

TIME MANAGEMENT

The art of creation, productivity and efficacy



WHAT IS TIME?

- Dictionary: "The point or period at which things occur."
- Put simply, time is when stuff happens.

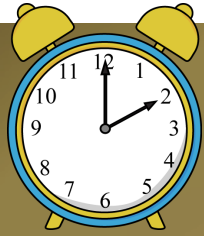


TYPES OF TIME

- Clock Time and Real Time.
- In clock time; 60 seconds, 60 minutes, 24 hours in a day, and 365 days in a year. 20 years equals exactly 20 years, no more or no less.
- In real time, all time is relative (in your mind/ mental, and how you occupy it). Time flies or drags depending on what you're doing. A two-hour boring lecture can feel like a week. And yet a 10-year old son seem to have grown up so quickly in what seemed to be two hours.



THE TIME APPROACHES



time

- **Sequential approach**
 - People do only one activity at a time, keep appointments strictly, prefer to follow plans as laid out (United States)
- **Synchronous approach**
 - People tend to multi-task, view appointments as approximate, schedules are seen as subordinate to relationships (Mexico/Middle East)



MULTITASKING PROS & CONS



“TIME MANAGEMENT”

- is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.



TIME MANAGEMENT

- Being smarter to use time efficiently.
- Some people achieve so much more with their time than others.
- **Being busy isn't the same as being effective.**



HOW VALUABLE IS YOUR TIME?



LEVERAGE

ACHIEVING MUCH MORE WITH THE SAME EFFORT



LEVERAGE

- "Give me a lever long enough and a place to stand, and I can move the Earth." – *Archimedes*

Levers of Success

- Time (yours and that of other people).
- Resources.
- Knowledge and education.
- Technology.



BENEFITS

- Greater productivity and efficiency.
- A better professional reputation.
- Less stress.
- Increased opportunities for advancement.
- Greater opportunities to achieve important life and career goals.



FAILED TO MANAGE TIME EFFECTIVELY?

- Missed deadlines.
- Inefficient work flow.
- Poor work quality.
- A poor professional reputation and a stalled career.
- Higher stress levels.



THE MENTAL REAL TIME

- Anything you create, you can manage.
- self-sabotage or self-limitation



No enough time

Not the right time

“Don't wait.
The time
will never
be just right.”

- Napoleon Hill
quotescover.com



***“NEVER POSTPONE TODAY’S WORK TILL
TOMORROW.” AN ARABIC PROVERB***



***“NEVER LEAVE THAT TILL TOMORROW WHICH
YOU CAN DO TODAY.” BENJAMIN FRANKLIN***



“Never
put off
till tomorrow
what you
can do
today”

Thomas Jefferson

InspirationalQuotes.Biz



TIME SPENT ON?

- Spent time in: thoughts, conversations and actions
- Interruptions (of course)



INTERRUPTIONS

Minimize Interruptions to Maximize Productivity



Phone calls

Emails

chat

Notifications





SKILLS NEEDED

- Some of these skills including **setting clear goals, breaking your goals down into discreet steps**, and **reviewing your progress** towards your goals are covered in **Action Planning**.
- Other skills involved include **prioritising** - focusing on urgent and important tasks rather than those that are not important or don't move you towards your goals; **organising** your work schedule; **list making** to remind you of what you need to do when; **persevering** when things are not working out and **avoiding procrastination**.



Perseverance

Persevere when things don't go right.
Develop strategies for dealing with pressure such as taking regular exercise.
Take a positive attitude towards failure: you learn most from mistakes.

Share tasks or problems with others

But say no to others when short of time.

Avoid procrastination

The best time to do something is usually now: taking action generates the impetus for further action.
Organise your work to meet deadlines.
Reward yourself for achieving goals.

Use a time log

Write down everything you do in a week to identify areas of your life where you waste time & the times when you're most productive: schedule demanding tasks for these times.

Take regular breaks

Get up and move around at least once an hour if at the computer to refresh your mind.

Time Management

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Create Habits

Try to do tasks at the same time & in the same location each day.

Prioritise

Do urgent & important tasks first not the easy things.
Have a reminder system.
Efficiency and effectiveness are **not** the same: effective people focus on the important tasks.

Avoid distractions & interruptions to your work

Keep your desk tidy.
Check email at set points in the day, rather than when it comes in.
Turn off Facebook and Twitter!

Action Planning

Set clearly defined goals.
Break tasks down into steps & do one task at a time.
Goals must be realistic & achievable

Keep a to-do list

Update this every day.
Write down deadlines.
Emphasise key points.

Review your progress

Revise plans as appropriate.
Map out several routes to your goal.
Have a contingency plan.



Activity



QUESTIONNAIRE

- <https://www.kent.ac.uk/careers/sk/time.htm>
- Setting goals
- Breaking tasks down into steps
- Prioritising
- Using lists
- Persevering when things get difficult
- Organising your work and meeting deadlines
- Revising for examinations
- Avoiding procrastination



ACTION PLANNING

- **Identifying your objectives**
- Setting objectives which are **achievable & measurable.**
- **Prioritising** your tasks effectively.
- Identifying the **steps needed** to achieve your goals.
- Using **lists**.
- Being able to **work effectively under pressure.**
- Completing **work to a deadline.**
- Having a **contingency plan**



The Priority Matrix



PRIORITY MATRIX

	Urgent	Not urgent
Important	<p>I</p> <p>Important deadlines Crises Pressing important meetings Emergencies Last minute preparations</p>	<p>II</p> <p>Relationship building Personal development Employee training Exercise and health Prevention and planning</p>
Not important	<p>III</p> <p>Some emails and phone calls Many interruptions Some popular activities Some meetings</p>	<p>IV</p> <p>Trivia Some phone calls Excessive TV Time wasters</p>



PRINCIPLES TO GOOD TIME MANAGEMENT

- Understanding The Difference Between Urgent and Important
- Keep Tidy
- Pick Your Moment
- Don't Procrastinate, but Do Ask Why You're Tempted
- Don't Try To Multi-task
- Stay Calm and Keep Things In Perspective



TIME FOR YOU AND YOUR BELOVED ONES



TIPS FOR BETTER TIME MANAGEMENT

- Carry a schedule and record all your thoughts, conversations and activities for a week. This will help you understand how much you can get done during the course of a day and where your precious moments are going. You'll see how much time is actually spent producing results and how much time is wasted on unproductive thoughts, conversations and actions.
- Any activity or conversation that's important to your success should have a time assigned to it. To-do lists get longer and longer to the point where they're unworkable. Appointment books work. Schedule appointments with yourself and create time blocks for high-priority thoughts, conversations, and actions. Schedule when they will begin and end. Have the discipline to keep these appointments.
- Plan to spend at least 50 percent of your time engaged in the thoughts, activities and conversations that produce most of your results.



TIPS FOR BETTER TIME MANAGEMENT

- Schedule time for interruptions. Plan time to be pulled away from what you're doing. Take, for instance, the concept of having "office hours." Isn't "office hours" another way of saying "planned interruptions?"
- Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan. The most important time of your day is the time you schedule to schedule time.
- Take five minutes before every call and task to decide what result you want to attain. This will help you know what success looks like before you start. And it will also slow time down. Take five minutes after each call and activity to determine whether your desired result was achieved. If not, what was missing? How do you put what's missing in your next call or activity?



TIPS FOR BETTER TIME MANAGEMENT

- Put up a "Do not disturb" sign when you absolutely have to get work done.
- Practice not answering the phone just because it's ringing and e-mails just because they show up. Disconnect instant messaging. Don't instantly give people your attention unless it's absolutely crucial in your business to offer an immediate human response. Instead, schedule a time to answer email and return phone calls.
- Block out other distractions like Facebook and other forms of social media unless you use these tools to generate business.
- Remember that it's impossible to get everything done. Also remember that odds are good that 20 percent of your thoughts, conversations and activities produce 80 percent of your results.

