

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**

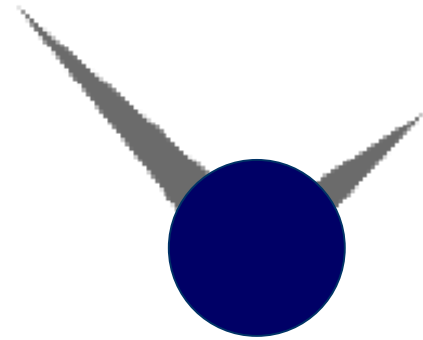
TIME MANAGEMENT

- **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)

		IMPORTANCE	
		Low	High
Urgency	Low	Do not do it	Do it later
	High	Ask Someone to do it	Do it now and do it yourself

AUDIT YOUR DAY

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

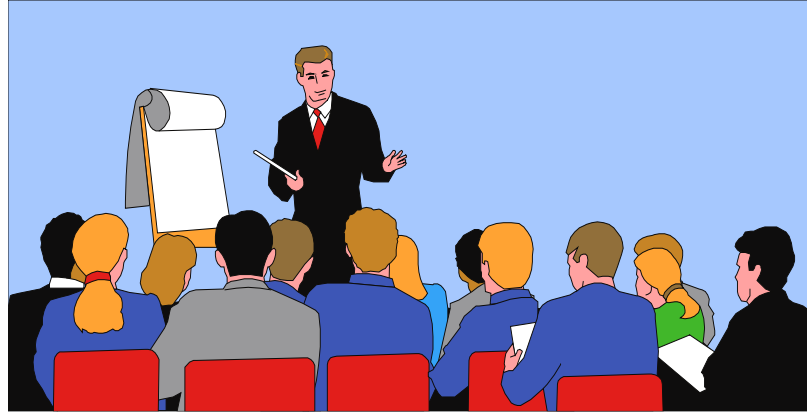
CAUSES OF PROCRASTINATION

- **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.

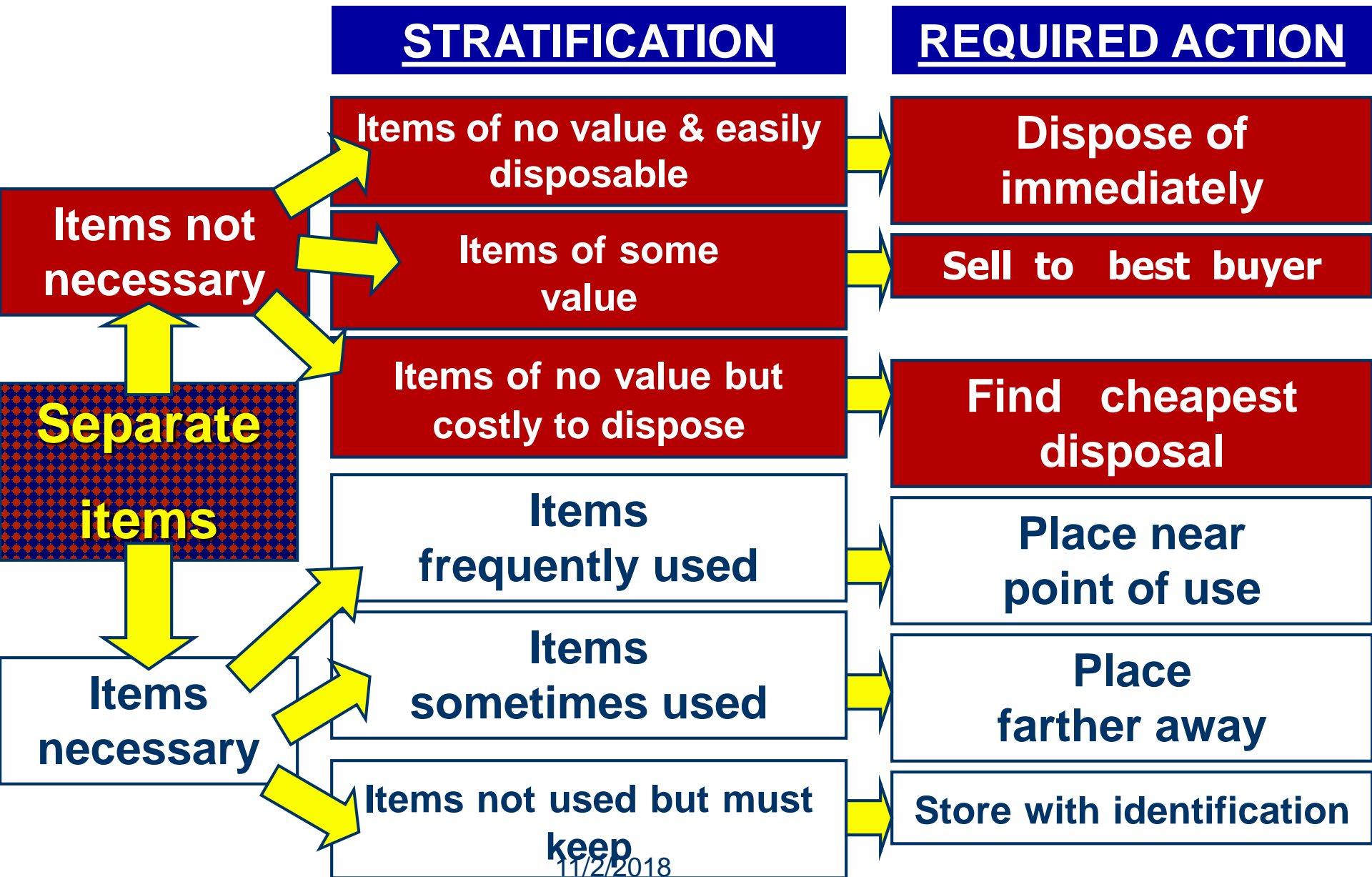
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CONTROLLING VISITORS

- 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!

THANK YOU

11/2/2018

End of presentation on
TIME MANAGEMENT

