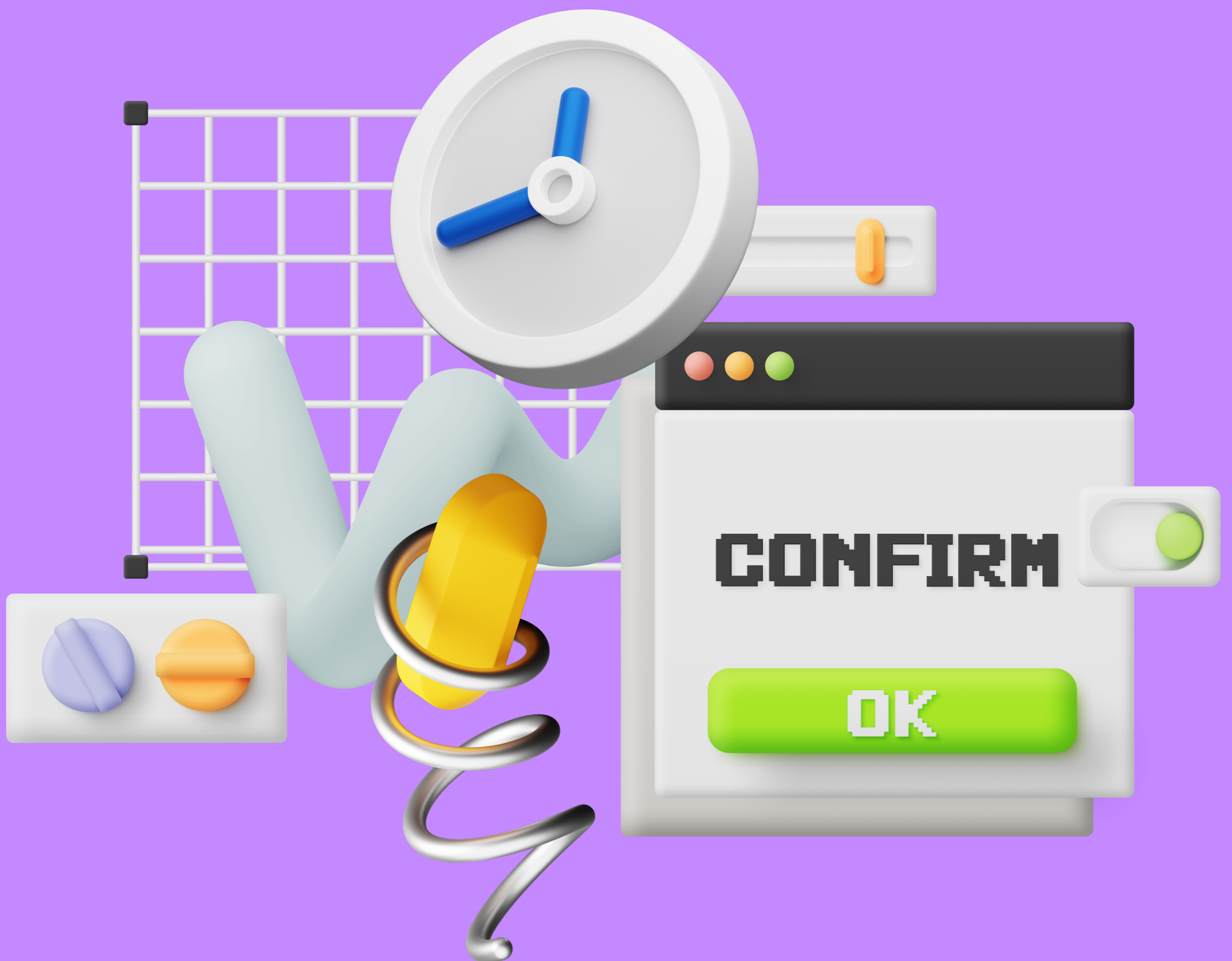


# Mastering Project Time Management: The 5-Step Guide and Tips



“Time is totally irreplaceable. Within limits, we can substitute one resource for another, copper for aluminum, for instance. We can substitute capital for human labor. We can use more knowledge or more brawn. But there is no substitute for time.” – Peter Drucker

Time management lets us plan and prioritize tasks following the desired goals. It teaches us to develop the right mindset and adopt productive behaviors to be successful in whatever we do. Those who practice it diligently attain superb performance results professionally and personally.

This guide provides basic information about time management and its benefits and offers actionable advice on improving it effectively.

## **What Is Project Time Management and Why Is It Important?**

### **6 Primary Processes in Project Time Management**

### **5 Big Steps to Improved Project Time Management**

1. Embrace Technology and Innovation
2. Make the Necessary Arrangements
3. Boost Your Time Assessment Procedures
4. Review Your Project Management Processes
5. Help Your Team Get Better Too

### **Time Management Made Easy With actiTIME**

- Plan Your Projects Right
- Track Time With Precision
- Monitor Work Progress
- Keep an eye on the trends
- Treat Time as Money
- Seamlessly Integrate actiTIME Into Existing Workflows

### **Conclusion**



# What Is Project Time Management and Why Is It Important?

Project time management is a crucial part of project management as a whole. It is about planning your tasks and objectives within a certain timeframe and regulating your performance to foster optimal use of time and resources.

It helps you attain the formulated project performance goals by due dates and more efficiently.

Research findings also reveal that time management boosts productivity and assists in attaining desired results more efficiently. Besides, it promotes health and helps individuals lead more balanced lives. These outcomes are indeed worth striving for:

- In stressful and deadline-oriented professions like event organization, adequate time management is associated with better team performance. It allows employees to adhere to schedules and fulfill work requirements within a predefined time frame ([Nor Lela Ahmad et al.](#))
- A well-developed sense of control over time helps reduce the psychological strain one experiences when in need to meet both professional and family-related demands ([Steve M. Jex & Tina C. Elacqua](#)).
- When mastering time management principles, individuals start to spend more hours on high-priority work and, as a result, they go through an increase in personal productivity and satisfaction ([Brandon L. Hall & Daniel E. Hursch](#)).
- Regular and accurate time tracking can solve the problem of billable time leakage and, thus, increase business revenues by up to 61% ([Time Is Money](#)).



# 6 Primary Processes in Project Time Management

Effective project time management involves at least six major processes:

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1. **Project planning.** Your main objective at this step is to define the activities and tasks you should engage in to achieve the desired outcomes.
2. **Estimation.** You must have enough resources to meet productivity demands and work speed.
3. **Project scheduling.** Make a detailed list of your project activities and try eliminating possible overlaps and predicting delays.
4. **Time tracking.** One of your main goals regarding time management is to adhere to the developed schedules and estimates.
5. **Team communication.** It's also crucial to ensure everybody understands project requirements correctly and establish strong personal and professional relations within the team.
6. **Performance analysis.** To complete your project management cycle on the right note and learn from your experience, analyze team behaviors, workflows, and the time spent on different tasks.



# 5 Big Steps to Improved Project Time Management

We all have 24 hours in a day, and time is ticking away second by second. We can't save, store, or reuse it. There's no way to stretch time, but we can manage our attitudes, activities, and environment to maximize it.

## 1. Embrace Technology and Innovation

Experts say the first step to better time management is knowing exactly where our time is spent. You'd need efficient time-tracking and project-management tools to run your team more effectively. It can enhance your business in multiple ways:

- streamline work assignments management and time logging,
- speed up reporting and simplify data analysis,
- increase clarity and help in payroll calculation,
- highlight weak points in project management processes.

Besides that, there are lots of modern techniques that will help you plan your tasks, concentrate on everything that matters most and keep track of your progress

## 2. Make the Necessary Arrangements

Another key to effective time management is preparation. You must start every project with clear goals and defined roles and responsibilities.

- **Check your goals.** If they don't meet the SMART criteria, achieving them in time will be hard.
- **Identify and eliminate unproductive activities.** Use your time-tracking data to identify tasks that don't contribute to the project's goals but still take a lot of time and get rid of these.
- **Start making contingency plans.** When planning your next task or project, consider best-case and worst-case scenarios. This will help you be more prepared to tackle risks and emergencies.

- **Document important guidelines**, meetings, and procedures to unload your mind, refer to and share them with others in a few clicks.

### 3. Boost Your Time Assessment Procedures

When estimating larger periods, we often overlook some small but important tasks. It is getting even more difficult with distractions all around. However, good time assessment practices go beyond the usual guesswork.

- **Estimate every activity.** When planning your next task, project, or Sprint, estimate all tasks regardless of size for future productivity analysis.
- **Allow for some buffer time.** Buffer time takes into account unexpected circumstances that should be included in your estimations.
- **See how your estimated and actual time stack up.** Use historical data to compare the estimated and actual time and review your fudge ratio by activity type to better plan your future activities.

### 4. Review Your Project Management Processes


To create a clutter-free environment that gives you a greater sense of control, improves concentration, and lets you work less, you need to perfect not just the project goals but all the plans, schedules, and tasks.

- **Upgrade your toolkit.** Use time trackers, project management systems, and other tech tools to automate routine tasks and access your data from any device. Explore app integrations and connect your apps so that they could exchange your data.
- **Prioritize with a focus on the result.** Use prioritization techniques to discover the 20% of tasks that bring 80% of results and put them at the top of your task list.
- **Improve scheduling.** Use calendar apps to block time for planned activities and add new items immediately as soon as they are planned or requested. Label your entries to navigate faster.
- **Eliminate distractions.** Turn off email and low-priority messenger notifications and schedule two or three time blocks daily for checking them.
- **Delegate and outsource.** Delegation frees your time for more important tasks, teaches your team communication skills, and builds trust. Next time you feel overloaded, you'll have a trained employee to back you up.

### 5. Help Your Team Get Better Too

- **Encourage openness and transparency.** Share the project analytics data with your team to inform them about the issues, allow them to participate, and offer solutions.

- **Cultivate Collaboration. Communicate the business goals.** Ensure everybody knows their roles and responsibilities at project and task levels.
- **Improve focus and concentration.** Use productivity apps. Experiment with time trackers or checklist apps to measure your performance, keep track of everybody's progress and identify growth opportunities.



## Time Management Made Easy With actiTIME

If you decide to proceed with the recommendations above, you can try [actiTIME](#), an online time-tracking tool with extensive project management functionality.

It lets you:

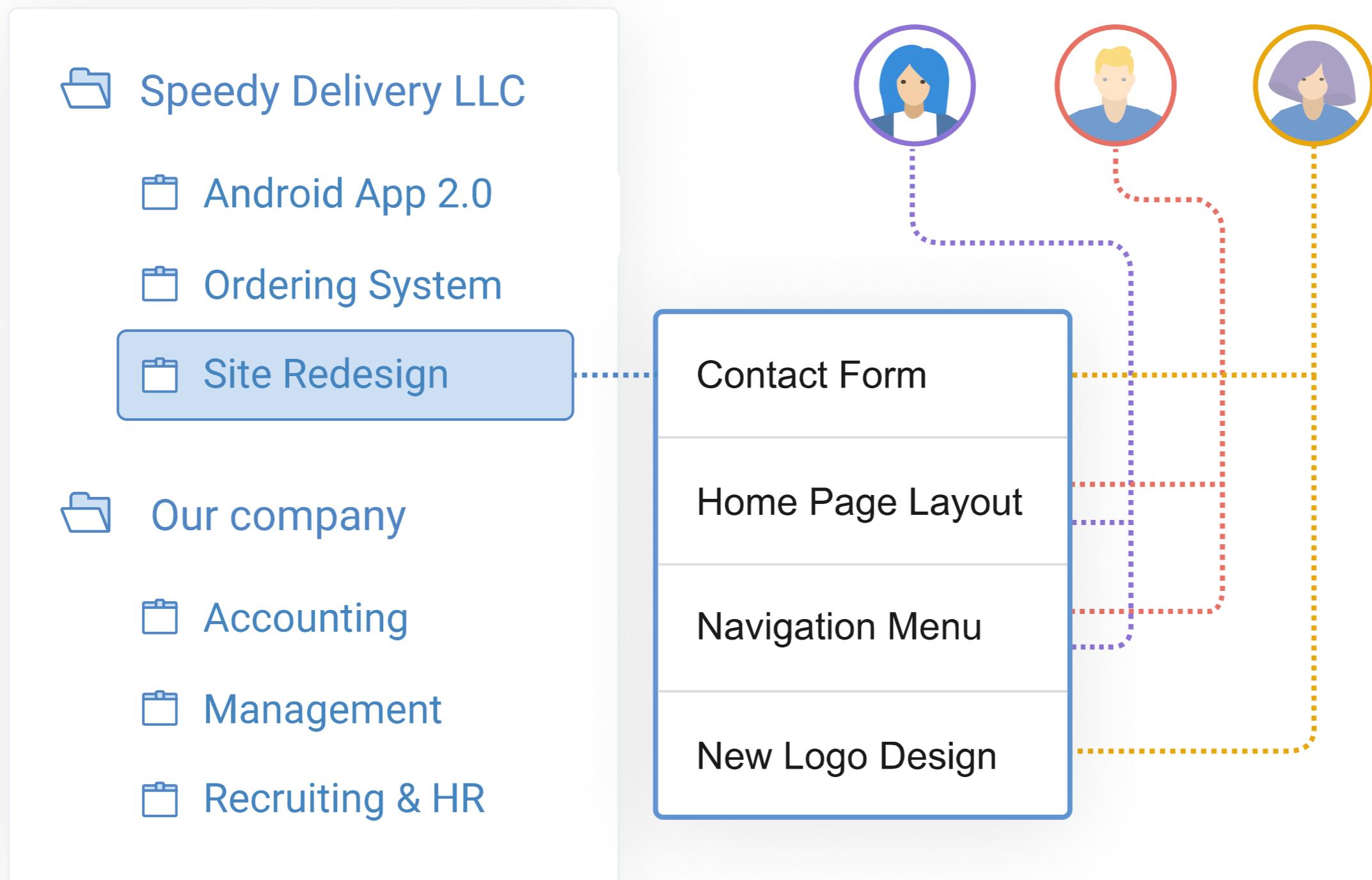
- manage time through efficient work planning and in-depth data analysis,
- assign tasks across employees,
- offer your team automated or manual hours logging,
- run multiple reports to evaluate your team's performance and enhance productivity.

Besides, actiTIME streamlines client billing, invoicing, and time off management, which allows you to invest less time and money into these processes. Let's take a closer look.

### Plan Your Projects Right

Create a detailed work breakdown and assign tasks to your team members so everyone knows what they should accomplish.

Save time on communications. Enjoy a wealth of information to help you make more intelligent management decisions.



## Track Time With Precision

Record work hours manually or let an automatic timer track them in the mobile app or through the Chrome extension.

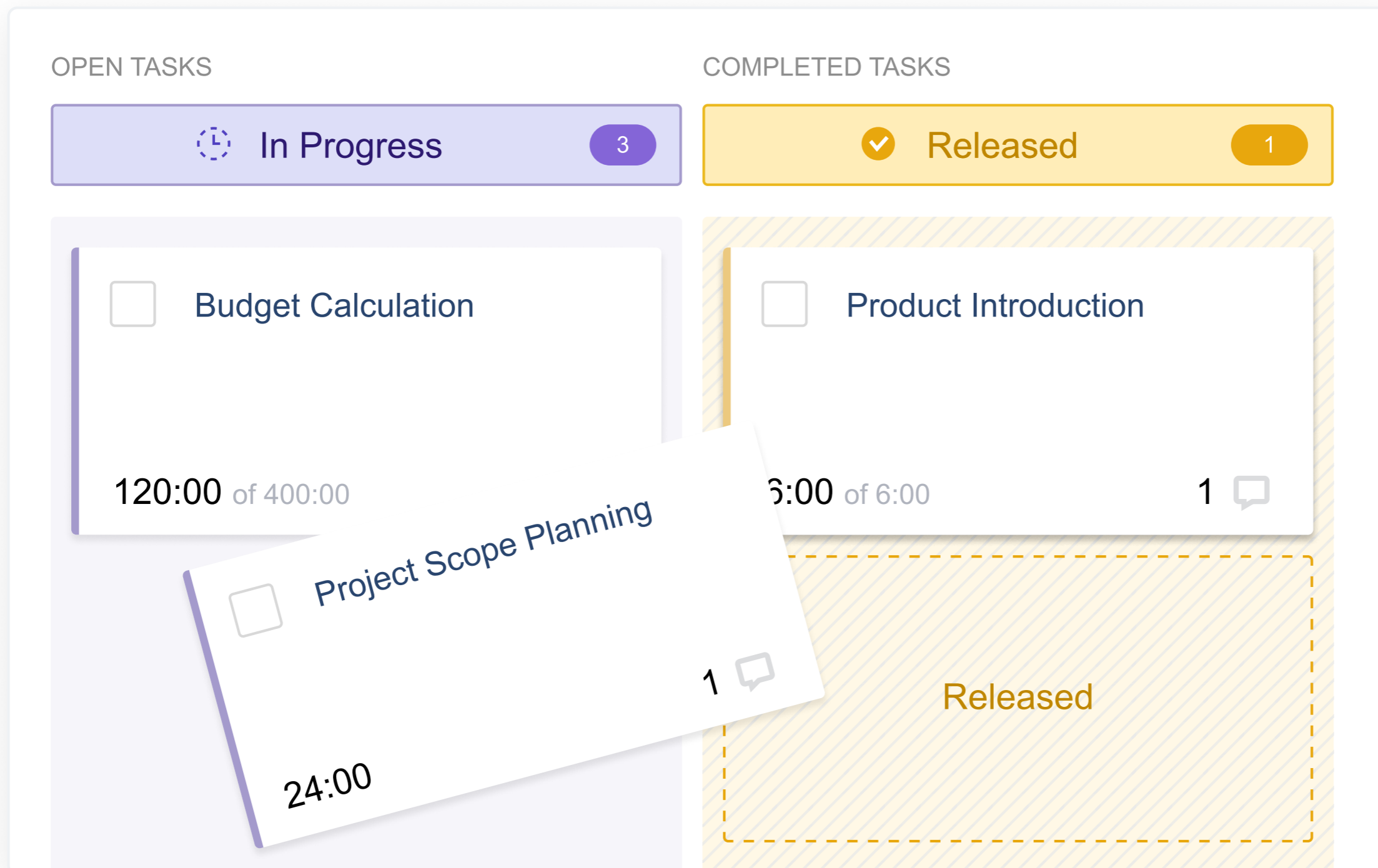
Knowing how time is used, you can improve your behaviors and increase efficiency.

Tasks				
<span style="color: green;">🕒</span> In Progress ▾	<b>Calls</b> Our Company / Management	2:40	1:35	
<span style="color: purple;">🕒</span> Done ▾	<b>Capacity planning</b> Our Company / Management		0:30	1:05
<span style="color: green;">🕒</span> In Progress ▾	<b>Team Meeting</b> Future Technologies Inc / Prod...	0:45	2:00	0:10
<span style="color: orange;">🕒</span> New ▾	<b>Usability Testing</b> Happy Customer Inc / Product...	1:00		2:00

## Monitor Work Progress

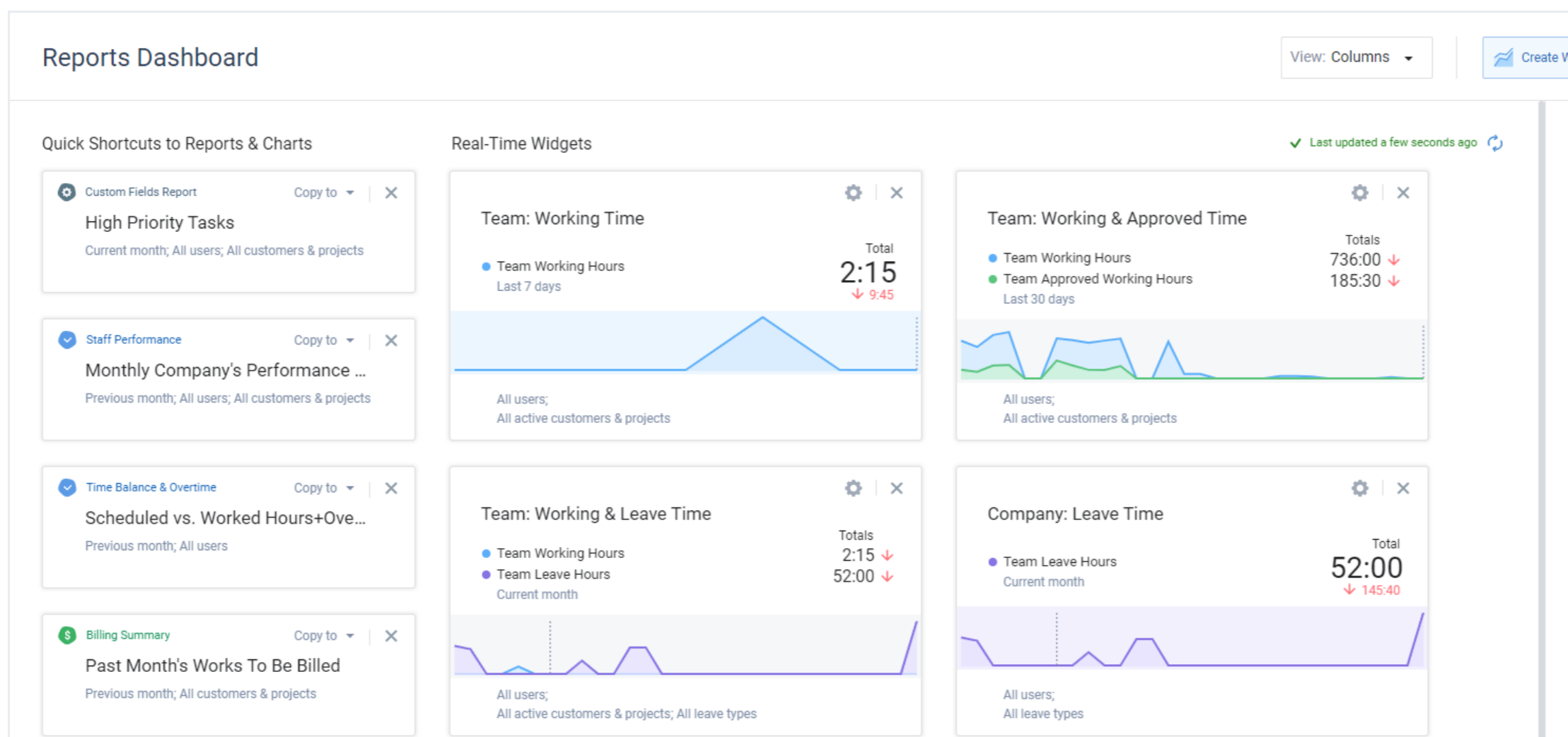
Create a more agile and lean workflow with a highly visual Kanban board. See the project progress at a glance to ensure everything goes as planned.





## Keep an eye on the trends

Use custom charts, widgets, and reports to review productivity, time utilization, costs, and profits across clients, projects, and teams.



## Treat Time as Money

See how costs and profits stack across clients and projects. Identify unprofitable activities, investigate and eliminate money drains.

# Profit / Loss Report


[+ Create shortcut to this report on](#)

Custom date range ▼
Jan 01, 2023 - Feb 28, 2023
⚙ Edit Configuration ▼

Cost Items	Spent (mh)	Budget (\$)
<b>Customer- and project-related costs</b> Data grouping: Customers / Projects / Tasks	<b>80:27</b>	<b>89</b>
<b>Software Development Plan</b>	<b>74:27</b>	<b>90</b>
<b>Core Development</b>	<b>12:00</b>	<b>45</b>
Core Development	support 4:00	80
Testing	design 8:00	25
<b>Define project scope</b>	<b>24:27</b>	<b>85</b>
Environment setup	Residential Project 14:04	85
QA development	support 10:23	80
<b>Staging environment</b>	<b>38:00</b>	<b>110</b>
Prototype 1 deployment	engineering 16:00	110
Prototype 2 deployment	engineering 22:00	110
<b>Sprint 1</b>	<b>6:00</b>	<b>80</b>

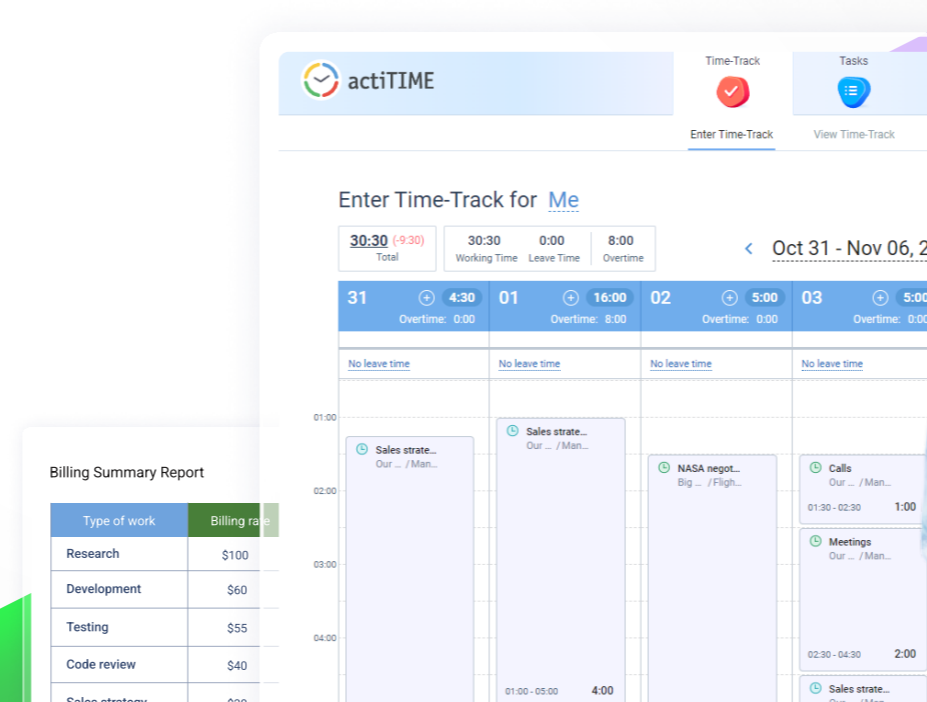
## Seamlessly Integrate actiTIME Into Existing Workflows


Connect actiTIME to hundreds of other tools via Zapier to automate your workflow. Get endless export and import possibilities with robust API.



# Time Tracking Software

Start Free Trial







# Conclusion

We can substitute and replenish every resource type, but we cannot replace time with anything else. Moreover, time lost can never be restored, making it our most valuable resource.

That's why knowing how to manage your time right when working on projects is crucial. And hopefully, this brief guide to project time management has helped you to understand how to do just that.