

# How to master the art of time management



Time management can be challenging for a lot of working professionals. Especially if you work hybrid.

Managing time between home and work can be tough and cause stress and anxiety.

Here are some proven tricks to help you get better at managing your time.



## Estimate better

Humans are bad at judging time for any task. We overestimate our efficiency and underestimate related tasks.

Assign realistic timelines to achieve a productive day at work.



# Prioritize.

Judge which tasks are urgent or important or both. This will help you have clarity about your day.

You can delegate or ignore unimportant and non-urgent tasks. Save the first half of your day completing demanding tasks.



## Plan on Sundays (Fridays work too)

This will help you stay focused on your top priorities.  
You will start your week with a productive mindset  
instead of a lethargic one.

Take 20 mins to visualize what's coming up.  
Schedule low-priority tasks for the end of the week.



# The Swiss cheese method

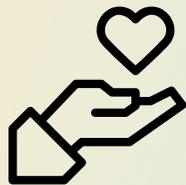
A great tool to end procrastination or the cycle of avoidance. In this method, break down an unpleasant or complex task into smaller achievable tasks (anything that can be done under 5 mins). That's the first hole of your cheese.

This will help you accomplish a bunch of mini tasks while making the overall task seem less complex.



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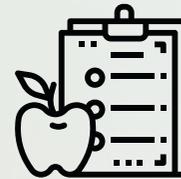
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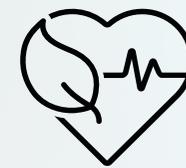
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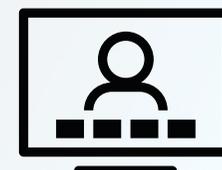
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