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Member
Event

Member Webinar

Soft Skills |
Time Management





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About Me

- 25+ years' global experience across multiple sectors
- Specialised in Talent Management
- Focused on developing leaders of all levels

Effective Time Management

- Prioritising Tasks
- Power of Saying 'No'
- Effective Time Blocking Techniques
- Overcoming Procrastination



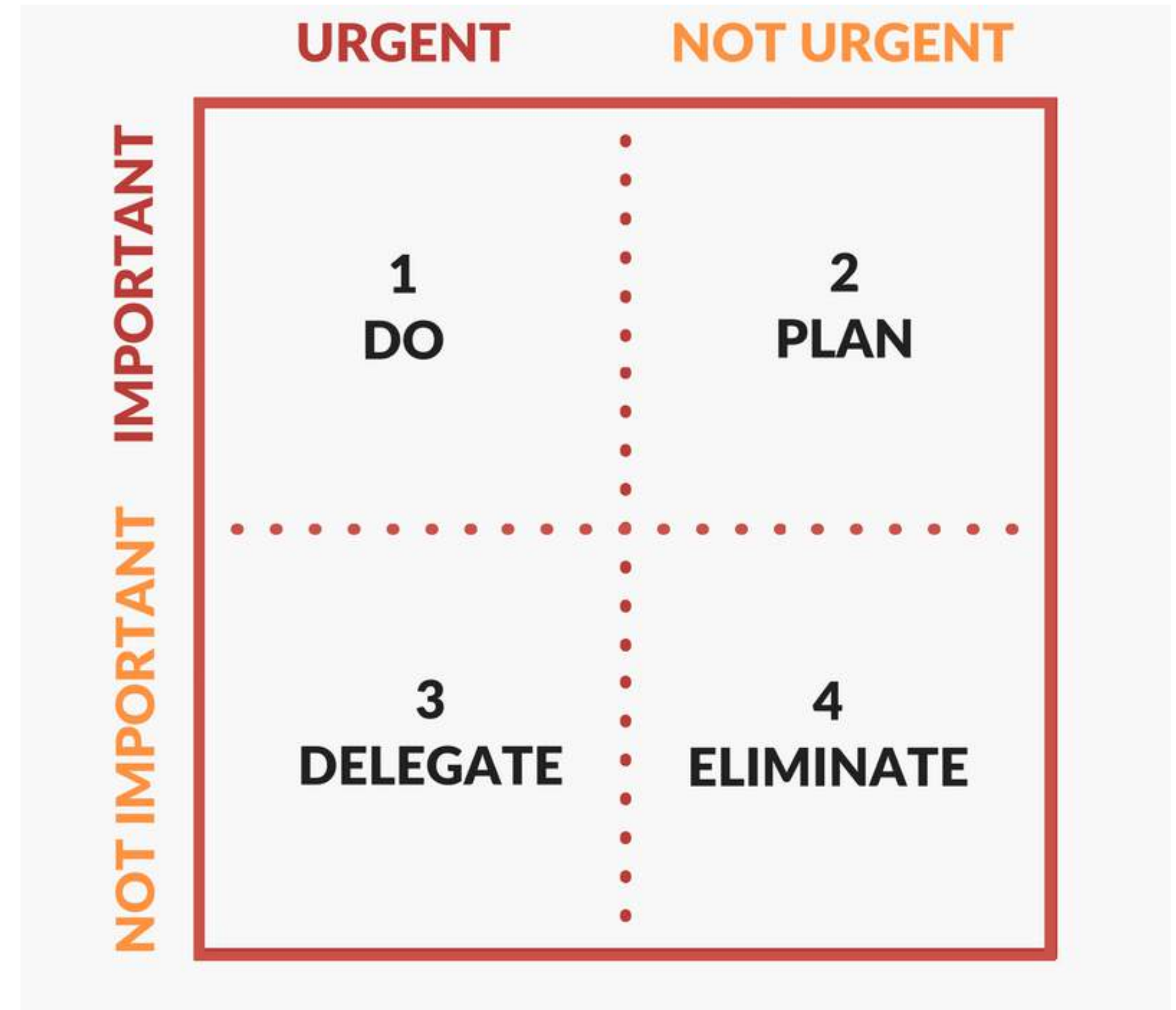
HOW MANY SECONDS
IN A DAY?



What Challenges Do You Face Managing Your Time?



Eisenhower Matrix





Fear of Disappointment

We worry about letting others down. This stems from our desire for approval and connection.



People-Pleasing Tendencies

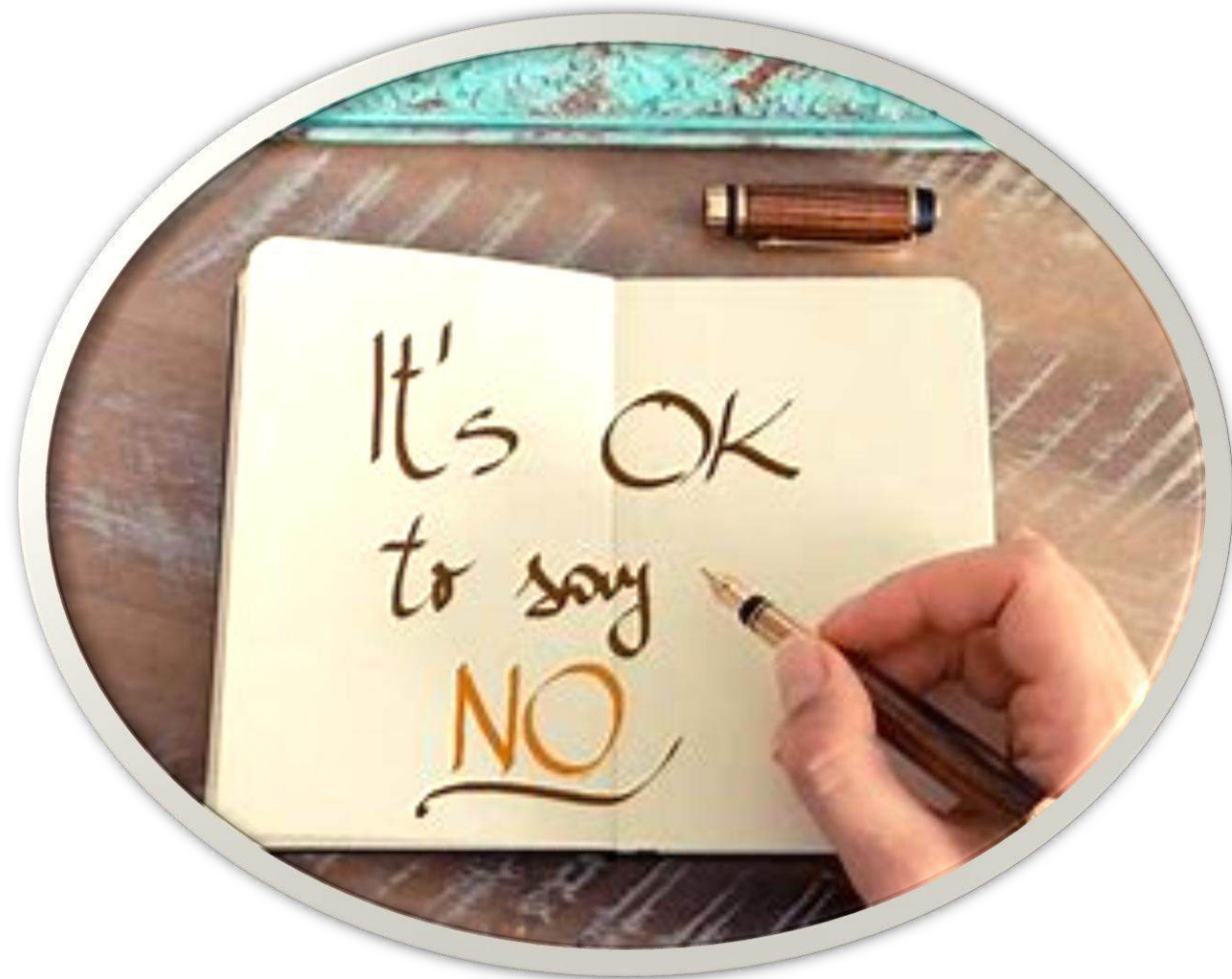
Many of us equate helpfulness with worthiness. We say yes to maintain relationships.



FOMO (Fear of Missing Out)

Declining opportunities creates anxiety. We imagine the potential benefits we might lose.





01

Evaluate the request

02

Clear communication

03

Offer alternatives

Benefits of Time Blocking

Enhanced Focus

Reduces mental switching costs.
Creates deeper work sessions.

Work-Life Balance

Ensures personal time gets scheduled.
Prevents work from consuming your
entire day.



Task Completion

Increases follow-through. Makes
progress visible and measurable.

Mental Clarity

Provides clear structure. Eliminates
constant decision-making about what
to do next.

Basic Time Blocking Technique



List Tasks & Priorities

Write down everything you need to accomplish. Identify your most important tasks.



Estimate Duration

Determine how long each task will take. Add buffer time for transitions.



Schedule in Calendar

Assign specific time blocks for each task. Color-code by category.

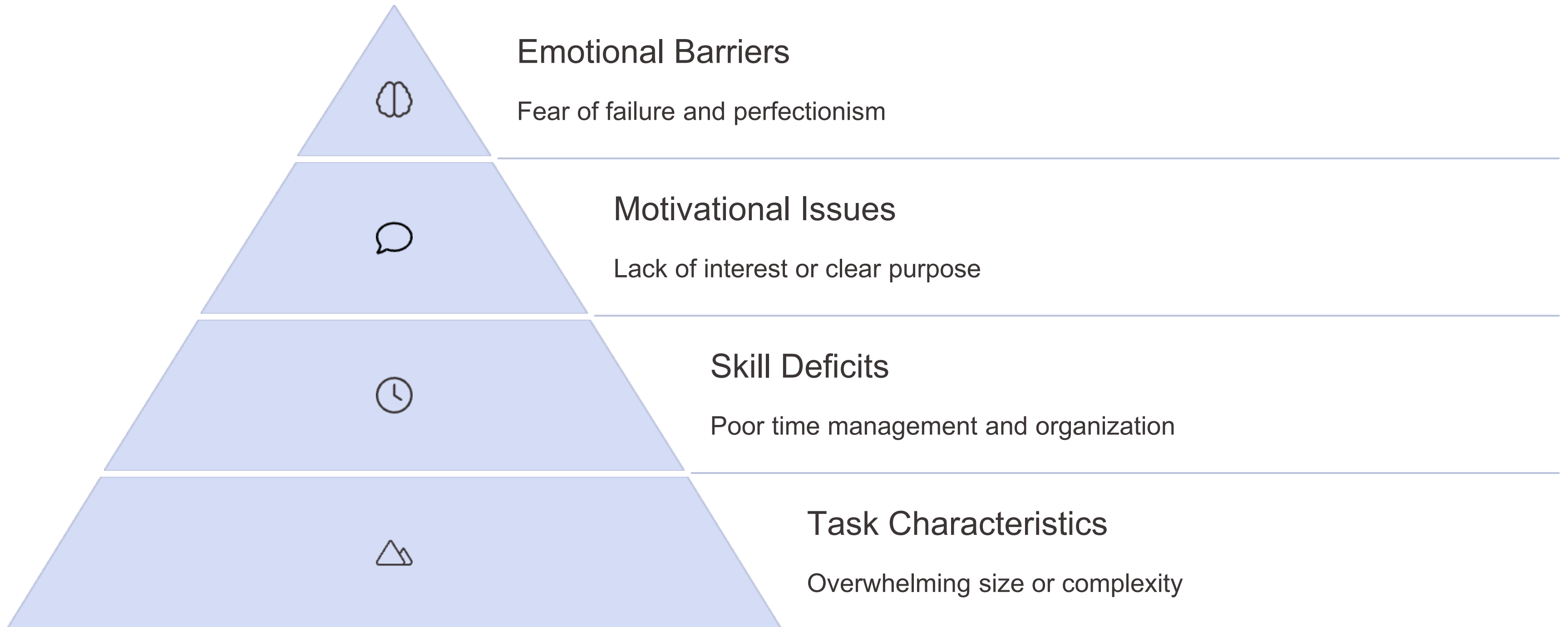


Execute & Adjust

Follow your plan but remain flexible. Refine your estimates over time.



Why Do We Procrastinate?



Strategies to Overcome Procrastination

Task Breakdown

Divide large projects into small, achievable steps.

Two-Minute Rule

If a task takes less than two minutes, do it immediately.

Pomodoro Technique

Work in focused 25-minute intervals with short breaks between.

Daily Routine

Establish a consistent schedule that includes dedicated work blocks.



Time Management Techniques

Prioritisation

- Use the Eisenhower Matrix
- Identify urgent vs. important

Distraction Management

- Turn off notifications
- Create a focused environment



Goal Setting

- Create SMART goals
- Link tasks to larger purpose

Time Blocking

- Dedicate specific periods to tasks
- Honor commitments to yourself

QUESTIONS & ANSWERS?

Ask Away.

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