

Time Management



Module 14 Topic 7

Benefits of Managing Time

- More productivity
- Fewer mistakes
- Less stress
- More time to do a good job
- More success

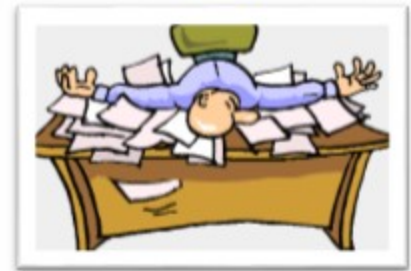


Obstacles to effective time management

Unclear objectives



Disorganization

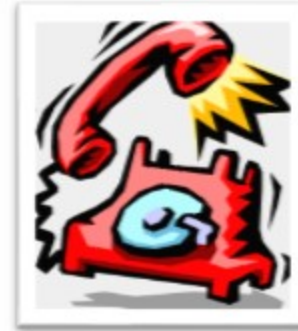


Inability to say "no"



Obstacles to effective time management

Interruptions



More interruptions



Periods of inactivity



Obstacles to effective time management

Too many things at once



Stress and fatigue



All work and no play



What can we do?

- Recognize that obstacles exist
- Identify them
- Employ strategies to overcome



Common Time Wasters

- Reacting instead of acting
- Not thinking far enough ahead
- Inadequate preparation
- Procrastination



Common Time Wasters (contd)

- Excessive attention to unimportant details
- Reluctance to ask for help
- Failure to understand what needs to be done
- Uncertainty about expectations



Common Time Wasters (contd)

- Overcommitment
- Indecision
- Poor organization
- Rushing



Time Management Basics

- Pareto's Principle (80/20 Rule)
 - 80% of Work gives 20% Results & 20% of Work gives 80% Results
 - One Rs.500/- v/s Hundred Rs.5/-
 - Effective v/s Efficient
 - Smart work v/s Hard work



Prioritize Your Tasks

- Rank tasks in order of importance
- Build in time for the unexpected
- Allow time for thinking and planning



Prioritize Your Tasks

- Rank tasks in order of importance
- Build in time for the unexpected
- Allow time for thinking and planning



Prioritize Your Tasks (contd)

- Remain flexible
- Realize you won't finish everything
- Roll over uncompleted items and reprioritize



Stephen Covey's Time Management Matrix

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none">. Crisis. Pressing problems. Deadline-driven projects, meetings, preparations	II <ul style="list-style-type: none">. Preparation. Prevention. Values clarification. Planning. Relationship building. True re-creation. Empowerment
Not Important	III <ul style="list-style-type: none">. Interruptions, some phone calls. Some mail, some reports. Some meetings. Many proximate, pressing matters. Many popular activities	IV <ul style="list-style-type: none">. Trivia, busywork. Some phone calls. Time wasters. "Escape" activities. Irrelevant mail. Excessive TV



Quadrant I

- Represents things that are both “urgent” and “important” – *we need to spend time here*
- This is where we manage, we produce, where we bring our experience and judgment to bear in responding to many needs and challenges.
- Many important activities become urgent through procrastination, or because we don't do enough prevention and planning



Quadrant II

- Includes activities that are “important, but not urgent” - Quadrant of Quality
- Here's where we do our long-range planning, anticipate and prevent problems, empower others, broaden our minds and increase our skills
- Ignoring this Quadrant feeds and enlarges Quadrant I, creating stress, burnout, and deeper crises for the person consumed by it
- Investing in this Quadrant shrinks Quadrant I



Quadrant III

- Includes things that are “urgent, but not important” - Quadrant of Deception.
- The noise of urgency creates the illusion of importance.
- Actual activities, if they’re important at all, are important to someone else.
- Many phone calls, meetings and drop-in visitors fall into this category



Quadrant IV

- Reserved for activities that are “not urgent, not important” - Quadrant of Waste
- We often “escape” to Quadrant IV for survival
- Reading addictive novels, watching mindless television shows, or gossiping at office would qualify as Quadrant IV time-wasters



Define Your Goals

- Determine the desired end result
- Set short-term objectives for reaching goals
- Adjust objectives as conditions change

- SMART" GOALS
 - S - Specific & Self
 - M - Measurable
 - A - Achievable & Positive
 - R - Realistic & Rewarding
 - T - Time Bound



Make Time-Wise Decisions

- Gather all the facts
- Consider the consequences
- Talk it over with someone you trust
- Choose the best available option
- Remember that you can revise your decision if things don't work out



Capitalize on Prime Time

- When do you have the most energy?
- When are there fewest interruptions?
- Do you know your prime time?



Avoid Procrastination

- Break a large job into smaller parts
- Do the easy parts first
- Face unpleasant tasks squarely



Avoid Procrastination (contd)

- Time yourself
- Reward yourself
- Learn from experience



Manage Interruptions

- Set limits
- Get to the point
- Deal with the issue on the spot
- Stand up
- Conclude the conversation firmly



Control Communications

- Incoming calls
 - Voice mail
 - Picking up
- Outgoing calls
- E-mail and instant messaging



Learn when to say “NO”

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



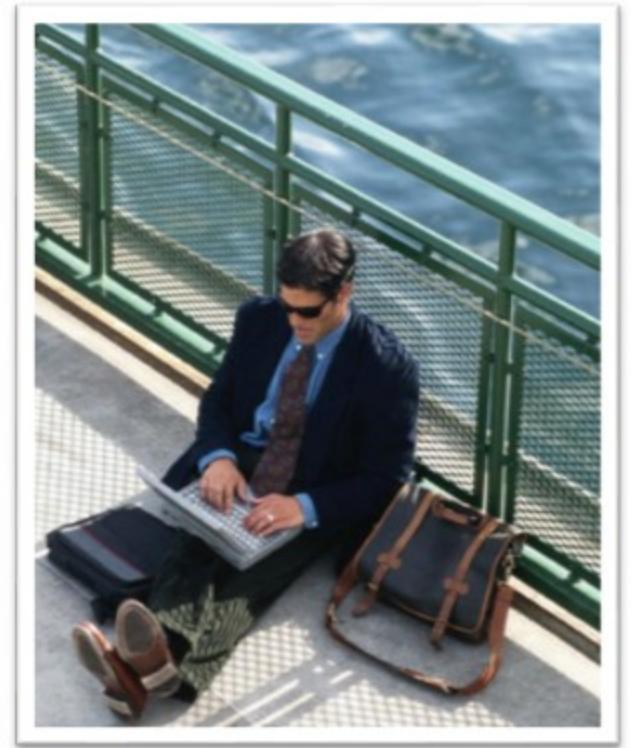
Handle Emergencies

- Don't drop everything
- Spend only as much time as necessary
- Return to your established schedule
- Think about why the emergency occurred



Control Communications

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early



Celebrate your success

- Celebrate the achievement of your goals to maintain a healthy balance in life between work and play.
- Reward yourself when you complete a task or finish a project.
- If you worked in a team setting, or delegated some tasks to others, reward the efforts of all involved.
- Celebration is a vital part of all project management. No matter how tight your schedule looks, this is TIME WELL SPENT!



Review

- Set goals
- Prioritize
- Organize
- Learn when to say “NO”
- Use your waiting time
- Concentrate on the task at hand
- Consider your personal prime time
- Celebrate success



Key Points to Remember

- Time is one of your most valuable assets
- To make the best use of your time:
 - Plan, prioritize, and define goals
 - Make time-wise decisions
 - Avoid procrastination
 - Capitalize on your prime time
 - Handle emergencies effectively

