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# TIME MANAGEMENT

**ESTONIA**

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- Ability to set learning objectives
- Ability to prioritize
- Ability to manage interruptions
- Ability to stick to schedule
- Ability to avoiding procrastination

## Ability to set learning objectives

When I start learning something I set myself learning objectives



# Ability to prioritize

I never have time for learning



## Ability to manage interruptions

When I just start learning different interruptions (phone calls, e-mails, colleagues, family members, time for coffee, etc) occur.



## Ability to stick to schedule

I make up timetable for remembering, organizing and planning activities.



## Ability to avoiding procrastination

Regarding learning I never say „I’ll get to it later“.



Person cannot manage time, one can only manage his/her behavior in time.

All of us have 24 hours a day.

Time management ability is ability to manage yourself in time.