

Title of assignment for mentoring	How to have effective time-management
Development Area	Good time management allows for an employee to secure high quality of work and enables them to aim for seemingly impossible goals. If well handled, it can relieve work pressure and stress. Mostly focused on skills and tools rather than behaviour.
The Practical Assignment brief:	Focused on techniques that help to organise workload wisely; time management as a crucial skill for every worker that wishes to be more effective in their job.
The Practical Assignment should allow to develop and apply skills in:	<ul style="list-style-type: none"> ● prioritizing tasks to ensure enough time for a successful project; ● task or assignment completion; ● creating realistic deadlines; ● the ability to delegate; ● ability to differentiate what is urgent and what is not; ● freeing up time to focus on more important tasks
The Practical Assignment should allow to further develop and apply knowledge of:	<ul style="list-style-type: none"> ● effective leadership; ● improved quality of life (work and personal); ● reduced procrastination; ● organisational skills
Task description:	The paired couple (preferably the employee known for his good time management and the one who wishes to improve it) write down their daily activities in 5 minutes intervals. Then they compare it and try to identify problematic time zones, "blank spaces" and procrastination. They discuss how the time can be distributed more effectively, how to prioritize and organize work tasks. Technology can be used as well (apps for good time management, calendar, scheduling tools ...). It is advised to meet after a couple of days to see if there is any space for further improvement.
Materials to be used:	A list of daily activities.
Recommended timeline:	1 initial session and 1 control session
Keywords:	Time- management, effectiveness, organisational skills.