

# Time Management



# Objectives

- Discuss the importance of managing time and analyze how you spend your time
- Identify personal barriers to time management and create an action plan to overcome them
- Identify personal time wasters and discuss ways to deal with them
- Practice tools of time management



# What is Time Management?

Scheduling?

Life

Better Planning?

Management?

Working faster?

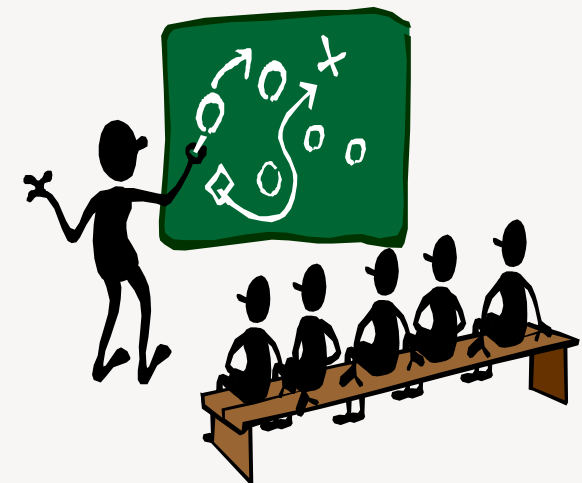
Better organized?

MONEY?

## Time management puzzle word

- 1- ----- must be invested to save time in the future. (Vertical)
- 2- Only ----- (Horizontal) of those things you spend your time doing produces -----(Vertical) of the results you want to achieve.
- 3- A ----- (Horizontal) has an extraordinary power over the direction of your life and business.
- 4- Proper ----- (Vertical) prevents poor performance.
- 5- Even the best time management plans can fail if you cannot discriminate between what's ----- (Horizontal) and what's ----- (Vertical).
- 6- A to do list will not do you much good if it's not ----- (Horizontal).

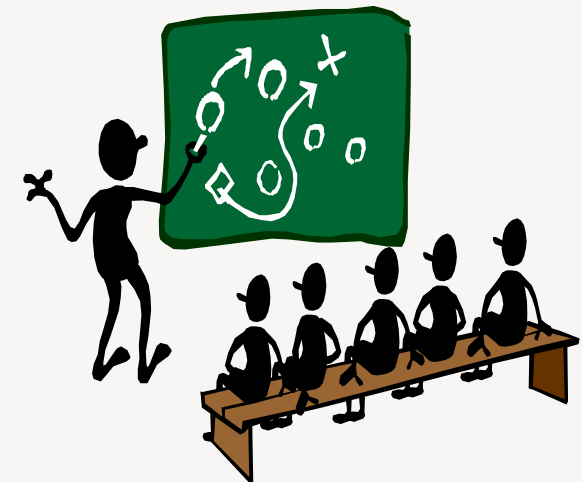
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## Answers:

- 1- Time must be invested to save time in the future. (Vertical)
- 2- Only twenty percent (Horizontal) of those things you spend your time doing produces Eighty percent (Vertical) of the results you want to achieve
- 3- A goal (Horizontal) has an extraordinary power over the direction of your life and business
- 4- Proper planning (Vertical) prevents poor performance.
- 5- Even the best time management plans can fail if you cannot discriminate between what's important (Horizontal) and what's urgent (Vertical)
- 6- A to do list will not do you much good if it's not prioritized (Horizontal)

T	W	E	N	T	Y	P	E	R	C	E	N	T		U
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# What is Time Management & Why is it important?



# Benefits of Time Management

- Higher productivity and satisfaction
- More creative way of working
- Improved delegation
- Devoting more time to important things
- Energy is conserved as things get more organized
- Lower stress, higher poise and greater well being



# Time Management Tools



# Tool 1: Goal Setting

- Set goals that motivate you
- Set SMART goals
- Set goals in writing
- Make an action plan
- Stick with it!



# Tool 2: Visualization and Treasure Mapping



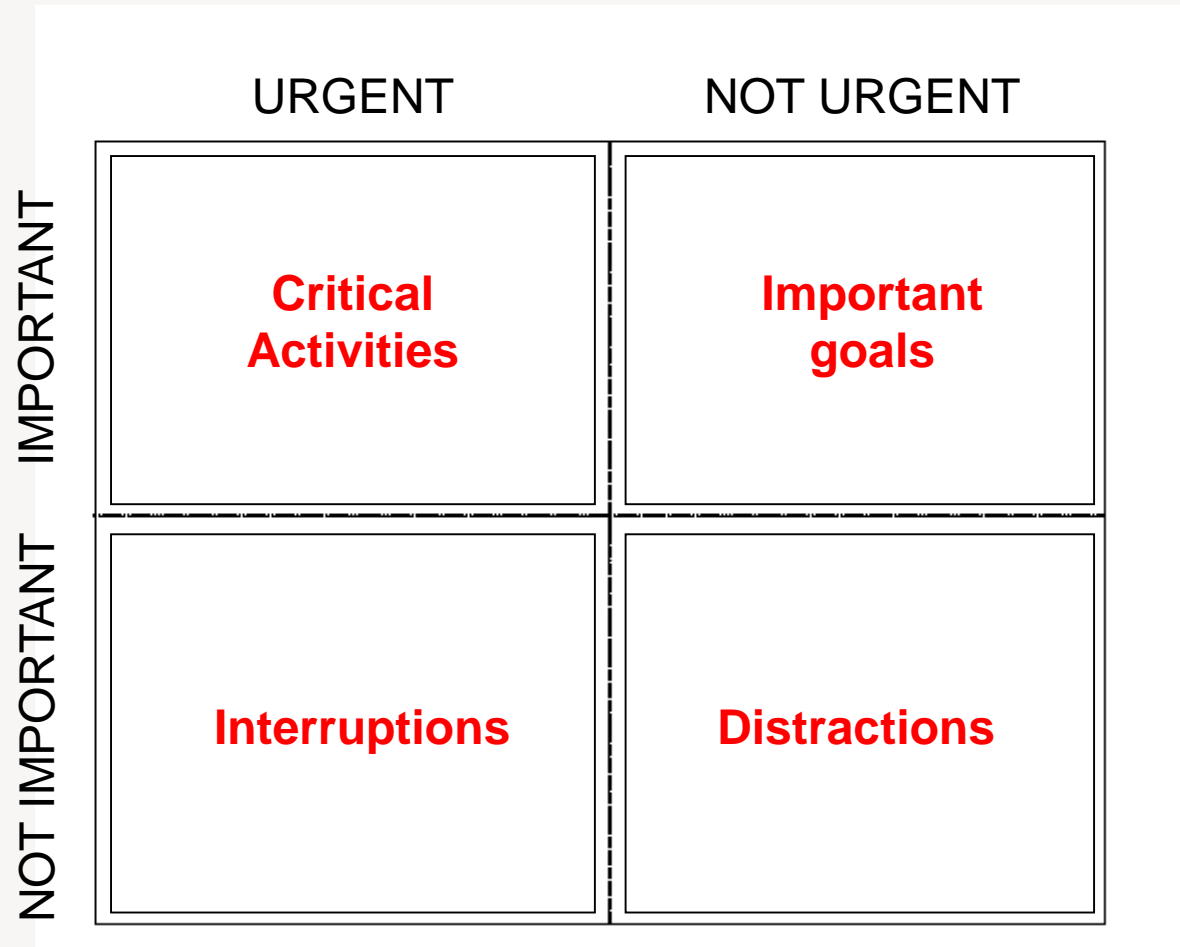
# Tool 3: Time Management Matrix

COVEY'S TIME MANAGEMENT MATRIX		
	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	1	2
<i>Not Important</i>	3	4

# Tool 3: Time Management Matrix (contd...)

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> <li>- Crisis</li> <li>- Emergencies</li> <li>- Managing Delays</li> <li>- Urgent &amp; Important Problems</li> <li>- Deadline Driven Projects</li> <li>- Deadline Driven Submissions</li> <li>- Deadline Driven Preparation</li> <li>- Deadline Driven Meetings</li> <li>- Fire Fighting</li> <li>- Handling Communication Gaps</li> <li>- Handling Misunderstanding</li> <li>- Handling Disputes</li> </ul>	<ul style="list-style-type: none"> <li>- Improving Communication with People</li> <li>- Better &amp; Advance Preparation</li> <li>- Better &amp; Advance Planning</li> <li>- Taking Better Care of Self &amp; family</li> <li>- Personal Development</li> <li>- Seizing New Opportunities</li> <li>- Empowerment</li> <li>- Preventive Actions / Activities</li> <li>- Value Clarifications</li> <li>- Relationship Building</li> <li>- True Recreation</li> <li>- Health Care Activities</li> </ul>
NOT IMPORTANT	<ul style="list-style-type: none"> <li>- Interruptions</li> <li>- Some Phone calls</li> <li>- Some Unexpected Visitors</li> <li>- Some Mail</li> <li>- Some Reports</li> <li>- Some Meetings</li> <li>- Some Immediate pressing Matters</li> <li>- Many Popular Activities</li> <li>- Other People's Agenda</li> </ul>	<ul style="list-style-type: none"> <li>- Trivia – 'Thin' Activities</li> <li>- Some Phone calls</li> <li>- All Kinds of Time Wasters</li> <li>- Junk Mails</li> <li>- 'Escape' Activities</li> <li>- Gossip</li> <li>- Excessive Daydreaming</li> <li>- Blaming / Politicking</li> <li>- Endless Perfection</li> </ul>

# Using the Tool



# Tool 4: Prioritization

- **A** – very important. This is something that you must do, something that has **SERIOUS CONSEQUENCES** for either doing it or not doing it
- **B** – Something that you should do but that is not as important as an A item
- **C** – Something that would be nice to do but for which there are **NO CONSEQUENCES** at all for your career or your success
- **D** – An item that you delegate or outsource to someone else who can do it pretty much as well as you
- **E** – Eliminate. These are items that are such low priority that you could eliminate them completely and it would make no difference at all.

# Tool 5: Time Log

Sr. No.	Activity	Time Spent	Degree of Importance	Action



# Tool 6: The 80/20 Rule



# The 80/20 Analysis

**You're in your 80 percent if the following statements ring true:**

- You're working on tasks other people want you to, but you have no investment in them.
- You're frequently working on tasks labeled “urgent.”
- You're spending time on tasks you are not usually good at doing.
- Activities are taking a lot longer than you expected.
- You find yourself complaining all the time.



**You're in your 20 percent if:**

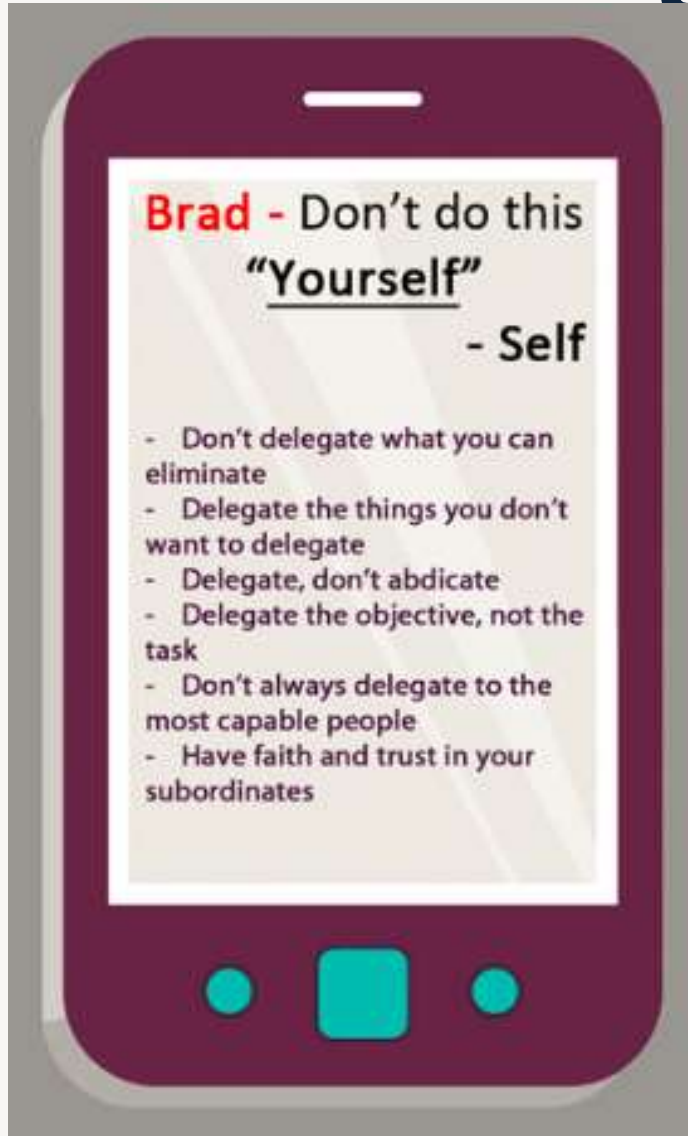
- You're engaged in activities that advance your overall purpose in life (assuming you know what that is —and you should!).
- You're doing things you have always wanted to do or that make you feel good about yourself.
- You're working on tasks you don't like, but you're doing them knowing they relate to the bigger picture.
- You're hiring people to do the tasks you are not good at or don't like doing.

## Tool 7: The Interruption Analyzer

INTERRUPTION ANALYZER			
Name: _____		Department: _____	
		Date: _____	
<b>INTERNAL- people within my company</b>		<b>EXTERNAL- people outside my company</b>	
<b>Name</b>	<b>Cause/Reason</b>	<b>Name</b>	<b>Cause/Reason</b>
<b>Comments/ Action</b>		<b>Comments/ Action</b>	



# Tool 8: Delegation



# Tool 9: Procrastination

- Positive self statements
- Avoid perfectionism in everything you do
- Partialize the tasks
- Get organized
- Take a stand
- Reward yourself
- Develop a routine
- Use visible reminders
- Raise your energy level
- Discipline yourself for 5 minutes



**Thank You**

