



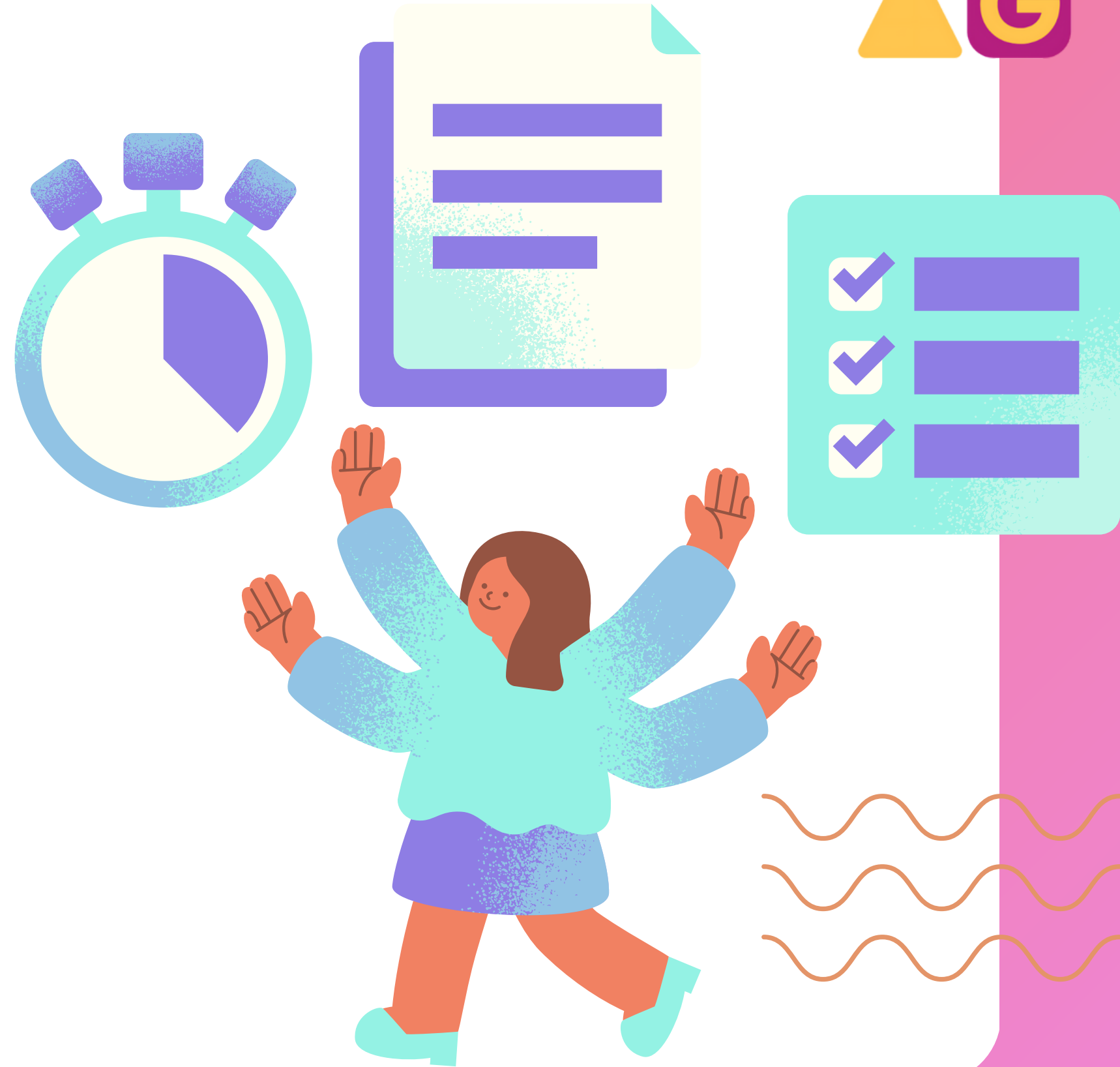
Facilitating Training of Adults with Learning Difficulties for Professional Development





Time Management

Microkosmos



Agenda

- Energizer Game: “Pass the Planner”
- Warm-up: Time challenges
- Positioning game: “How often do you...”
- Discover the topic: The importance of time management and challenges
- Guided Routine: My Symbolic Plan



Group discussion

10 min



What is... Time Management?



What is... Time Management?



Time management is the process of **planning** and controlling how much time you spend on specific activities.

- Being **intentional** with your time
- Work **smarter**, not harder
- Setting goals, **prioritizing**, and **organizing** tasks

Why Is Time Management Important?



Benefits:

- Reduces stress and anxiety
- Increases productivity and focus
- Helps balance work, rest, and personal life
- Improves self-confidence and responsibility

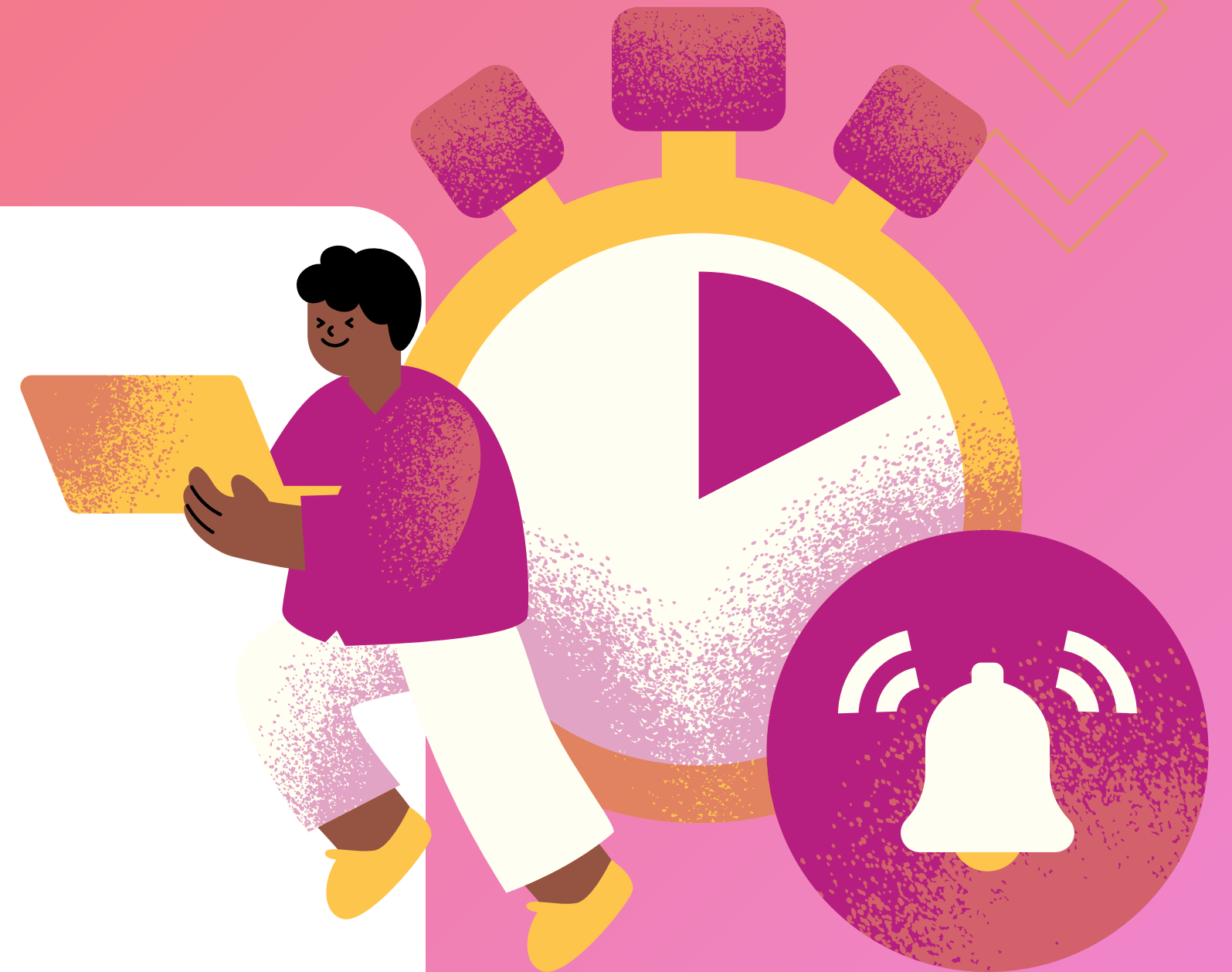


Common Challenges



Barriers to effective time management:

- Procrastination
- Distractions (phone, social media...)
- Trying to do too many things at once
- Lack of structure or routine
- Difficulty estimating how long tasks take



Tips to Manage Your Time



- **Prioritize** tasks: Start with what's important, not just urgent
- **Break down** big tasks into small steps
- **Use visual tools:** calendars, checklists, timers
- Set **time blocks** (e.g., focus for 25 minutes, then rest)
- **Say no** to unimportant tasks
- Leave **buffer time** between activities

Don't's



- Don't multitask — it often slows you down
- Don't overfill your day with tasks
- Don't ignore breaks — you're not a machine
- Don't rely only on memory — write it down
- Don't wait for the "perfect" moment to start
- Don't be afraid to adjust your plan if things change

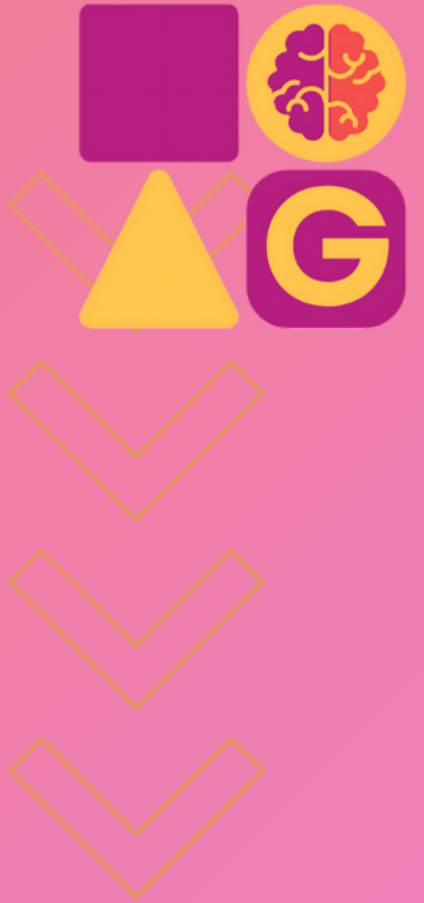
Do

- Break big tasks into smaller, manageable steps
- Use visual tools (planner, calendar, sticky notes)
- Set realistic daily goals
- Take breaks to rest and reset
- Learn to say no to unnecessary tasks
- Reflect at the end of the day: What worked? What didn't?



Activity time

“Plan your ideally
productive day”





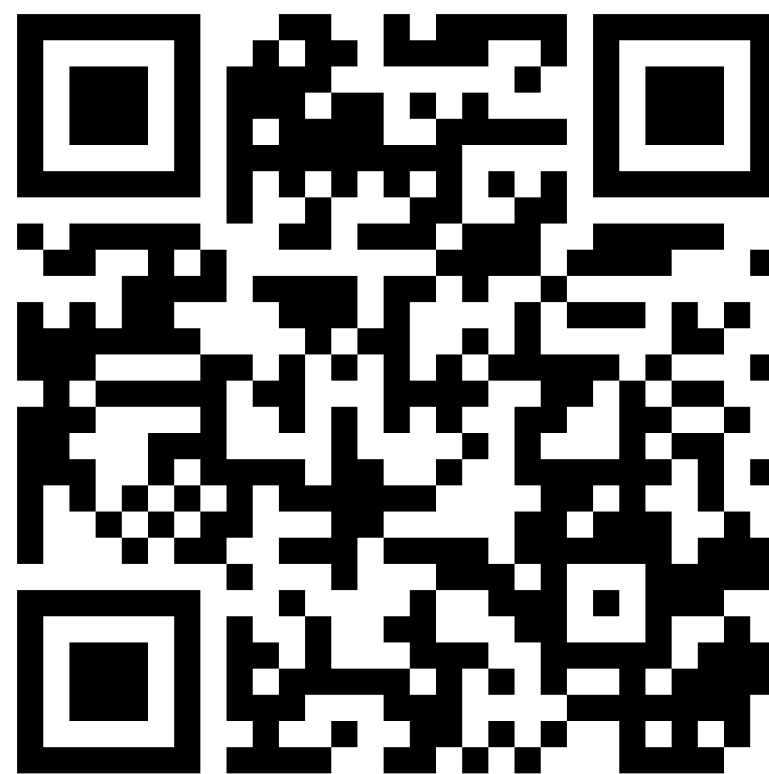
GUIDE

FACILITATING TRAINING OF ADULTS
WITH **LEARNING DIFFICULTIES** FOR
PROFESSIONAL DEVELOPMENT

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Thank you for your attention!



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