

Time Well Spent

Boosting Productivity in Learning & Work

Strong time management is an essential skill that plays a powerful and proven role in success. In fact, research shows the average UK employee loses around 40 hours every month due to poor time management, distractions, and low-value tasks, costing businesses thousands per person each year.

For busy professionals balancing work and career development, these skills are even more valuable. Developing strong time management and productivity habits can boost confidence, improve focus, and help you make consistent, meaningful progress towards your goals.

This month, we're excited to share practical ways to help you take control of your workload and study schedule. Our latest guide, **Time Management Toolkit: Practical Strategies for Productivity and Success**, is packed with useful techniques to help you prioritise effectively, stay organised, and build productive habits that will support long-term success.

[Your Time Management Toolkit →](#)



EMPLOYER INSIGHTS

The Value of Time Management

Effective time management is a fundamental skill for workplace performance, consistency, and well-being. Employees who manage their time effectively are better able to meet deadlines, maintain accuracy, and balance priorities. For employers, this often leads to improved productivity, reduced errors, and more confident, capable teams.



EMPLOYER TIP

Encouraging Planning and Prioritisation

Although time management is essential, it's important to recognise that it doesn't come naturally to everyone. Encouraging employees to plan their day, prioritise key tasks, and break work into manageable steps can help them stay focused, reduce overwhelm, and use their time more effectively.

INSTITUTE UPDATES



AAT's New Level 4 Course

AAT has announced the launch of the new Level 4 Diploma for Professional Accounting Technicians. Designed for those building a career in accountancy or finance, the course will launch in September 2026.



The CIPD Student Conference 2026

The free online event will take place on the 7th of March. It will deliver practical insights using AI while learning, building professional networks, and navigating your career.



CMI Awards of Excellence

The shortlist for CMI's Awards of Excellence for 2025 have been announced. The winners for each category will be confirmed in Spring 2026.

TIP OF THE MONTH

The 10-Minute rule

If you're putting off a task or revision, commit to working on it for just 10 minutes. Starting is often the hardest part, but once you get going, you'll find it easier to build momentum and make meaningful progress.

This technique helps to beat procrastination, improve your focus, and make challenging tasks feel more manageable, especially when you're fitting your studies around work and everyday life.

LEARNER SUPPORT

Need study support?

Remember that the Student Support Zone is filled with information, guides and resources to help you throughout your learning journey

[Student Support Zone →](#)