

A Comprehensive Review of Individual Time Management Strategies: Classification, Mechanisms, and Comparative Analysis

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DOI: <https://doi.org/10.36348/sb.2026.v12i05.001>

| Received: 29.04.2026 | Accepted: 07.06.2026 | Published: 10.06.2026

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Abstract

The study of time management has gained prominence due to its significant correlation with productivity, academic and professional achievement, psychological well-being, and self-regulation. Multidimensional productivity solutions that incorporate cognitive, behavioral, motivating, and environmental factors have gradually replaced traditional scheduling and prioritization strategies. The field of time management is still conceptually fragmented, with many strategies having a lot of overlap and no comparative synthesis across categories, even though time management techniques are quickly becoming popular in academic literature, professional training, and digital productivity platforms. This review provides a comprehensive narrative synthesis of applications for managing one's own time in a structured functional classification framework. There are many different types of strategies, but some of the most common ones include systems for managing tasks, systems for prioritizing tasks, systems for reducing distractions, systems for managing energy and wellbeing, systems for collaborative time management, and systems for focusing on concentration and deep work. The functional purpose, cognitive and behavioral mechanisms, practical applications, strengths, and limitations of each category were the primary areas of focus in the comparative analysis. Despite differences in terminology and implementation, the review shows that time management systems frequently display similar mechanisms such as attentional control, self-regulation, executive functioning, behavioral automation, and environmental structuring. Because effectiveness depends on contextual needs, cognitive load, personality attributes, and individual goals, the results show that no one method is inherently better. This review provides a structured framework that helps people choose and apply time management strategies based on evidence. It does this by integrating classification, mechanism-based interpretation, and comparative analysis to address conceptual fragmentation in the literature.

Keywords: Time management; Productivity; Self-regulation; Task prioritization; Scheduling strategies; Focus management; Habit formation; Distraction control; Strategic planning; Behavioral productivity.

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INTRODUCTION

Managing one's time effectively is a talent that is crucial in today's fast-paced world, where tasks are piling up, digital distractions abound, and performance expectations are ever-present. Productivity, academic and occupational success, psychological health, and stress levels are all positively correlated with efficient time management (Gebresilase *et al.*, 2026; Martinsuo, 2026; Sawyer *et al.*, 2026). There has been a proliferation of time management and productivity systems in the

academic, professional, and self-development spheres as people look for better ways to structure their work and maximize their daily activities (Häfner & Stock, 2010; Karakose, 2015). Traditional methods of managing one's time have given way to more complex systems that incorporate tactics for regulating one's focus, developing habits, aligning one's goals, controlling distractions, and optimizing one's energy consumption. Time blocking, the Eisenhower Matrix, the Pomodoro Technique, Getting Things Done (GTD), and SMART Goals are just a few of the strategies that have become famous for their

Citation: Hend M. Tag, Hotaf Abdullah Alharbi, Rahaf Abdulhadi Alshehri, Mayar Felemban, Anwar Mustafa Tammar, Sharooq Ahmed Naser, Fatma Ahmed Elsobky, Alaa Mujallad, Hala Mohammed Yasin (2026). A Comprehensive Review of Individual Time Management Strategies: Classification, Mechanisms, and Comparative Analysis. *Sch Bull*, 12(5): 67-75.

supposed ability to help people be more productive and self-regulated (Aeon & Aguinis, 2017).

The area of time management is still conceptually disjointed, despite its fast growth. Although they may differ in structure, language, or method of implementation, many strategies share common functions. Furthermore, individuals are increasingly challenged to choose the productivity systems that best align with their own needs and situations due to the overwhelming abundance of such systems in academic literature, professional training, digital applications, and self-help materials (Chase *et al.*, 2013). Many questions remain unanswered about the relative merits, practicality, and underlying mechanisms of the many time management techniques that have emerged in recent years (Ishfaq & Aman, 2025). Although there are a lot of ways out there that promise to improve your productivity, concentration, organization, or work-life balance, few people agree on how these strategies actually work or which ones are best for certain situations. The majority of the current literature attempts to contextualize existing strategies within a broader comparative framework, rather than examining them in isolation. Among others, this encompasses prioritization techniques, scheduling systems, and focus-enhancement approaches. Therefore, there is a lot of conceptual overlap among strategies, even though they may use different language or look different, but they may all be doing the same thing. So far, there has not been an integrative framework that can bring the field's ever-growing collection of time management tactics into a logical and practical order. Time management has been the subject of a great deal of study in the fields of education, organizational behavior, psychology, and productivity, but there are still some significant knowledge gaps that have not been well filled. One issue is that current research does not really examine time management techniques as a whole, but rather as individual tactics or types of interventions. Second, when it comes to personal time management, there are not enough thorough categorization methods to sort the ever-increasing strategies by their principal functional responsibilities.

The existing literature offers a limited mechanism-based synthesis elucidating the cognitive and behavioral operations of various strategies. Most studies prioritize results like productivity or academic achievement, providing less investigation of the underlying processes that contribute to these effects. Ultimately, few evaluations conduct comprehensive comparative analyses across several strategy categories, leading to a restricted comprehension of the similarities, differences, overlaps, and contextual appropriateness among the existing methodologies. These constraints underscore the necessity for a comprehensive evaluation that can systematically organize, analyze, and compare distinct time management solutions within a consistent

functional framework. This review seeks to comprehensively categorize and assess distinct time management techniques by examining their functional roles, underlying mechanisms, applications, strengths, and limitations. The review aims to offer a thorough synthesis of current time management methodologies by establishing a systematic functional taxonomy, thereby enhancing conceptual clarity within the area.

Conceptual Framework

The conceptual framework of this review is based on the premise that time management is a multidimensional self-regulation process involving cognitive, behavioral, motivational, and organizational components. Rather than viewing time management as a single skill, contemporary perspectives conceptualize it as a combination of interconnected strategies that influence how individuals plan, prioritize, execute, monitor, and protect their time in different personal and professional contexts. This review proposes that individual time management strategies can be systematically understood through their primary functional roles. Accordingly, the study develops a functional taxonomy (A–J) that classifies strategies according to the specific time-management problem they are designed to address. These categories include task prioritization, time allocation, focus regulation, task management, goal orientation, habit formation, distraction minimization, energy management, strategic planning, and collaborative coordination. The framework assumes that effective time management outcomes—such as improved productivity, enhanced focus, reduced stress, better task completion, and increased self-regulation—are achieved through distinct underlying mechanisms. These mechanisms include attention regulation, cognitive control, executive functioning, behavioral automation, motivation alignment, and environmental structuring. Different strategies may vary in their mechanisms while sharing similar functional objectives, which explains the conceptual overlap frequently observed in the time management literature.

Within this framework, each strategy is examined through four core analytical dimensions:

- Functional purpose (what the strategy is intended to achieve),
- Underlying mechanism (how the strategy operates cognitively or behaviorally),
- Advantages and practical applications, and
- Limitations and contextual constraints.

The conceptual framework also recognizes that no single strategy is universally optimal for all individuals or contexts. Instead, the effectiveness of time management approaches may depend on factors such as task complexity, cognitive demands, work environment, personality traits, motivational state, and lifestyle patterns. Consequently, this review adopts a comparative

perspective aimed at identifying both distinctions and overlaps among strategies rather than promoting a single “best” method.

By integrating classification, mechanism-based interpretation, and comparative synthesis, the proposed

framework provides a structured foundation for understanding the rapidly expanding field of individual time management strategies and supports more systematic analysis of their practical and theoretical implications.

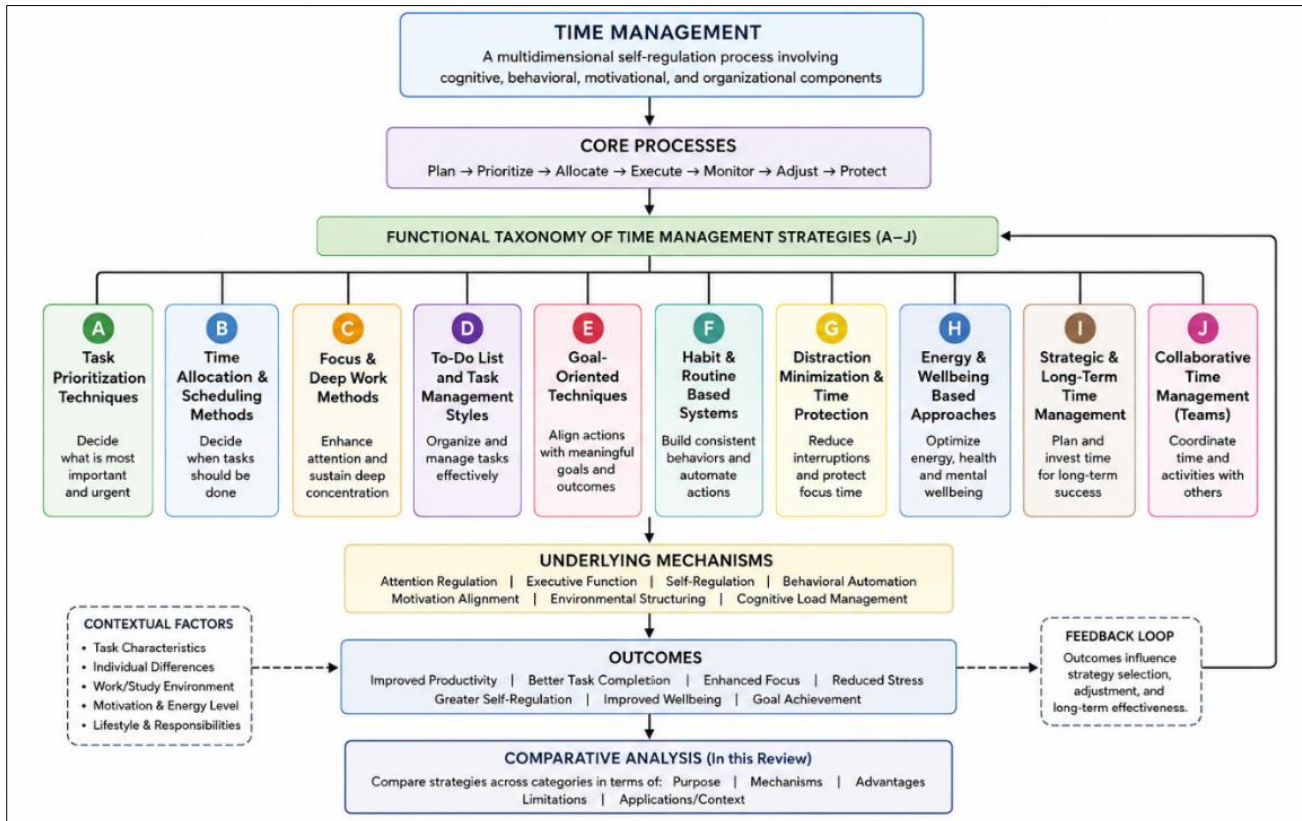


Figure 1: Conceptual framework of individual time management strategies

LITERATURE REVIEW

Task Prioritization Techniques

Task prioritization techniques represent a core category of individual time management because they help individuals decide which tasks should be addressed first when time, attention, and energy are limited (Elmer & Durocher, 2024). These approaches are mostly about prioritizing tasks by urgency, importance, value, effort or predicted impact. Tools like the Eisenhower Matrix, the ABCDE Method, the Ivy Lee Method, the Pareto Principle, the Most Important Task method, Warren Buffett’s 2-List Strategy, MoSCoW Prioritization, Eat That Frog, Rule of 3, and Boston Matrix are all aimed at reducing uncertainty in the daily decision-making process and directing people toward more purposeful task execution (Trushin & Vladimirovich Kalach, 2025). Despite their structural differences, these strategies serve a unified functional objective: to streamline task selection and enhance the allocation of effort towards high-priority activities. The Eisenhower Matrix differentiates between urgent and important tasks, whereas the ABCDE Method categorizes tasks based on their priority levels (Liu & Kuan, 2025). The Ivy Lee

Method and MIT method advocate for identifying a limited number of critical tasks before to commencing the day, while the Pareto Principle underscores the need of concentrating on the few activities that yield the bulk of outcomes. Likewise, Eat That Frog advocates for prioritizing the most challenging or significant work initially (Dierynck & Peters, 2026), whereas the Rule of 3 concentrates daily efforts on three principal objectives (Dekker *et al.*, 2020). The MoSCoW Prioritization and the Boston Matrix provide organized decision categories that facilitate the comparison of competing activities or objectives (Vijayakumar *et al.*, 2024).

From a mechanistic standpoint, task prioritization methods function via cognitive filtering, choice simplification, executive control, and cognitive load alleviation. By diminishing the quantity of competing options, these strategies assist folks in circumventing decision fatigue and sustaining focus on tasks of higher significance or immediacy. Their primary advantages encompass enhanced clarity, improved task concentration, less procrastination, and augmented perceived control over workload. Nonetheless, these

methodologies possess inherent limits. Certain strategies may overly simplify intricate tasks, depend significantly on subjective assessment, or become inflexible in dynamic contexts where priorities regularly shift. Consequently, task prioritization methods are most efficacious when employed with flexibility and tailored to the individual's objectives, workload, and circumstances.

Time Allocation & Scheduling Methods

The primary goals of time management and scheduling techniques are the establishment of regular work schedules and the distribution of available time among various endeavors. Approaches like Activity Batching, Micro-Scheduling, Macro Planning, Fixed-Schedule Productivity, Reverse Scheduling, Calendar Scheduling, Day Theming, and Time Chunking are all part of this area. Schedule approaches provide more tangible daily or weekly plans by converting priorities into structured time commitments, as opposed to prioritizing techniques, which assist individuals in deciding what should be done first (Bieser & Hilty, 2020).

All of these techniques have the same purpose: breaking down general goals into more concrete chunks of time. Time Boxing restricts the execution of tasks to a predetermined duration, whereas Time Blocking and Calendar Scheduling assign particular tasks to specified intervals. Activity Batching combines comparable jobs together to decrease switching costs, and Day Theming organizes work around recurring themes (Rinner *et al.*, 2019; Zhang *et al.*, 2010). Macro Planning is concerned with more general strategies for the next week, month, or year (Azab & ElMaraghy, 2007), whereas micro-scheduling offers more specific plans for the near future (Azab & ElMaraghy, 2007). Regular Timetable Work hours are a boundary that productivity sets, however in reverse scheduling, the stages are defined by starting with a deadline and working backwards.

The goal of all these techniques is the same: to concretize general goals into specific blocks of time. While Time Blocking and Calendar Scheduling allow you to allocate tasks to certain periods, Time Boxing sets a predetermined length for when tasks can be executed. Tasks that are comparable are grouped together to minimize switching costs in Activity Batching, and work is organized using Day Theming based on recurring themes. Contrasted with Macro Planning's emphasis on more general weekly, monthly, or long-term organization, Micro-Scheduling offers specific structure for the near future. Set Timetable While Reverse Scheduling starts with a deadline and defines necessary steps backward, Productivity establishes restrictions around work hours.

By formalizing habitual actions, routine-based systems seek to render decision-making and willpower

superfluous. The 5 AM Club, routine monitoring, power hour, self-reflection journaling, the 21/90 rule, morning rituals, evening shutdown rituals, habit stacking, and miracle morning are all examples of practices that fall into this category (Jeremiah *et al.*, 2025). Instead than depending on strategies that mainly involve scheduling or prioritizing activities, habit-based techniques aim to incorporate effective habits into regular routines with the goal of consistency (Ruggeri *et al.*, 2023). All of these strategies are aimed at making time management easier and more sustainable in the long run. Habit stacking links new behaviors to existing routines, and morning routines and the 5 AM club both assist individuals in organizing their mornings around purposeful activities. Evening shutdown rituals help people relax after a long day, get ready for the next day, and let go of any stress caused by unfinished business. A time-bound method for completing high-priority tasks is the Power Hour, whereas a strategy for altering numerous behaviors simultaneously is the Keystone Habit Strategy. Keep an Eye on Your Habits and Think About What You Do Every Day Reflection, accountability, and change management are all areas that can benefit from keeping a journal.

From a mechanism-based perspective, habit and routine systems are able to carry out their tasks through techniques such as behavioral automation, cue-response association, self-monitoring, reward, repetition (Lally & Gardner, 2013). As a result of not having to repeatedly select when and how to act, decision fatigue and inconsistent behavior might be lessened with these tactics. Some of its main advantages include improved self-control, less time squandered, greater regularity, and longevity. However, it can be challenging to establish and sustain such systems when routines are disrupted by factors such as stress, travel, changes in workload, or mysteries. Those that prioritize rigidity over flexibility may find that their methods are excessively rigid for certain situations. Put simply, routine-and habit-based systems are most effective when they are realistic, easy to apply, and adaptable to the individual's changing needs and those of their career.

Distraction Minimization and Time Protection

The purpose of time management and distraction reduction approaches is to safeguard concentrated work periods from both internal and external causes of disruption (Fournier *et al.*, 2026). This section includes technologies like Do Not Disturb Mode, Email Scheduling, Notification Control, Phone-Free Time Blocks, Noise-Control Techniques, Social Media Detox, Pomodoro with Distraction List, and Anti-Multitasking Strategies. These strategies attempt to shield workers' attention from distractions such as digital overload and disruptions during work periods rather than scheduling when activities should take place (Kalgotra *et al.*, 2016). Creating an atmosphere that allows for uninterrupted task engagement is the shared functional

goal of these solutions. Lessen your reliance on non-essential digital channels with Digital Minimalism and Social Media Detox. Limit real-time disruptions with Notification Control and Do Not Disturb Mode. By designating set times for contact, email scheduling eliminates the need to constantly check the inbox, while website blockers limit access to distracting online content. To further aid in intense concentration, you can use noise-control techniques and time blocks without phones (Saha & Iqbal, 2023). While anti-multitasking strategies promote sustained concentration on a single task at a time, Pomodoro with a Distraction List urges people to keep working on their present activity even when distracted by unrelated thoughts or activities.

From a mechanism-based perspective, distraction minimization strategies operate through attentional control, environmental structuring, interruption reduction, and cognitive load management (Das Swain *et al.*, 2023). By decreasing competing stimuli, these methods reduce task switching and help maintain cognitive resources for priority work (Kalgotra *et al.*, 2016). Their main advantages include improved focus, reduced procrastination, better work quality, and greater perceived control over time. However, these strategies may be difficult to apply in roles requiring constant communication, rapid responsiveness, or collaborative availability. They may also require strong self-discipline and supportive work environments. Therefore, distraction minimization and time protection methods are most effective when individuals can set clear boundaries, manage digital exposure intentionally, and align distraction-control practices with their work responsibilities.

Energy and Wellbeing-Based Approaches

Energy and wellbeing-oriented strategies emphasize the enhancement of physical, mental, and emotional resources to augment sustainable productivity and long-term time management efficacy (Zhang *et al.*, 2023). This area encompasses tactics including the Energy Management Matrix, Sleep Optimization (Chen *et al.*, 2026), Movement Breaks (Mainsbridge *et al.*, 2020), Healthy Work–Life Balance, Napping Techniques, Self-Care Scheduling, Time Audits for Wellbeing, Self-Compassion Breaks (Günay *et al.*, 2026), Stress Management Integration, and Gratitude Journaling. Unlike traditional productivity methods that emphasize efficiency and work completion, these approaches realize that effective time management also depends on preserving sufficient energy, recovery, and psychological wellness. Improving performance through energy management, as opposed to merely maximizing working hours, is the shared functional purpose of these solutions (Khanal *et al.*, 2026). Improve cognitive function and minimize fatigue using Sleep Optimization and Napping Techniques. Movement Breaks improve physical and mental recovery during continuous labor. To avoid burnout, appropriate work-life balance and self-

care scheduling include rest, recreation, and self-care periods. Stress Management Integration and Self-Compassion Breaks help people cope with stress and stay resilient. Keep a gratitude journal or undertake reflective wellness audits to boost self-awareness and emotional regulation.

From a mechanism-based perspective, energy and wellbeing strategies operate through recovery enhancement, stress reduction, emotional regulation, cognitive restoration, and physiological regulation (Mesas *et al.*, 2023). By supporting both mental and physical recovery processes, these methods improve attention stability, decision-making capacity, and long-term behavioral sustainability. Their major advantages include reduced burnout risk, improved emotional wellbeing, greater resilience, and enhanced long-term productivity (Bartram *et al.*, 2023). However, some approaches may be perceived as less directly task-oriented and may require lifestyle adjustments, consistency, or supportive environmental conditions to achieve measurable benefits (Cen *et al.*, 2025). Additionally, the effects of wellbeing-based strategies may vary substantially between individuals depending on health status, workload, personality, and occupational demands. Therefore, these approaches are most effective when integrated into broader time management systems that balance productivity goals with sustainable personal wellbeing.

Strategic and Long-Term Time Management

Strategic and long-term time management approaches focus on aligning daily activities with broader personal, academic, or professional objectives over extended periods (Price, 2024). This category includes Annual Planning, Monthly Planning, Weekly Reviews, Sunday Planning Sessions, Strategic Time Framing, Time Investment Strategies, Time Budgeting, Time Valuation Models (Jara-Díaz *et al.*, 2008), Future Authoring (de Vito *et al.*, 2012), and the intentional use of Parkinson's Law (Kamma *et al.*, 2013). Unlike short-term productivity methods that emphasize immediate task execution, these approaches aim to improve long-term direction, consistency, and alignment between present actions and future goals. These strategies share a common functional purpose: helping individuals allocate time according to long-term priorities rather than reacting solely to immediate demands. Annual and Monthly Planning methods provide broad temporal structure for goal organization, while Weekly Reviews and Sunday Planning Sessions support reflection, progress monitoring, and adjustment of priorities (Sharafiev *et al.*, 2025). Strategic Time Framing and Time Investment models encourage individuals to evaluate time as a limited resource that should be intentionally invested in high-value activities. Similarly, Time Budgeting allocates estimated time resources across responsibilities, while Future Authoring promotes long-term self-reflection and future-oriented planning.

The intentional application of Parkinson's Law introduces controlled time constraints to improve efficiency and reduce unnecessary task expansion (Ahlfors & Amelin, 2021).

Mechanism-based strategic and long-term approaches use future orientation, goal alignment, self-monitoring, temporal awareness, and intentional decision-making. These strategies help people stay consistent, reduce reactive behavior, and boost productivity by tying short-term activities to long-term goals. Their main benefits are increased goal clarity, strategic direction, resource allocation, and long-term planning. However, these approaches may become too abstract, hard to maintain, or susceptible to life changes and shifting priorities. Too much long-term planning might raise planning load without ensuring implementation. Thus, strategic time management works best with adaptable short-term strategies that turn long-term goals into everyday activities.

Collaborative Time Management

Collaborative time management strategies focus on the coordination, synchronization, and optimization of time-related activities within team-based environments (Gevers *et al.*, 2003). Unlike individual-oriented approaches that primarily emphasize personal productivity and self-regulation, collaborative methods are designed to improve collective workflow efficiency, communication clarity, task distribution, and temporal alignment among multiple individuals (Lee *et al.*, 2020). These strategies have become increasingly important in modern organizational settings characterized by interdisciplinary teamwork, remote collaboration, agile development systems, and digitally mediated communication (Held & Blochinger, 2009).

Agile Time Planning, Scrum Timeboxes, and Stand-up Meetings break work into manageable cycles and provide constant monitoring and immediate feedback as part of collaborative time management (Torrecilla-Salinas *et al.*, 2015). These methods raise workflow transparency, enable adaptive planning, and speed up task completion. Delegation tactics, job handoff protocols, and capacity planning aim to balance team workloads and reduce role ambiguity and uneven task allocation (Lawong & Akanfe, 2025). Asynchronous work design and shared calendar systems enable flexible communication and scheduling across time zones, supporting temporal coordination. Functionally, collaborative time management reduces coordination costs, communication bottlenecks, schedule conflicts, and workflow disruptions. These methods sustain team alignment and operational continuity through shared temporal awareness, dispersed cognitive coordinating, collective accountability, and environmental structuring. Meeting-free blocks and asynchronous communication solutions also reduce interruptions and preserve deep work in collaborative workplaces.

Despite their substantial advantages in improving organizational efficiency, collaborative transparency, and workflow synchronization, these strategies also present several limitations. Excessive coordination requirements may increase administrative overhead and reduce individual autonomy, while frequent meetings and rigid sprint structures can contribute to cognitive fatigue and reduced flexibility. Furthermore, collaborative systems often depend heavily on communication quality, organizational culture, technological infrastructure, and team discipline, making their effectiveness highly context dependent. Consequently, successful implementation typically requires balancing structured coordination with sufficient flexibility to accommodate individual work styles and dynamic project demands.

Comparative Discussion and Interpretation

Modern approaches to time management may differ in terminology, structure, and implementation, but they all have a common goal: making the most efficient use of finite mental, behavioral, and spatial resources to improve performance in the short term and the long run. According to the author, different productivity systems might not necessarily reflect radically different ideologies, but rather diverse operational pathways that lead to the same self-regulatory goals. The strong conceptual convergence across categories is a major observation that emerges from this review. Attentional regulation, executive functioning, behavioral automation, reduction of cognitive load, and motivational alignment are some of the overlapping psychological mechanisms that are relied upon by scheduling systems, focus-management approaches, habit-based routines, methods to control distractions, and frameworks for strategic planning. This provides more evidence that the various productivity systems currently on the market are really just variations on a theme of generally accepted cognitive and behavioral principles rather than new approaches to increasing output. Therefore, specific action mechanisms are less important than the predominately functional emphasis that distinguishes one category from another.

The need of external structuring in efficient time management is another key finding from the analysis. Consistently across several categories, the most effective solutions reduced cognitive load and increased certainty by transforming abstract objectives into structured behavioral systems. Tasks were transformed into time commitments by scheduling systems, decisions were made easier by prioritization frameworks, and habit-based systems mechanized repeated activities to lessen the need for willpower. According to the author, a lot of time management strategies focus less on boosting working capacity and more on decreasing cognitive friction related to decision-making processes including planning, task-selection, and behavior-initiation.

Additionally, the review found that there are significant conceptual variances and conflicts among the various groups. While scheduling approaches center on "when tasks should be executed," prioritization approaches primarily deal with "what should be done first." While distraction-control strategies aim to shield attentional resources from outside influences, focus and deep work systems put an emphasis on attentional quality while tasks are being executed. The focus of wellbeing-oriented techniques, on the other hand, moves from short-term effectiveness to long-term mental health, rehabilitation, and resilience. In addition to focusing on the long-term rather than the short-term, strategic planning approaches broaden the scope of life organization and future objectives.

The literature also disclosed some intrinsic paradoxes within modern production culture. While highly structured systems can enhance clarity, accountability, and workflow management, excessive structure may concurrently diminish adaptability, autonomy, and responsiveness in dynamic contexts. In contrast, adaptable strategies may enhance sustainability and user liberty at the expense of consistency and external oversight. A comparable contradiction arises between productivity-maximization systems that emphasize intensive focus and output and wellbeing-oriented techniques that prioritize recovery, balance, and stress alleviation. The author contends that these conflicts signify a more extensive dilemma in time management research: reconciling efficiency with sustainability. A significant observation pertains to the correlation between system complexity and practical usability. Comprehensive frameworks like GTD, Agile planning models, and multidimensional prioritizing systems offer significant organizational possibilities but frequently require substantial cognitive effort and ongoing upkeep from users. More straightforward techniques like the Rule of 3, MIT, or fundamental time blocking may provide enhanced accessibility and ease of implementation; nevertheless, they may insufficiently tackle intricate workloads or long-term strategic requirements. This indicates that heightened methodological sophistication does not inherently ensure enhanced practical efficacy.

CONCLUSION

Using a structured functional classification, this review synthesized a wide range of time management strategies, including methods for prioritization, scheduling, focus, task management, habit-based systems, distraction control, wellbeing, strategic planning, and collaborative time management. There is considerable overlap in the functional goals and cognitive mechanisms associated with self-regulation, attention management, executive control, behavioral consistency, and temporal organization across many of these tactics, despite differences in structure, nomenclature, and execution.

Based on the results of the comparison, it is clear that there is no silver bullet when it comes to managing one's time effectively. Task demands, cognitive workload, environmental conditions, personality traits, and long-term objectives are only a few of the variables that affect a strategy's efficacy. Different methods work better for different tasks; some are more suited to short-term planning, habit building, and collaborative coordination, while others are better suited to increasing focus and decreasing distraction. In a similar vein, more structured systems provide for better organization and accountability at the expense of flexibility, whereas adaptive approaches boost sustainability at the expense of less autonomy. The purpose of this review is to help reduce conceptual fragmentation in the time management literature by integrating disparate strategies inside a uniform functional taxonomy. This will provide a clearer framework for understanding the similarities, differences, advantages, and limitations across approaches. Instead than depending only on popularity or broad productivity trends, the results suggest that time management solutions should be chosen with evidence in mind, taking into account individual needs, contextual demands, and desired outcomes. In conclusion, this review shows that maximizing one's time is not just about working harder or making better use of one's schedule; it is about coordinating one's thoughts, actions, motivations, and surroundings in a way that promotes long-term success.

Declarations

Ethical Approval: Not applicable

Competing Interests: The authors declare that they have no conflict of interests.

Author Contributions:

All authors indicated on the title page had significant roles in developing the idea for the study, wrote or read the manuscript, checked the data for accuracy and integrity, and gave their stamp of approval before it was submitted.

Funding: This study did not receive any external financial support.

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