• Formal
• Informal
• Leadership
• Manpower planning
• Distribution
• Quantity
• Quality
• Human Relations approach
• Task Oriented
• Selection
• Remuneration
TIME MANAGEMENT
Top 3 lies people tell? 1) I'll be there in 5 minutes. 2) I never got that text. 3) I'm on the way.
• I am busy….
• I don’t have time….
No one is BUSY in this world. It's all about PRIORITIES.
Life has given us 'REAL EYES'.
To 'REALISE'.
The "REAL LIES"!
Feel the difference"
TIME
IS A CREATED THING.
TO SAY
'I DON'T HAVE TIME,'
IS LIKE SAYING,
'I DON'T WANT TO.'
—LAO-TZU

Time is not something you FIND or MAKE – the clock and the calendar move on at their own pace. Your choice is how you use it.
Everybody Lies...
I'm so busy doing nothing that I've no time to do anything!
Your time is watching you
“A MAN WHO DARES TO WASTE ONE HOUR OF LIFE HAS NOT DISCOVERED THE VALUE OF LIFE.”

-Charles Darwin
TIME: A RESOURCE

• 86,400 deposit at the beginning of the day

• Zero balance at the end of day

• Would you now value the daily deposit?
DON'T MISTAKE movement for achievement. It’s easy to get faked out by being busy. The question is: "Busy doing what?"

Jim Rohn
www.VeryBestQuotes.com
Time Management At Work

Ideal Time Allocation:
- 15% time: Group 01: Routine Task
- 25% time: Group 02: Ongoing projects
- 60% time: Group 03: Planning & Development

Actual Time Allocation:
- 15% time
- 25% time
- 60% time

www.letstalk.co.in
SMART

- **SPECIFIC**
  - Can your goal be broken into smaller steps?

- **MOTIVATIONAL**
  - Is it emotionally charged?
  - Do you have the energy to carry out the goal?

- **ACCOUNTABLE**
  - Can your goal be tracked & accounted for?

- **RESPONSIBLE**
  - Will it cost you friends? Respect from family? Your integrity? Easy to respond to changes IF required?

- **TOUCHABLE**
  - What will you have to hold as a completed result?
Managing Time

My action plan
- Values
- Goals
- Priorities
- Activity log
- Task lists

Reusable resources
- Templates
- Procedures
- Checklists

Critical skills
- Internet Search
- Computer skills
- Social skills

Effective use of a study session
- Set the scene
- Concentrate, stay focused
- Reward yourself

Time management problems
- Lack of goal setting
- Procrastination
- Poor organisational skills
- Low need for achievement
- Anxiety
- Low self esteem

Mastering time
- Prioritising
- Goal setting
- Decision making
- Eliminating
- Efficient use of study time
How to Use Time Effectively (2 of 2)

- Get Started Immediately On Important Tasks.
- Reduce Meeting Time.
- Take Time To Plan.
- Learn To Say “No.”
- Remember That Now Is The Time To Put It All Together.
Effective time management means...

- Spending time on important, not just urgent matters
- Distinguishing clearly between importance and urgency
- Focusing on results not methods
- Not feeling guilty when saying no
<table>
<thead>
<tr>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent</strong></td>
<td><strong>Not Urgent</strong></td>
</tr>
<tr>
<td>Emergencies, complaints and crisis issues</td>
<td>Planning, preparation, scheduling</td>
</tr>
<tr>
<td>Demands from superiors or customers</td>
<td>Research, investigation, designing, testing</td>
</tr>
<tr>
<td>Planned tasks or project work now due</td>
<td>Networking relationship building</td>
</tr>
<tr>
<td>Meetings and appointments</td>
<td>Thinking, creating, modelling, designing</td>
</tr>
<tr>
<td>Reports and other submissions</td>
<td>Systems and process development</td>
</tr>
<tr>
<td>Staff issues or needs</td>
<td>Anticipation and prevention</td>
</tr>
<tr>
<td>Problem resolution, fire-fighting, fixes</td>
<td>Developing change, direction, strategy</td>
</tr>
<tr>
<td><strong>DO IT NOW!</strong></td>
<td><strong>DECIDE WHEN TO DO IT</strong></td>
</tr>
<tr>
<td><strong>Not Important</strong></td>
<td><strong>Important</strong></td>
</tr>
<tr>
<td>Trivial requests from others</td>
<td>Planning, preparation, scheduling</td>
</tr>
<tr>
<td>Apparent emergencies</td>
<td>Research, investigation, designing, testing</td>
</tr>
<tr>
<td>Ad-hoc interruptions and distractions</td>
<td>Networking relationship building</td>
</tr>
<tr>
<td>Misunderstandings appearing as complaints</td>
<td>Thinking, creating, modelling, designing</td>
</tr>
<tr>
<td>Pointless routines or activities</td>
<td>Systems and process development</td>
</tr>
<tr>
<td>Accumulated unresolved trivia</td>
<td>Anticipation and prevention</td>
</tr>
<tr>
<td>Boss's whims or tantrums</td>
<td>Developing change, direction, strategy</td>
</tr>
<tr>
<td><strong>DELEGATE IT</strong></td>
<td><strong>GET RID OF IT!</strong></td>
</tr>
</tbody>
</table>

Source: Stephen Covey

www.mtdtips.com
Efficiency Versus Effectiveness

- The difference between efficient and effective is that efficiency refers to how well you do something, whereas effectiveness refers to how useful it is.

- “Efficiency is doing things right; effectiveness is doing the right things.”

- Doing the Right Things is More Important than Doing Things Right
<table>
<thead>
<tr>
<th><strong>Effectiveness</strong></th>
<th><strong>Efficiency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doing the right things</strong></td>
<td><strong>Doing things right</strong></td>
</tr>
<tr>
<td>Being Adequate to accomplish a purpose; producing the intended or expected result</td>
<td>Performing or functioning in the best possible manner with the least waste of time and effort</td>
</tr>
</tbody>
</table>

**Focus**
- To Achieve Goal
- Alignment with Goals
- Optimize Vs. Minimize
- Increase Opportunities
- Long-term / Broad Scope

**Disadvantage**
Irrespective to Resources

**Examples**
- **Effective**: A Sales Man that makes sales consistently.
- **Ineffective**: A Sales Man who struggles to persuade customers to make a purchase

**Focus**
- To Enhance Process
- Speed
- Minimize Resource Usage
- Reduce Costs & Efforts
- Short-term / Narrow Scope

**Disadvantage**
Un-predictable

**Examples**
- **Efficient**: A Sales Man that makes completes his sales target using the least resources (i.e. Visits) in less time than expected.
- **Inefficient**: A Sales man that achieves his sales target while exceeding the resources limit and passing the dead-line.
Effectiveness

Doing the right things

Die Quickly

High

Thrive

Survive

Die Slowly

Low
15 IN-DEMAND HEALTHCARE MANAGEMENT SKILLS

- Patient care: 14,620
- Case management: 10,900
- Treatment planning: 5,676
- Nurse management: 5,530
- Clinical experience: 5,350
- Scheduling: 5,318
- Home health: 5,085
- Acute care: 4,736
- Rehabilitation: 3,705
- Therapy: 3,688
- Discharge planning: 3,592
- Hospice: 3,231
- Advanced Cardiac Life Support (ACLS): 2,954
- Business development: 2,641
- Medical coding: 2,618

JOB OPENINGS

RASMUSSEN COLLEGE
BurningGlass.com (analysis of medical and health services manager job openings, 5/25/13 to 8/20/13)
Time Management – Time Stealers

- Lack of forward planning
- Telephone conversations/interruptions
- Unexpected visits from colleagues
- Taking on too much work
- Taking work home
- Not assessing priorities correctly
- Lack of self-discipline/shuffling papers
- Communication problems
- Making unnecessary journeys
- Searching for lost papers/not filing properly
- Darting from one task to another
- Not delegating tasks
- Not allowing time for yourself
1. Telephonic Interruptions
2. Visitors
3. Meetings
4. Others’ Jobs
5. Incomplete Data / Information
6. Ambiguity In Work
7. Dealing With Team Members
8. Crisis Management
9. Procrastination
10. Distorted Communication
11. Lack Of Technical Knowledge
12. Lack of clear Objectives & Priorities
13. Lack Of Planning
14. Stress & Fatigue
15. Poor House Keeping - Untidy Desk Management
? Movie
పాండుగామ దివసం దినుండి పిండిలే ఫిలిం సినిమాయిద్యులు పరిశ్రమలు చేస్తున్నాయి.
TIME FAMINES

1. Messy Desks & Clustered Files
2. Can’t Find Things
3. Missed Appointments Reschedule Them
4. Tired / Unable to Concentrate
5. Unfinished Work Dissatisfaction with Self
6. Strained Relations with Family & Friends

BAD TIME MANAGEMENT = STRESS
• I do not always feel in control
• I need to increase my productivity
• I have to juggle a multitude of tasks
• I am always being interrupted
• I would love to have more time for the things I enjoy but never get the time
Emergency Medicine is about information management

You sure they’re absorbing all of this?
The term 'triage' normally means deciding who gets attention first.

Bill Dedman
I need to prioritize patients based on the severity of condition! You cannot just run into the doctor's room!

"Feng Shui also has its own TRIAGE!"

(C) Cecil Lee, 2009, Geomancy.net
Efficiency, Effectiveness and Relevance

Underlying reasons for monitoring and evaluating are frequently framed in terms of:

- **Efficiency** refers to the amount of time and resources put into the project relative to the outputs and outcomes. A project evaluation may be designed to find out if there was a less expensive, more appropriate, less time-consuming approach for reaching the same objectives. (getting more output from minimum input – do less & accomplish more)

- **Effectiveness** describes whether or not the research process was useful in reaching project goals and objectives, or resulted in positive outcomes.

- **Relevance** or appropriateness describes the usefulness, ethics, and flexibility of a project within the particular context

- Combined, these criteria enable judgment about whether the outputs and outcomes of the project are worth the costs of the inputs. Effectiveness, efficiency and appropriateness can be considered for the different methods, tools and approaches rather than questioning the value of the research approach as a whole.
The health care manager sees quality care as:

- Managing efficiently the available resources of the health facility (*efficiency*).
- Staff achieving set targets & are disciplined (*effectiveness & management*).
- Health staff being regularly supported and supervised (I.P. relations, safety, equity & equality).
- Having adequate and competent staff to provide care (*tech. competence & skills*).
- Providing enough resources for work (*availability of inputs and amenities*)
10 Dimensions of Healthcare Quality

- Availability & Appropriateness
- Accessibility & Affordability
- Equity & Equality
- Technical Competence & Skills
- Timeliness & Continuity
- Safety
- Respect & Caring (I.P. relations)
- Efficiency
- Effectiveness & Efficacy
- Amenities

3 Perspectives of Healthcare Quality

- Healthcare staff (service providers)
- Health Manager (administration)
- Clients (external & internal)
BALANCE IN LIFE

ALLOW FOR A BALANCED LIFE STYLE:

THE SIX AREAS

1. Physical
2. Intellectual
3. Social
4. Career
5. Emotional
6. Spiritual
What proportion of time do you allot to:

- Job Related Work
- Home & Family Life
- Social & Community Life
- For Your Self Exclusively

What proportion would you like to devote to the above:

Compare the actual with desired

If there is a deficit; you need to balance your time.
You are doing three things when you work:

1. *Doing predefined work* (working off the inventory of actions and projects)

2. *Doing work as it appears* (doing the work as it shows up instead of the predetermined jobs)

3. *Defining work to be done* (taking in inputs and making decisions about what need to be done about it)

   It’s all part of your job: Get used to it.
The Pareto Principle of Time versus Result

- The "Trivial Many": 80% of time expended
- The "Vital Few": 20% of time
- 20% of results

80% of results
Apply Pareto’s law

- Prioritise the jobs to be done
- Must Do; Shall Do; May Do: Set A B C s
- List your goals;
  - Life goals - Work goals:
    - Long / Medium / Short term
- Weekly planning
- Daily planning
- Start with ‘A’ s
- Learn to delegate

“DO IT NOW”
Inputs vs Outputs

The Pareto Principle

Where have you applied the 80/20 Rule?

Input 80%
Output 80%
Input 20%
Output 20%
TIME MANAGEMENT

“TIME & TIDE WAIT FOR NONE”

Make a list of all the jobs to be done a day before

All these jobs must, in some measure, lead toward your goal (s)

Prioritise and pick up the tough & dirty job first

Adhere to the list

Tick off the jobs completed : Review the job list at the end of the day
Tackle those TOUGH jobs right away while They are still DO-ABLE
“IF YOU DONOT RESPECT TIME;
TIME SHALL NOT RESPECT YOU”

Spend your time conscientiously

You can reap the maximum value of your Time & Life

Be a master of your time

It may be too late & there may not be any time to think of the wasted time in the future

Be a ‘Doer’: Not a ‘Procrastinator’
Don't say you don't have enough time.

You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein.

Thank You