

# Time Management



# Learning Objectives

- When you have completed this module you will be able to define the key concepts associated with Time Management and you will be able to:
- Identify the main obstacles to effective Time Management in your daily role
- Understand the nature of Time Management

# Learning Objectives

- Understand a range of tools, techniques and concepts for Time Management
- Use these techniques to build an effective Time Management process that will enhance your productivity and lower your stress
- Explain the benefits of having an effective Time Management process

# Introduction



# Time Management & The Organization

- Looking at time management from the perspective of the organization what are the benefits:
  - Improved productivity through improved use of time by the personnel
  - Better performance in terms of on time delivery to customers
  - Increased profitability through better use of the human and non-human resources

# Time Management & The Organization

- Improved planning and control of business systems through time based management
- Better alignment of activities by incorporating a time bound system for coordination of tasks and projects in the business
- Reduction of stress that arises due to crisis management by reducing the incidence of crises by better planning

# Introduction

**What is Time Management?**

**Time as a Commodity**

**Essential Habits**

**Types of Time**

**Over & Under Estimation of Time**

# What is Time Management?

- Time management has five main aspects:
  - Planning & Goal Setting
  - Managing Yourself
  - Dealing with Other People
  - Your Time
  - Getting Results
  - The first 4 all interconnect and interact to generate the fifth - results



# Time as a Commodity

- Time is the most precious thing we have
- Time is ultimately the most valuable resource
- Time and how we spend it within the organization must be managed effectively
- Time is totally perishable
- Time cannot be stored up for use later

# Essential Habits

- Essential habits for good time management are:
  - Know where the hours are going
  - Keep focused on the end result
  - Work to defined priorities
  - Schedule time for important issues
  - Delegate routine tasks and responsibility for them
  - Confront your own indecision and delay
  - Take the stress out of work
  - Keep applying the essential habits!

# Types of Time

- Time can be categorized into two types:
  - Fast time
    - when absorbed in, or enjoying an activity
  - Slow time
    - when bored with an activity or having a bad time
    - when scared

# Over- & Under-estimating Time

- Time for tasks or activities can be over- or under-estimated due to
  - Intensity of activity
  - Level of brain function
  - Length of gaps between enjoyments
  - Fear or ecstasy

# Effects of Estimating Time Incorrectly

- Under-estimation of time
  - Stress due to committing to too many tasks
  - Poor quality output
  - Deadlines may be missed
- Over-estimation of time
  - Stress due to people pressing to have activities completed
  - Poor quality output
  - Deadlines set may not match requirements

# Time Management Principles



# Time Management Principles

**Time Management Principles**

**Spent Time Matrix**

**Quadrant 2**

**Time-Based  
Management**

# Time Management

- Covey identified 4 waves in time management
  - 1 Notes and Checklists
    - Recognition of the demands on energy & time
  - 2 Calendars and appointment books
    - Scheduling with some focus on the future
  - 3 Prioritization
    - Comparison of the relative worth of activities
  - 4 Self management
    - Realization that time cannot be managed - it is ourselves that we have to manage!



# Spent Time Matrix

	Urgent	Not Urgent
Important	<b>Q1</b> Crises Deadlines	<b>Q2</b> Prevention Relationship Building Planning Recreation
Not Important	<b>Q3</b> Interruptions Some Meetings Popular Activities	<b>Q4</b> Pleasant Activities Busy Work Time Wasters Trivia

# Quadrant 1

- Being in Quadrant 1 brings
  - Stress
  - Burnout
  - Crises management
  - Firefighting
  - Focus on the immediate

# Quadrant 3

- Being in Quadrant 3 brings
  - Short term focus
  - Crises management
  - Low value on goals
  - Feeling of victimization / lack of control
  - Shallow relationships

# Quadrants 3 & 4

- Cycling between Quadrants 3 & 4 brings:
  - Total irresponsibility
  - High dependency on others for basics
  - Short career path in the organization

# Quadrant 2

- Being in Quadrant 2 brings:
  - Vision
  - Perspective
  - Balance
  - Discipline
  - Control

# Characteristics of a Quadrant 2 Person

- There are six basic criteria to allow a person to function in Quadrant 2:
  - Coherence
  - Balance
  - Focus
  - An ability to get on with people
  - Flexibility
  - Portability

# Quadrant 2 Requirements

The basic requirements to reach Quadrant 2 are:

- Clear definition of organizational roles and specifically your own role
- Selection of and focus on SMART goals
- Development and utilization of schedules
- The practice of daily adapting in work role

# Why Crises Occur

- Checklist of reasons:
  - Failure to recognize the crisis
  - Underestimation of time required
  - No contingency plan is ready
  - No follow-up on delegated tasks



# Anticipating & Preventing Crises

- The most effective way to anticipate and prevent crises is to:
  - Set deadlines and stick with them
  - Use interim targets and milestones to break the task or project into manageable chunks
  - Build the schedule so that it is realistic

# The Daily Plan

- The Daily Plan should cover three main areas:
  - Scheduled activities for the day showing time allocated to each
  - Identification of key tasks for the day to allow them to be prioritized
  - Indication of who you need to contact during the day to allow you to complete tasks

# The Daily Plan

- Guidelines continued
  - Leave room for unexpecteds
  - Don't stack meetings back to back
  - Batch telephone calls
  - Build in quality time

# Tips & Techniques



# Tips & Techniques

**Time Logs**

**Quality Time**

**Managing Documents**

**Managing Interruptions**

**Managing Workspace**

**Managing your Phone**

# Summary



# Summary

- Have a great planning system and use it
- Take on realistic goals and schedule accurately
- Do not over-commit
- Set and agree priorities to distinguish between urgent and important tasks
- Build in some flexibility to cope with anything unexpected
- Control your documents, workspace and phone

# Summary

- Don't procrastinate – Manage Your Time Today
- Define and use periods of quality time in your schedule
- Learn to say No in a professional manner
- Stay away from perfectionism and aim for excellence
- Build in time for personal development