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# Time Management Strategies



## What is Time Management?

It's something many of us struggle with. Effective time management allows us to achieve higher efficiency throughout the day and accomplish tasks in less time. Discovering the effective method that suits you, whatever it may be, is the key to creating a more efficient life.

## What are Time Management Strategies?

- 1. Pareto Analysis (80/20 Rule):** The 80/20 rule is a technique developed by Vilfredo Pareto, an Italian economist. The idea is that 20% of actions are responsible for 80% of results.



# What are Time Management Strategies?

## How the strategy works:

- **Identify the problems or difficulties you face:** For example, a decline in academic performance.
- **Determine the main cause of the problem:** Perhaps your academic performance has declined due to excessive use of your phone or social media.
- **Assign a score to each problem:** Give higher numbers to the more significant issues.
- **Group problems together by cause:** Gather all problems resulting from excessive phone or social media use.
- **Sum up the points for each group:** The issue that should be prioritized is the group with the highest scores.
- **Take necessary actions.**



## What are Time Management Strategies?

- 2. Pomodoro Technique:** The Pomodoro Technique was created by Francesco Cirillo, an entrepreneur and author. This technique uses a timer to break work into intervals.

### How the Strategy Works:

- **Choose a task you want to accomplish.**
- **Set a timer (for example, for 30 minutes).**
- **Focus on the task at hand.**
- **When the timer rings, mark it on a piece of paper.**



## How the Strategy Works:

- **Take a break:** Have a short break (from three to five minutes). Enjoy a cup of coffee and walk around a bit. Do something unrelated to work to give your mind a rest.
- **Repeat Steps Two to Five:** After repeating this process four times, you can take longer breaks (20-30 minutes).



# What are Time Management Strategies?

## 3. Eisenhower Matrix:

### How does it work?

- Organize your task list into four sections, sorting them by importance and the time required to complete them, as illustrated in the diagram.
- Urgent tasks are those that need to be completed immediately. Important tasks are those that contribute to your long-term goals or values. To enhance your work efficiency, focus only on the tasks in the top two quadrants; other tasks should be delegated or eliminated.



Sources and References:

All illustrative images from [www.canva.com](http://www.canva.com).

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