

# **A REALISTIC GUIDE TO TIME MANAGEMENT FOR A STRESS-FREE LIFE**



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# Abstract

Chances are good that, at some time in your life in Sunshine Coast, you've taken a time management class, read about it in books, and tried to use an electronic or paper-based day planner to organize, prioritize and schedule your day. "Why, with this knowledge and these gadgets," you may ask, "do I still feel like I can't get everything done I need to?"

The answer is simple. Before you can even begin to manage time, you must learn what time is. A dictionary defines time as "the point or period at which things occur." Put, time is when stuff happens.

## 1. Introduction

Time is of the essence when doing something in your life. It doesn't matter what stage you're at. Making the most efficient use of your time would be very wise. Working smarter, not harder, should be the goal. That takes discipline, patience and planning. We are here with this new PDF that may be very helpful and informative for you. It deals with your easy guide that will help you to understand time management in a better way.

## 2. How Are Time Management and Mental Health Related?

Have you ever felt that you cannot accomplish all you need to do in a day? Are you feeling overworked and stressed? Does it seem like you don't even have a one-solitary minute to catch your breath?

To be fair, we all get busy with stressful responsibilities in Sunshine Coast. It doesn't matter if they are related to a person's professional or personal lives. However, since we spend half of our waking hours at work, work should be meaningful and creative. In addition, it should be an opportunity to generate new ideas, solve problems, and help others.

"Unfortunately," writes behavioral expert Nir Eyal in Sunshine Coast, "many of us find our workday is a hectic mess, plagued by constant interruptions, pointless meetings, and a never-ending flow of emails." In an attempt to fix this problem, many individuals work harder. Rather than getting ahead of their work, they burn themselves out. The secret to doing your best work isn't to work more, but to create the right conditions. And, it all starts with time management.

### What is Time Management?

Time Management is not about having all of those things done; it's about having enough time for what matters most to you. Time management is really 'personal management and it is a skill necessary for achieving a better quality of life. By managing your time in a more efficient way, not only you will get the right things done, but you'll also have enough time to relax, de-stress and breathe more freely.

I'd take this one step further and say that time management is also a soft skill.

"Managing time effectively is a soft skill because it cannot be taught in a formal classroom setting," explains John Rampton, co-founder, and CEO of Calendar in Sunshine Coast. Instead, "it requires practice and experience to develop."



- In particular, time management is considered a soft skill due to the following reasons.
- It applies to everyone, regardless of their profession. No matter what industry or position you hold, managing your time effectively is essential. Time management is a universal skill, unlike hard skills that are specific to specific industries.
- It can be transferred. Aside from the previous point, soft skills can be applied to any career path. As a result, they can be used in a wide variety of positions and settings.
- It's a teachable skill. Time management is a soft skill that can be taught in a classroom, despite not being traditionally taught in schools. A variety of methods are used to accomplish this, including training, coaching, workshops, and external mentoring.
- You need it to succeed. Success requires time management as a soft skill. It will be difficult for you to meet deadlines, accomplish tasks, and achieve your goals without time management.
- The development of soft skills strengthens workplace relationships. A person who never meets deadlines or disrespects their time is the last person anyone wants to work with. Without time management skills, it is easy to disrupt your co-workers and make life difficult for everyone at work. Co-workers may experience friction as a result.
- This is a life skill. Time management isn't just useful at work. You can also benefit from this in your personal life. Time management is essential to completing daily tasks, keeping appointments, going to the gym, or spending time with family and friends. Maintaining a healthy work-life balance is possible if you manage your time intentionally.

### **How Does Time Management Factor Into Your Mental Health?**

An employee's time management is directly correlated with their engagement at work and in other areas of their lives, according to research published in *Work and Occupations*. Stress is easier to handle when employees manage their time well.

“When you have less time to deal with what’s essential, the stress and anxiety of performing at work can weigh you down,” said Philip G. Levendusky, Ph.D., director of the Psychology Department at McLean Hospital in Sunshine Coast. “Those who struggle with time management are more likely to experience stress, sleep issues, anxiety, depression, and other mental health issues. They may also start to exhibit symptoms of workplace burnout.”

You need to manage your time well, not only for your job but also for your personal life. In addition to taking care of your family, your health, and your social engagements, you also need to attend to your social life as well.

Organizing your time and categorizing tasks can therefore help you manage anxiety, depression, and even nighttime sleep problems.

### The Impact of Ineffective Time Management on Your Mental Health

Poor time management practices have adverse effects that trickle down to every aspect of your life in a variety of stressors. Here’s a breakdown of how time management can lead to physical and mental problems.

#### **1. Decreases stress.**

Gallup’s State of the Global Workplace report, which captures how people feel about work and life, finds that people in Sunshine Coast are some of the most stressed workers in the world.

Gallup’s research found that People in Sunshine Coast and Perth workers had the highest daily stress levels out of all the groups surveyed. Approximately 57% of people in Sunshine Coast and Perth reported feeling stressed on a daily basis, an eight-point increase from the year prior, compared with 43% of people worldwide.

Gallup’s chief workplace scientist, Jim Harter, tells CNBC Make It that stress, worry, sadness, and anger rates have been trending upward for people in Sunshine Coast since 2009. During the pandemic, stress was increased by concerns over the virus, sickness, financial insecurities, and racial trauma.

When left unchecked, stress can cause a wide range of negative effects. These include physical symptoms like aches and pains, insomnia, high blood pressure, and muscle tension. Stress can also lead to anxiety, depression, and unhealthy habits like excessive drinking.

#### **2. Prevents burnout.**

The term burnout is thrown around quite a bit nowadays. But it has been explored since the 1970s when Herbert Freudenberger published his book *Burnout: The High Cost of High Achievement*. He defined burnout as “the extinction of motivation or incentive, especially where one’s devotion to a cause or relationship fails to produce the desired results.”

At some point or another, many of us experience workplace stress, which can lead to burnout. There are times when we all feel stressed at work, particularly if we are working longer hours than usual, deadlines are looming, or we have personal problems. According to a study by Mental Health Sunshine Coast and FlexJobs, 76% of respondents have experienced workplace stress that impacts their mental health.

Stress at work can lead to burnout, a form of extreme exhaustion caused by mental and emotional exhaustion. Burnout is classified by the World Health Organization (WHO) into three categories:



- Exhaustion or a feeling of depletion of energy
- Work-related feelings of negativism or cynicism increased mental distance from work
- Professional efficacy is reduced

Work-related stress may make it difficult for us to concentrate on tasks, and we may feel anxious and overwhelmed. Burnout occurs when we can no longer care for or engage with our work because of workplace stress.

### **3. Reduces anxiety and depression.**

The most common mental health issues today are anxiety disorders and depression. These disorders have skyrocketed as a result of the pandemic.

Globally, depression affects 3.8% of the population, according to the WHO. Approximately 30% of Sunshine Coast adults will experience an anxiety disorder during their lifetime, according to another study.

Time management and anxiety are cyclical, where poor time management can cause anxiety, and high anxiety can result in unmet deadlines.

In the long run, the individual may experience depression symptoms such as low energy, mood swings, and dissatisfaction.

Likewise, depression can numb your senses, making you miss a deadline because of the dulling effect

To receive adequate treatment for anxiety, depression, or both, speak with your mental health provider. Further, you might be able to get extensions at work if you suffer from these disorders, which are classified as disabilities.

As an employer, you can team up with a mental health provider to provide free or discounted counseling sessions to your employees. This can also help offset the costs of absenteeism, healthcare, and lost productivity.

#### **4. Bolsters self-confidence.**

When someone attempts something new and succeeds, their self-confidence instantly increases. A person's identity depends on their confidence, so practicing better time management can help them become stronger versions of themselves.

#### **5. Improves sleep.**

In general, it is recommended that adults sleep between 7-9 hours each night. The reality is that one-third of people sleep fewer than six hours a night.

Mental health, problem-solving abilities, and time management may suffer as a result.

In addition, insomnia is a common complaint among those suffering from mental illnesses such as depression or Post-Traumatic Stress Disorder (PTSD). Sleep deprivation can also exacerbate existing symptoms, making it difficult to function properly.

#### **6. Strengthens relationships.**

"Social support is a very important part of being a human, and therefore when social relationships break down or are damaged, it can have a big impact on our mental health and well-being," says Northwestern Medicine Psychologist Sheehan D. Fisher, Ph.D., who is a relationship expert.

Relationships shouldn't be limited to one.

"It's important to not focus on trying to get everything you need from one relationship," says Dr. Fisher. "Instead, focus on having a network of social support with a variety of different types of relationships — from romantic to friendship to associate — to hold up your well-being and quality of life."

Furthermore, maintaining healthy relationships reduces stress and encourages healthier behaviors. Additionally, relationships provide a sense of purpose and increase longevity.

Professionally, this can open up more career opportunities. For example, if you meet deadlines and arrive to work on time you're in a better position to secure a promotion. What's more, with proper time management, you have the time to expand your network.

#### **7. Improves negative moods.**

"The quality and quantity of work are both improved when a person is in a good mood," writes Deanna Ritchie in a previous Calendar article. "Having a positive attitude every day isn't realistic, though." Mood lifts, on the other hand, can inspire when you are lacking in inspiration.

How time management helps.

Maintaining a positive frame of mind can be difficult if you suffer from anxiety, resentment, or depression because of an overwhelming schedule. When someone targets the cause of negativity, those feelings will become less of a struggle.

By eliminating procrastination and self-doubt, time management directly minimizes the stress that causes negative emotions. Focusing on it will lead to positive moods throughout the day.

### 3. Why Time Management Totally Backfires



Your efforts to streamline your day are probably just making you feel busier.

You probably don't need research to tell you that people are feeling more and more overwhelmed and overscheduled, but if anecdotal evidence isn't enough to make this clear, studies do exist. People in Sunshine Coast tell pollsters they struggle to find work-life balance and generally feel like they spend their days on a slightly too fast treadmill scurrying to catch up.

But no worries--this problem has an obvious solution, right? All we need is better time management--get more done, choose and batch tasks more wisely, keep tabs on our to-do list more carefully, etc.

That seems reasonable but it's totally wrong, according to a fascinating article by business psychologist Tony Crabbe that appeared on Quartz recently. The in-depth piece looks at the history of the relationship between work and time (hint: we weren't always so clock obsessed) and goes on to argue that, as we've misdiagnosed what ails us, the prescribed treatment--time management--is actually making our problems worse.

"Time management, we believe, is the solution to our busyness: if we could organize our time better, we'd be less overwhelmed, happier, and more effective. We are completely wrong on all three counts, and it's damaging our lives and our careers," Crabbe writes.

#### **Lopping off Hydra heads**

How does that work? "Research does show that if you increase people's time awareness--by placing a big clock in front of them, for example--they do more stuff," Crabbe explains. Which sounds like just what the doctor ordered, but there's a fatal flaw to this thinking, he points out.

"In our infinite world, we will never be able to get on top of everything, ever again; there is just too much to do. In Greek mythology, when you cut off one of Hydra's heads, two would grow back. Like with the Hydra, when we complete more tasks, all that happens is more appear to take their place--

send more emails, get more replies. In essence, if we do more as a result of better managing our time, we don't get it all done--we just become busier," Crabbe argues.

### **Time confetti**

Time management has another weakness as well. In our efforts to be productivity ninjas, we tend to try and cram more and more tasks into smaller and smaller blocks of time, resulting in severely fractured attention and difficulty concentrating for any significant length of time.

"As we seek to maximize our time, we slice and dice it into ever-smaller increments. This leads to what Brigid Schulte calls time-confetti; however, the real impact isn't on our time, but on our attention. When we scatter our attention across a thousand micro-activities, we prevent ourselves from engaging deeply or thinking properly," Crabbe says. Good-bye life-altering conversations and a satisfying sense of flow; hello rat-race exhaustion and mental overload!

Time management, in other words, is making you crazy, and while it might help you tick off long lists of busy work, it's not helping you accomplish work that truly matters. If you want to achieve something of substance, it's time to give it up.

"In today's business environment, we don't need more repetitive, synchronized activity like we did in the Industrial Revolution. We need more thinking, more creativity, and more problem solving. A focus on time will undermine all of these. It will make you feel more overwhelmed and miserable too!" Crabbe concludes.

## **4. Important Time Management Skills For Workplace Success**

What are time management skills, and why are they important in the workplace? Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines. They focus on the most important and time-sensitive tasks and limit the amount of time wasted on non-essential duties.

Time management skills, like other soft skills, such as organizational skills, are in high demand. Employers will be assessing your ability to manage your time, and the effectiveness of your team to reach department objectives.

Learn about time management skills, understand why they are valuable in the workplace, review the different types of time management skills, and see examples of how they are used on the job.

### **What Are Time Management Skills?**

Time management involves both managing your own time and the time of the others.<sup>1</sup> Time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. Saving time saves the organization money and increases revenue.

Effective time management requires staff to analyze their workload, assign priorities, and maintain focus on productive endeavors.





## **Types of Time Management Skills**

### **Prioritizing**

It might be impossible to do every single minute task expected of you. You also might want to do everything all at once. But you must prioritize so that you are able to complete the most important tasks in an order that makes sense. When assigning priority, consider such factors as when each task needs to be done, how long it might take, how important it might be to others in the organization, what could happen if a task is not done, and whether any task might be interrupted by bottlenecks in the process.

- Allocation
- Managing Expectations
- Waste Prevention
- Prioritizing requests and demands
- High-Value Activities (HVAs)
- Performance Reviews

- Goal Setting

### **Scheduling**

Scheduling is important because some tasks have to be done at specific times. Scheduling affects your day, your week, your month, as well as other people's workflow. Most have specific times of the day when they are more or less productive as a result of energy levels and demands of the day. Schedules can be a good way to avoid procrastination, too.

- Scheduling Software
- Intentionality
- Punctuality
- Breaking broader goals into milestones
- Breaking up milestones into projects

### **Task Management**

To-do lists (properly prioritized and integrated with your schedule) are a great way to avoid forgetting something important. They are also a great way to avoid spending all day thinking about everything you have to do. Remembering tasks takes energy and thinking about everything you have to do all week can be exhausting and overwhelming. Split all the necessary tasks up into a list for each day, and you won't have to worry about all of it all at once. Just take your tasks one day at a time.

- Proactive
- Batching
- Creating daily, weekly, and monthly to do lists
- Multitasking
- Thoroughness
- Organization
- Email Management

### **Workload Management**

Pacing your work, even though it may seem an odd thing to call a skill, is an important time management concept. Although working long hours or skipping breaks can sometimes improve productivity in the short term, your exhaustion later will ensure that your overall productivity actually drops. Except for rare emergencies, it is important to resist the temptation to over work. Include necessary breaks, and a sensible quitting time, in your schedule.

Knowing and enforcing an optimum workload for yourself ensures consistency in your performance and avoids burnout. Employers want to be able to count on you for the long-term.

- Process Management
- Assertiveness
- Eliminating Waste
- Taking Breaks

### **Delegation**

Depending on what type of work you do, you may be able to delegate some tasks. Knowing what and when to delegate is an important skill. Some people resist delegating, either because they want to

maintain control or because they want to save money by not hiring assistants. Both approaches ultimately hurt productivity and raise costs.

Remember, however, that if you practice time management diligently and still can't get everything done, you may be trying to do too much. It is better to succeed at a few tasks than to attempt and fail at many.

- Seeking Expert Assistance
- Moderating Meetings
- Presentation
- Teamwork
- Leadership
- Collaboration
- Motivation

### **More Time Management Skills**

Here are more time management for resumes, cover letters, job applications, and interviews. Required skills will vary based on the job for which you're applying, so also review our list of skills listed by job and type of skill.

- Auditing
- Self-care
- Openness
- Productivity Software
- Communication
- Adaptability
- High Stress Tolerance
- Dependability
- Attention to Detail
- Deductive Reasoning
- Inductive Reasoning
- Critical Thinking
- Evaluating
- Ongoing Improvement
- Risk Management
- Troubleshooting
- Quality Assurance
- Project Management
- Conflict Management
- Discernment
- Compliance
- Articulating
- Brainstorming
- Efficiency
- Diligence
- Problem Sensitivity

### **Examples of Time Management in the Workplace**

This list provides examples of effective time management at work.

#### **A - E**

- Adapting plans to changing circumstances.
- Allocating time for specific tasks.
- Analyzing processes and selecting the simplest way to accomplish a task.
- Asking for help when overwhelmed with demands.
- Assertiveness to say no to inappropriate demands that distract from central duties.
- Attacking more complex tasks when you have the highest energy and sharpest concentrations.
- Auditing how time is spent.
- Avoiding excessive small talk with co-workers.
- Avoiding procrastination; acting instead of worrying.
- Breaking broader goals into smaller parts and focusing on one step at a time.
- Breaking up projects into manageable parts.
- Creating daily, weekly and monthly "to do" lists.
- Creating schedules.
- Delegating more routine tasks to lower level staff.
- Eating well to maintain energy.
- Eliminating time wasters.
- Exercising and participating in other stress-reducing activities during leisure time to maximize energy when at work.

#### **F - Z**

- Facilitating efficient meetings; sticking with time frames for meetings.
- Grouping similar tasks together to limit transition time.
- Maintaining an organized work area.
- Multitasking; shifting smoothly from one task to another.
- Openness to more efficient ways of doing things.
- Organizing digital files for easy retrieval.
- Planning your day the night before or first thing in the morning.
- Prioritizing requests and demands.
- Prioritizing a list of projects and focusing on higher value tasks with more immediate deadlines.
- Punctuality.
- Putting cell phones aside to eliminate the distraction of personal messages unless required for work.
- Reviewing performance and eliminating deviations from priorities.
- Setting daily, weekly and monthly goals.
- Setting realistic standards for quality and avoiding perfectionism.
- Setting specific times for responding to email.
- Taking short breaks to restore energy.
- Touching each piece of paper or reading each email just once, whenever feasible.

## 5. Time Saving Daily Cleaning Checklist



Are you keen on coming home to a clean home every day after work? Well, with a few expert tips by bond cleaning professionals on Sunshine Coast, you can maintain a daily cleaning routine that will leave your home sparkling and neat and tidy. This checklist will help you maximise your time to clean your home more efficiently. You can follow these time-saving and simple house cleaning hacks in the checklist below:

### **Kitchen**

- It would be best if you always started by cleaning out your kitchen daily as it gets the messiest.
- Firstly, load the dishwasher every morning before you leave for work and unload it as soon as you come home.
- If you don't have a dishwasher, you should wash your dishes as you finish cooking and eating.
- Keep a green cleaning spray of white vinegar and water on your counter with a microfiber cloth so you can spray your surfaces after you cook or use them.
- It would be best to take out the garbage and all your recycling bin daily from your kitchen.
- Sweep the floor lightly at the end of the day to eliminate any loose dust.
- You can also throw out all the old and rotten food from your fridge and freezer on the weekend. Just wipe down the fridge drawers and sides with vinegar to remove greasy food marks and bits.

### **Bathroom**

- The next room you should tackle is the bathroom. The bathroom gets as messy as the kitchen and can be a significant spot for bacteria and germs.
- You should keep a cleaning cloth and some baking soda in a spray bottle and use this solution after every use.
- Quality bond cleaners on Sunshine Coast suggest that you can also keep cleaning wipes in your bathroom to clean your surfaces, sink and toilet at the end of the day.

- Throw your dirty clothes and towels in the laundry at the end of the day.
- Empty your garbage bin daily and replace it with a new garbage bag.
- It would help if you also wiped your mirrors with a microfiber cloth daily to keep them clean.
- On the weekend, you can scrub your floors with baking soda to remove any stains.
- You should also scrub your shower and tub on the weekend with some vinegar and baking soda to clean and disinfect them.

### **Bedrooms**

When you want a nice, relaxing sleep at the end of the day, you need a clean and tidy bedroom. To keep your bedroom clean daily, you should start by making your bed as you wake up. Quality bond cleaning professionals on Sunshine Coast recommend that you throw your dirty clothes and sheets in the laundry and fluff out your pillows to eliminate any household dust mites and loose dirt.

Next, you should pick up anything that doesn't belong on the floor and keep it in a small hamper. You can put back all these items either that same day or on the weekend when you have more time. You should also sweep and mop the bedrooms on the weekend to keep them clean and dust-free.

### **Living Room**

The living room is one of the most accessible rooms to maintain in the house, and you can keep it clean daily. You should quickly dust all the surfaces with a microfiber cloth and then sweep the floor if you have time. Put away all the items on the floor and fluff your sofas and cushions to eliminate dust.

### **More Tips**

- You can enforce a no-shoes rule in the house so that everyone has to take off their shoes when they come in. Thus, your house and carpets will be relatively cleaner, and you will have to spend less time cleaning these areas.
- It is an excellent idea to do small batches of laundry daily so that you don't have a huge pile waiting for you on your holiday.
- You should fold your laundry as you unload it so that you don't have to fold huge piles on the weekend and can save your time and energy.
- Once a week, you can thoroughly clean your bathroom, kitchen and bedroom.
- When dusting, constantly move from top to bottom and left to right so that you don't have to clean the area twice and can save precious time.
- Encourage your family to eat meals at the table so you can quickly clean it up in one go. If different family members are eating all over, you must go to each room and clean up the mess.
- Professionals who offer bond cleaning Sunshine Coast recommend that you keep a small cleaning caddy ready in the central area so you can pick it up and start cleaning when necessary. You should also keep track of what items need to be replaced and use more natural products as they are safe and cheaper.

If you follow the above time-saving daily checklist, you can keep your home looking new and sparkling daily.

## 6. Tips For Managing Time For A Stress-Free Life



Everyone has goals, but one should trump them all: Complete more quality work in less time.

When accomplished, much time remains for doing what you truly love. This thinking prompted a lifestyle I call “365 to Vision,” highlighted in a series of books, including the debut book dedicated to writers: *365 to Vision: Modern Writer’s Guide: How to Produce More Quality Writing in Less Time*.

The 365 to Vision lifestyle is about supercharging your productivity 365 days a year, allowing you to achieve your vision of anything — from creating wealth to scaling a business to writing a book.

The following are 17 of the simplest tips to optimize your time daily. The outcome? More fun and less stress. These help me run three businesses and still have dinner with my family every night by 6 p.m.

### **1. Kill all notifications.**

Do this whenever you’re working. This means zero pings that quickly distract you. Turn off every notification, from email to social media to text.

### **2. Check email only a few times a day.**

Once I began checking emails just three times a day, my productivity skyrocketed. I typically check around 8 a.m. after my “Miracle Morning” (Thanks, Hal Elrod), at 1 p.m. and then at 4 p.m.

### **3. Make sure all email subject lines have a call to action.**

Tell people exactly what the email is about and what to do. And stick to one subject within one email. These are easier to search and keep subjects organized.

### **4. Create a prioritized list of blocked time.**

Make a schedule for every day, blocking time for each project. I prioritize the most important to the least essential daily and stick to only must-do items per day.

### **5. Never plan a meeting without an agenda.**

A meeting without an agenda quickly robs time. Provide the agenda within every calendar invite. A simple bulleted list of to-dos always does the trick. You'll never run over again. This also cuts time — nearly all my meetings with clients are 30 minutes or less.

### **6. Embrace the two-minute rule during meetings.**

Everyone gets two minutes to speak. This keeps the ranting down. Of course, people can speak multiple times, but the two-minute rule keeps things smooth and to the point.

### **7. Have a monitor for every meeting.**

This person doesn't need to be the leader — just have them monitor the agenda to keep everyone on point and organized.

### **8. Take breaks daily.**

Studies show people begin losing focus after 90 minutes of any activity. You can train yourself to be productive for more extended periods, but it's a good idea to take a break every 90 minutes. The practice keeps the brain fresh and focused when you return to the task.

### **9. Unplug for one entire evening or day weekly.**

This takes daily breaks to the next level. Get away from it all for at least one evening or an entire day. Your quality of work will dramatically increase, as will your relationships. And truly get away, if possible — zero phone or internet.

### **10. Ask questions if you're confused.**

Ray Dalio says if you feel awkward asking a question, you can admit that and then say, "I still need to make sense of this, so let's move slowly to make sure that happens." This increases productivity because you don't waste energy — or time — trying to figure something out.

## **7. Conclusion**

If you want to become an expert in time management, then this PDF is only for you. You must follow this guide to manage your time for a stress-free life.



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