

FACE

WebQuest 9

WP4 Leader: IDEC
S.A.

FOSTERING AWARENESS
CULTURAL



ON YOUTH
ENTREPRENEURSHIP

Time Management for Creatives



[Download the Webquest in a pdf](#)



SKILLS

Self- awareness and self- efficacy, motivation and perseverance, planning and management



MODULE

Soft skills



TIME FRAME

20-40 minutes



FACILITATION LEVEL

Expert

Get invaluable insights and practical strategies to enhance productivity, reduce stress, and achieve success in the creative industry.



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Introduction



There will never be a sufficient time in a day for most of us. Despite we all get the same 24 hours in a day. But wonder how a few people accomplish quite a lot more with their time than others? The ultimate response lies in managing time.

Learning objectives

By completing this WebQuest, you'll be able to:

- Gain more insights into why time management is important for creative professionals
- Explore effective time management techniques tailored for creative professionals.
- Apply the principles of the Time Management Matrix to prioritize tasks effectively.
- Develop a plan to overcome procrastination to optimize productivity.



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Task



In daily life's hustle and bustle, we may tend to forget the track of time and it may overwhelm us that leads to increase stress and poor performance. That's why it's crucial to manage time effectively to accomplish projects, increase productivity, and decrease stress.

Process

- Read the article “**9 Best Time Management Tips for Creatives Who Find It A Challenge**” about time management for creatives and identify three strategies that you can directly apply to your creative workflow to enhance productivity. Try to reflect on how implementing these strategies could address specific time management challenges you face in your creative work.
- If you are an audio-visual learner, you can watch **Time Management Strategies to End Procrastination** and think about how you can integrate them into your daily routine.
- To manage your time more effectively, let's have a quick hands-on activity. This activity will allow you to categorise your tasks according to their urgency and importance in a more visual way and identify the shifts or re-focusing of the tasks if needed. Firstly, review the **The Four Quadrants of Time Management** short article and/or watch the video (embedded in the article) showing how to apply Time Management Matrix.
- Now, apply the Time Management Matrix to your upcoming week by categorizing tasks according to their urgency and importance. Analyse how your time is currently allocated across the quadrants and identify shifts needed to prioritize creative and impactful work.
- Based on the strategies and insights gathered, develop a concise action plan to tackle procrastination and enhance focus on priority tasks. You can try to set specific, measurable goals for the next month, incorporating techniques learned from the resources.



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Conclusion

By completing this WebQuest, now you have a clearer understanding of effective time management practices applicable for the unique demands of creative professions. With strategic insights, techniques, and practical tools, you're ready to change your approach to managing time to lead your projects to accomplishment.

For further learning, you can check out:

<https://designerly.com/time-management-skills-for-designers-and-creatives/>

<https://trafft.com/time-management-matrix/>

Self- evaluation

1. What are three-time management strategies that are particularly effective for creatives?
 - a. Setting unrealistic deadlines, avoiding breaks, and multitasking
 - b. Prioritizing tasks, setting boundaries, and scheduling regular breaks
 - c. Procrastinating, ignoring deadlines, and overcommitting
 - d. Working long hours, avoiding time tracking, and focusing solely on urgent tasks
2. Why is it important for creative professionals to spend more time in Quadrant II (Important but Not Urgent) of the Time Management Matrix?
 - a) Because Quadrant II tasks are the least important and can be delayed indefinitely
 - b) Because Quadrant II tasks are the most urgent and require immediate attention
 - c) Because Quadrant II tasks contribute to long-term goals and prevent crises from arising
 - d) Because Quadrant II tasks are unrelated to creative work and should be avoided
3. How does categorizing tasks into the matrix's quadrants help prioritize work?
 - a. It ensures that all tasks are treated equally, regardless of their urgency or importance
 - b. It helps in avoiding procrastination by creating a visual representation of tasks
 - c. It allows for a systematic approach to prioritizing tasks based on their urgency and importance, leading to more efficient use of time
 - d. It encourages random selection of tasks without considering their impact on overall productivity.

Right answers: B, C, C



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Resources

Click each section below to see all resources available

Websites

<https://screenrec.com/designer-tool/time-management-for-creatives/>

9 BEST TIME MANAGEMENT TIPS FOR CREATIVES WHO FIND IT A CHALLENGE

<https://asl.co.nz/business-tips/four-quadrants-of-time-management/>

The Four Quadrants of Time Management

Videos

Time Management Strategies To End Procrastination

https://www.youtube.com/watch?v=SHiSe6-mOiY&ab_channel=YoungEntrepreneursForum



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