

TIME MANAGEMENT



Content

- **What is time ?**
- **Why time management?**
- **How to manage time**
 - **Meetings**
 - **Telephoning**
 - **Priorotising etc**

TIME, WHAT IS IT?

- **It is the passing of life**
- **A resource common to all**
- **It cannot be stored or saved.**
- **It is MONEY**

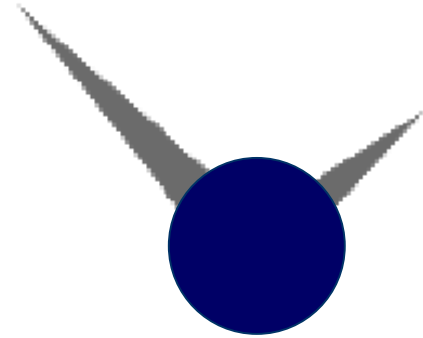
TIME MANAGEMENT

- **Techniques designed to enable one do more in less time with better results.**



Why Time Management?

- **For improved performance**
- **Improved productivity**
- **Goal achievement**
- **Effectiveness**
- **Efficiency**
- **Stress reduction.**



FOUR AREAS OF TIME USE

1. **BOSS IMPOSED TIME:**

- Time consumed by Your boss e.g. Meetings, assignments etc.

2. **SYSTEM IMPOSED TIME**

- Activities/requests from other managers, supervisors, departments etc.

3. **SUBORDINATE IMPOSED TIME:**

- Difficulties encountered by subordinates on the job.
- Associated with upward delegation

4. DISCRETIONARY TIME

- Time devoted to planned assignments
- No demands on time by anyone
- Make effort to increase your discretionary time.
- Minimize time spent on other areas.
- Make effective use of the increased discretionary time.

DIFFICULTIES MAY BE DUE TO:

- Too much time in other areas at the expense of discretionary time
- Discretionary time is adequate but not effectively utilized.

SOME COMMON TIME WASTERS/ROBBERS

- **Procrastination**
- **Telephone interruptions**
- **Lack of priorities, objectives, deadlines**
- **Drop-in visitors**
- **Poorly Managed Meetings**
- **Improper delegation**
- **Searching**

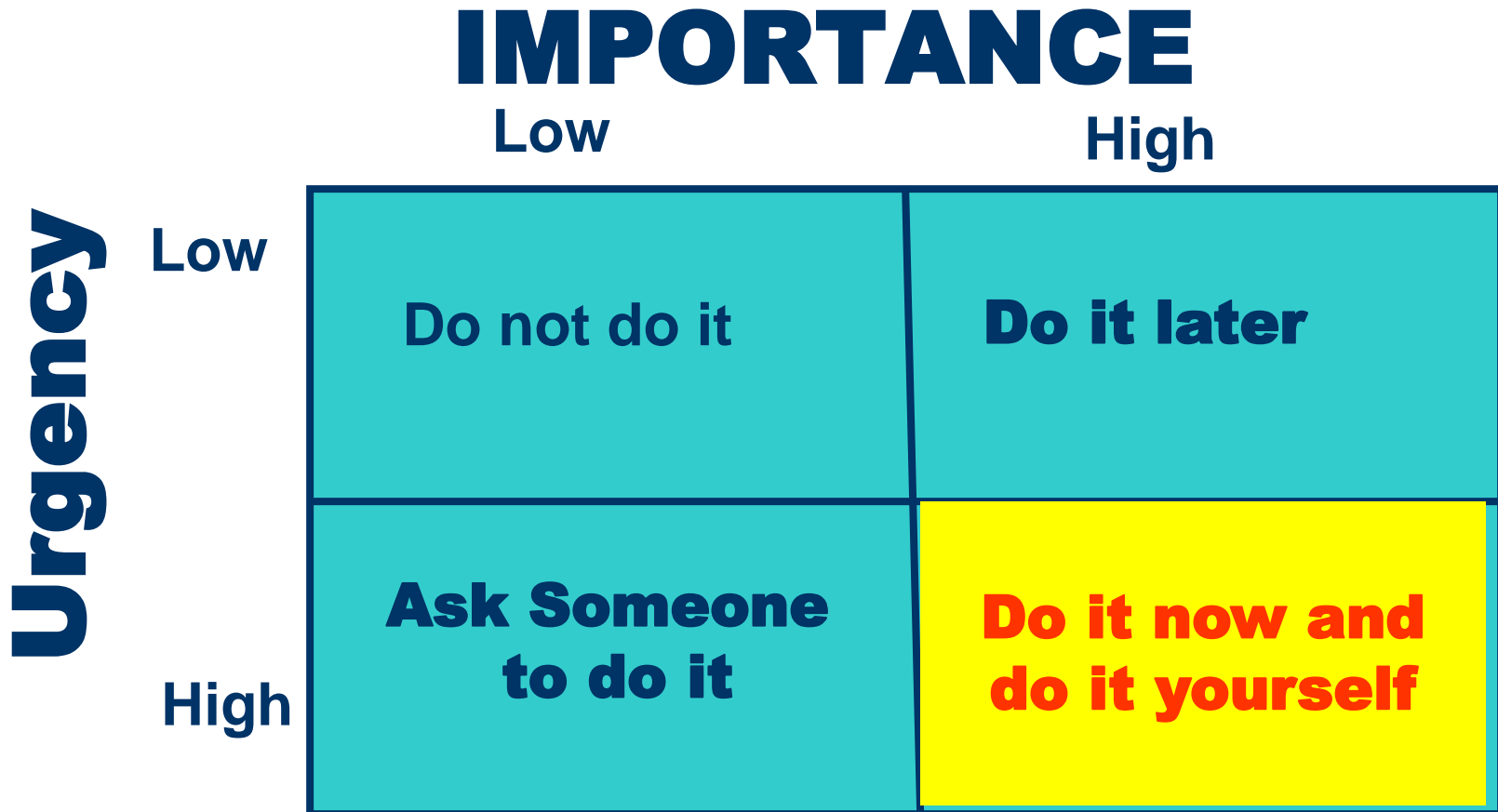
MANAGING YOUR TIME

- **Plan your time by making a “to do” list**
- **Establish priorities for the various tasks and duties**
- **Prepare a time budget & inventory**
- **Keep a daily time log.**

SETTING PRIORITIES

- **Priority A** - Must do - critical items (something you must do or face serious consequences)
- **Priority B** - Should do - (of mild consequence)
- **Priority C** - Nice to do
- **Priority D** - Something you can delegate
- **Priority E** - Something you can eliminate

SETTING PRIORITIES (CONT'D)



AUDIT YOUR DAY

- **WHAT DID YOU DO EVERY MINUTE?**
- **WAS THE TIME USED OR WASTED?**
- **HOW WILL YOU DEAL WITH IT THE NEXT DAY?**

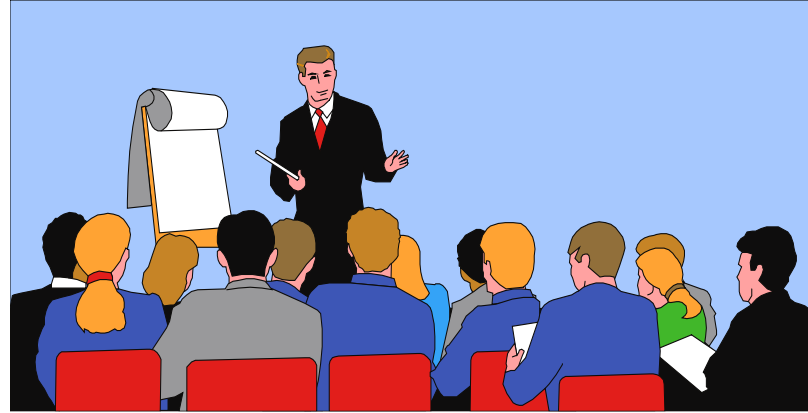
CAUSES OF PROCRASTINATION

- **Self-doubt**
- **Search for perfection**
- **Excessive socialising**
- **Priority inverter.**

DEALING WITH PROCRASTINATION

- **Allocate enough time for complex work**
- **Break work into smaller tasks**
- **If it involves some form of creativity, do it when you are at your most energetic time**
- **Use deadlines.**

Meetings



- **Be consistent with the purpose of the meeting**
- **Start and end on time**
- **Take minutes**
- **Summarise activities and review assignments.**



TELEPHONE

- **Avoid a lot of personal calls**
- **Allocate time for making calls**
- **Plan what you are going to say**
- **Keep conversation short**
- **If possible, have someone screen your calls**
- **Keep a directory of frequently called numbers.**

DEALING WITH CLUTTERED DESK

- **Handle each paper once**
- **Apply the “GUTS” technique**
 - **Give it away**
 - **Use it**
 - **Throw it away**
 - **Send it.**

SORT MAILS INTO:



- **A** -Action folder - requires immediate attention
- **I** -Information
- **D** -Deferred folders - spare moments/ a break from concentrating on more substantial matters.

NB: A clear desk is the foundation for tomorrow's work.

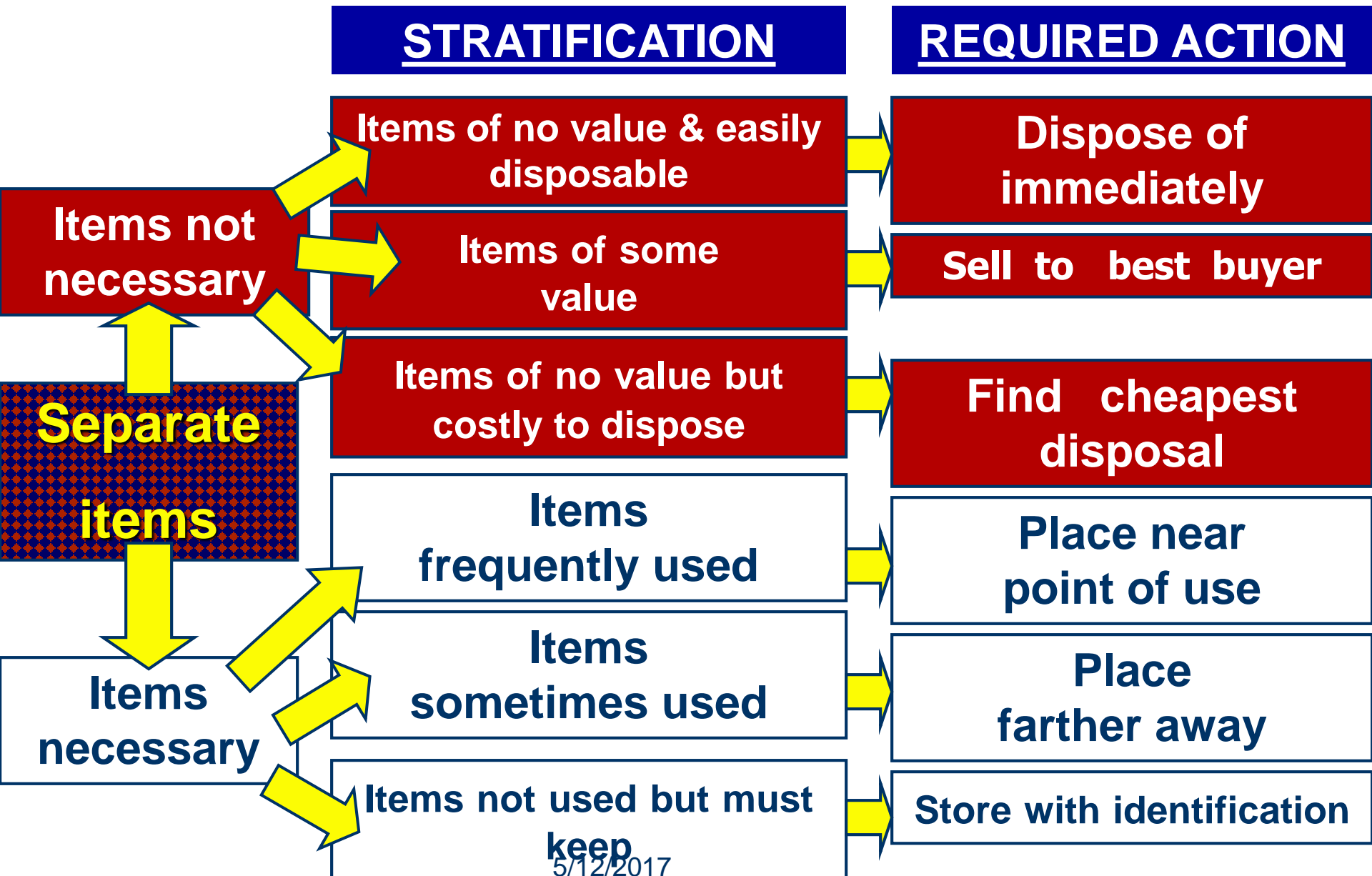
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CONTROLLING VISITORS

- Do not overdo the open door policy
- Set time limits for visits and stick to them
- Meet visitors outside your door
- Confer while standing
- Set the agenda early in the conversation
- If possible have someone screen your visitors
- Use your office for business activities and let others know this

Summary of 5S



ELIMINATING SEARCHING

- **CLEAN UP**
- **TIDY UP**
- **PROVIDE HOMES**
- **PROVIDE LABELS**
- **PROVIDE ENOUGH**
- **MONITOR MOVEMENT**
- **KEEP RECORDS**
- **LEAVE FORWARDING ADDRESS**
- **EDUCATE ALL**



SUMMARY

- **Develop a personal sense of time**
- **Identify long and short term goals**
- **Plan each day**
- **Do high priority actions first**
- **Mark appointments, meetings and deadlines in your diary.**

SUMMARY (Cont'd)

- **Make the best every time**
- **Organise office work**
- **Manage meetings**
- **Delegate effectively**
- **Manage your health.**

4Ds of time management

- **Desire**

- An intense, burning **desire** to control your time to achieve maximum effectiveness

- **Decision**

- Make a clear and firm **decision** that you are going to practise good time management till it becomes a habit.

4Ds of time management (CONT'D)

- **Discipline**

- **Discipline** yourself to make it a lifelong practice

- **Determination**

- Be willing to persist in the midst of all the difficulties until you become an effective time manager.

CRUCIAL ISSUE IN
LONG TERM TIME MANAGEMENT:

**“WHAT WILL I LIKE TO BE
REMEMBERED FOR ”**

Anonymous Philosopher

YESTERDAY IS A CANCELLED CHEQUE

TOMORROW IS A PROMISORY NOTE

TODAY IS READY CASH !!!

USE IT !!!

DO IT NOW!!!!!!!!!!!!

JOHN RUSKIN

DO IT NOW!

5/12/2017

THANK YOU

5/12/2017

End of presentation on
TIME MANAGEMENT

