

Day 1

Time Management

Squiggly
Careers
Skills Sprint

What is this squiggly skill?

Time management means using your time effectively to complete your tasks and meet deadlines. With ever increasing workloads it's important to find an approach that works for you and helps you to feel in control.

Recommended Resources



168 hours

Laura Vanderkam



Four thousand weeks

Oliver Burkeman

Recommended Listen



Squiggly Careers #399

Ask the expert: Getting things done

Ideas for Action



Highest return hours

There are some hours in your day when you're more effective and have more energy. Work out when you get the best return on your time and do your highest value work in these moments.



Close your open loops

Are you holding lots of unresolved actions and ideas in your head?

Brains are for having ideas not holding them. Capture all your open loops in one place. This will help you prioritise and use your time more effectively.