



Module 6 - Fiche récap

Time management

Best practices for balancing your personal and professional life

- **Focus on priorities** and learn to say no to less important things.
- Use a diary or time management app to **plan your day**.
- **Set clear boundaries** at work, such as fixed working hours, so that you have quality time with your family, but also time for yourself.
- Be **open to adaptability**, because there will be unexpected days. Have back-up solutions in case of need.
- If possible, **learn to delegate** certain responsibilities to family members or people you trust.
- Make time for yourself to **look after your mental and physical health**, and don't neglect your own needs.