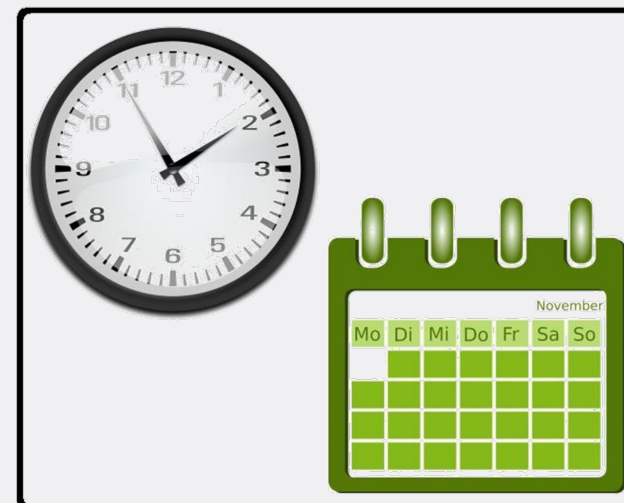


Time Management Skills, Techniques and Tools



What is the difference between time management skills, techniques and tools

Time management *skills* are mainly soft skills that can help you manage your time better. Examples of time management skills are boundary setting, planning, delegating, prioritizing and so on.

Time management *techniques* and frameworks are different ways to manage your time. Examples of time management techniques are Getting things done (GTD), Pomodoro timer, Eisenhower matrix and many others.

Time management techniques consist of methods, guidelines, processes and other recommendations. In addition, these techniques also recommend many different time management tools.

Examples of **time management *tools*** are calendar, note-taking software, time tracker, specialized time management apps such as Toggl. , you can find many different software solutions.