and on time
  - Managing tasks without micromanagement
  - Handling stress and emotions professionally
  - Communicating clearly and respectfully
  - Taking initiative and following through
  - Being dependable and self-motivated
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## SMART Goal Example for Self & Time Management

SMART Goal:

"I will follow a 30-minute morning routine at least 5 days a week for the next 30 days to boost my productivity."

Routine Includes:

- *Wake up at 7:00 AM*
- *5-minute stretch*
- *10-minute planning*
- *10-minute reading or journaling*

### SMART Element      Example

S – Specific	Morning routine with 3 parts
M – Measurable	Track 5/7 days weekly
A – Achievable	Simple, doable routine
R – Relevant	Supports focus and productivity
T – Time-bound	30-day commitment

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### Quick Daily Tips

- Block time on your calendar
  - Protect your focus with phone settings
  - Do one thing at a time
  - Review goals weekly
  - Rest and recharge intentionally
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## Self-Care for Sustainable Productivity

Stress and burnout sabotage time management. Real productivity starts with protecting your energy. These self-care strategies help you manage stress *while* managing your time:

### 1. Time-Blocking Breaks

- Schedule breaks just like meetings.
- Use Pomodoro (25/5) or focus blocks (90/15).

### 2. Say “No” More Often

- Decline tasks that don’t align with your goals or energy level.

### 3. Start with Daily Intentions

- Ask yourself: *What do I need today to feel clear, focused, and supported?*

### 4. Use Mindful Micro-Moments

- Practice breathing exercises, stretching, or mindfulness between tasks.

### 5. Move Your Body

- Take short walks, stretch, or do quick workouts to reset your brain and body.

### 6. Create a Calming Workspace

- Declutter and personalize your space to promote focus and calm.

### 7. Protect Your Sleep

- Build a wind-down routine and stay consistent with your sleep schedule.

### 8. Declutter Your Digital Life

- Limit distractions with screen time tools or app blockers like Forest or Freedom.

### 9. Journal or Brain Dump

- Offload stress and racing thoughts by writing them down daily.

### 10. Connect with Others

- Share, vent, or celebrate progress with people who support you.
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## Recommended Books

- *Atomic Habits* – James Clear
  - *Eat That Frog* – Brian Tracy
  - *Essentialism* – Greg McKeown
  - *The 7 Habits of Highly Effective People* – Stephen Covey
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## Recommended Apps

- Todoist – Task list
  - Forest – Focus booster
  - Notion – All-in-one dashboard
  - Google Calendar – Time blocking
  - Toggl – Time tracking
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# 12 SECRETS TO MASTERING TIME MANAGEMENT

by Victoria Repa

## Just Start Rule

When procrastinating, commit to just 2 minutes of a task—momentum usually follows.

## Manage Energy, Not Just Time

Track when you're naturally most focused and schedule deep work.

## 90-Min Deep Work Cycle

Your brain works best in 90-minute focus sprints followed by breaks.

## Multiplier Tasks

Some tasks (automating a workflow or hiring the right person) save you time forever.

## Set Hard Stops

Decide when work must end to prevent overworking and force efficiency.

## Productive Boredom

Allow quiet time for creative thinking (no phone, no music).

## Day Theming

Assign specific tasks to certain days (e.g., Mondays for planning, Fridays for networking).

## Waiting Time Hack

Use waiting in line or commuting for micro-tasks (replying to emails or listening to audiobooks).

## Switching Tax Awareness

Switching between tasks can cost up to 40% of your productivity—minimize it.

## The Rule of Three

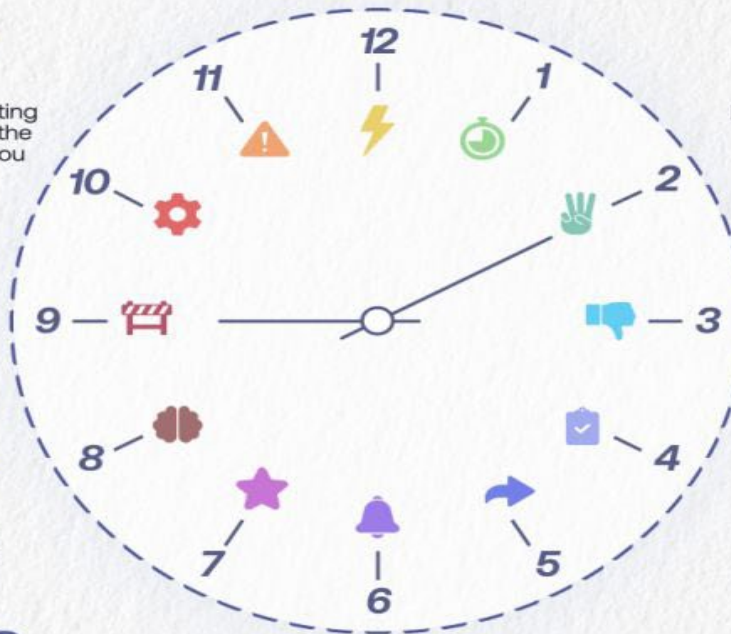
Instead of endless task lists, set just 3 key priorities per day.

## Anti-To-Do List

Track what not to do (low-value tasks or habits that waste time).

## Time-Stamped Planning

Estimate time for each task, so your schedule isn't just a wish list.



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Other sources:

**Bree Health:** [login.breehealth.com](https://login.breehealth.com)

