



Chapter 3.2

Time Management



Aim

To acquaint the students with the importance and relevance of time management

Instructional Objectives

After completing this module, you should be able to:

- Assess the value of time

- Analyse the need for time management

- Identify steps of time management

- Identify tips for effective time management

Time Management

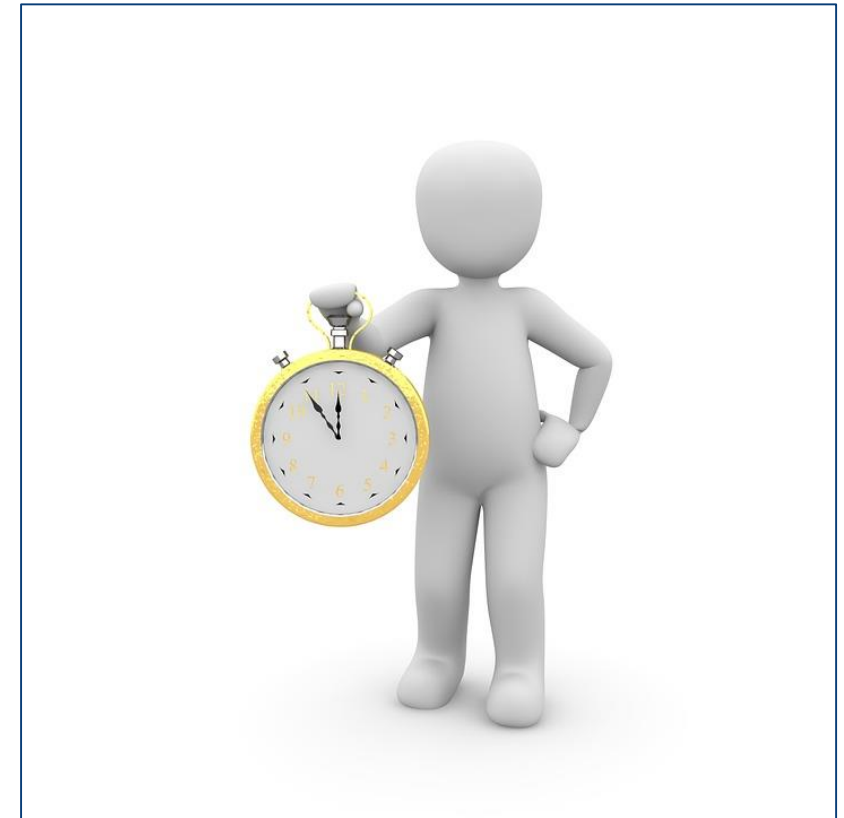
(i) The Value of Time



Do you think your time is important? What makes you think so? If you were to put a price on your time what would it be?

(ii) Diagnosing Time Management

- Time Management is the manner in which one organises and allocates time for various activities.
- Dates back to the Industrial Revolution
- It is a skill



(iii) Importance of Time Management

Time Management is important because:

- Time is both a limited and essential commodity
 - It directly impacts productivity
 - By managing one's time, tasks can be completed within deadlines
 - Reduces stress
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(iv) Need for Time Management

Time management is essential to:

- keep a track of various tasks
 - avoid spending time on only one task
 - vital factor for productivity
 - poor time management impacts all areas of life
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(v) Effective Time Management



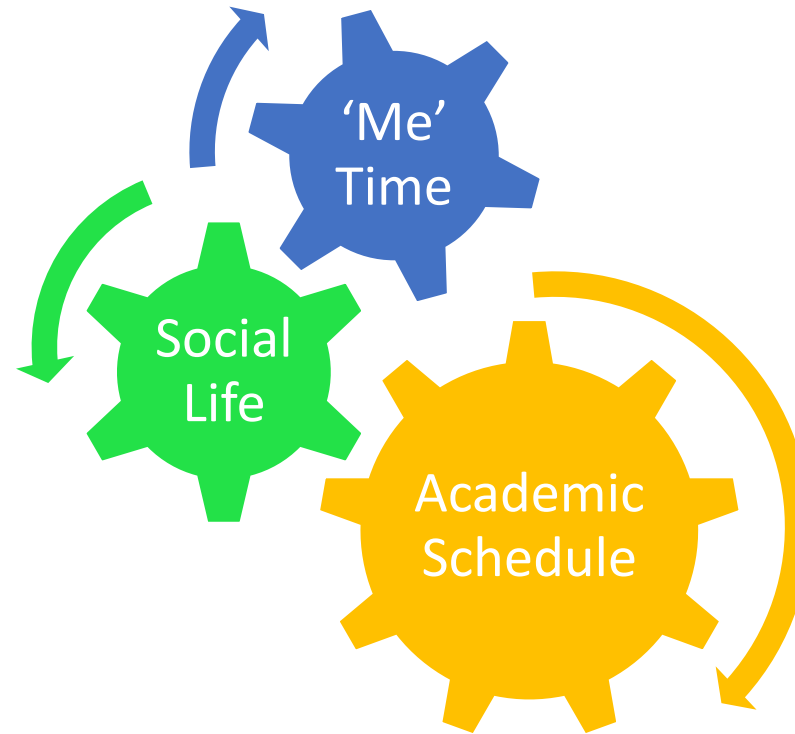
(vi) Symptoms of Poor Time Management

- Poor punctuality
- Rushing through things
- Impatience
- Procrastination
- Overflowing inbox
- Poor performance
- Lack of energy , etc

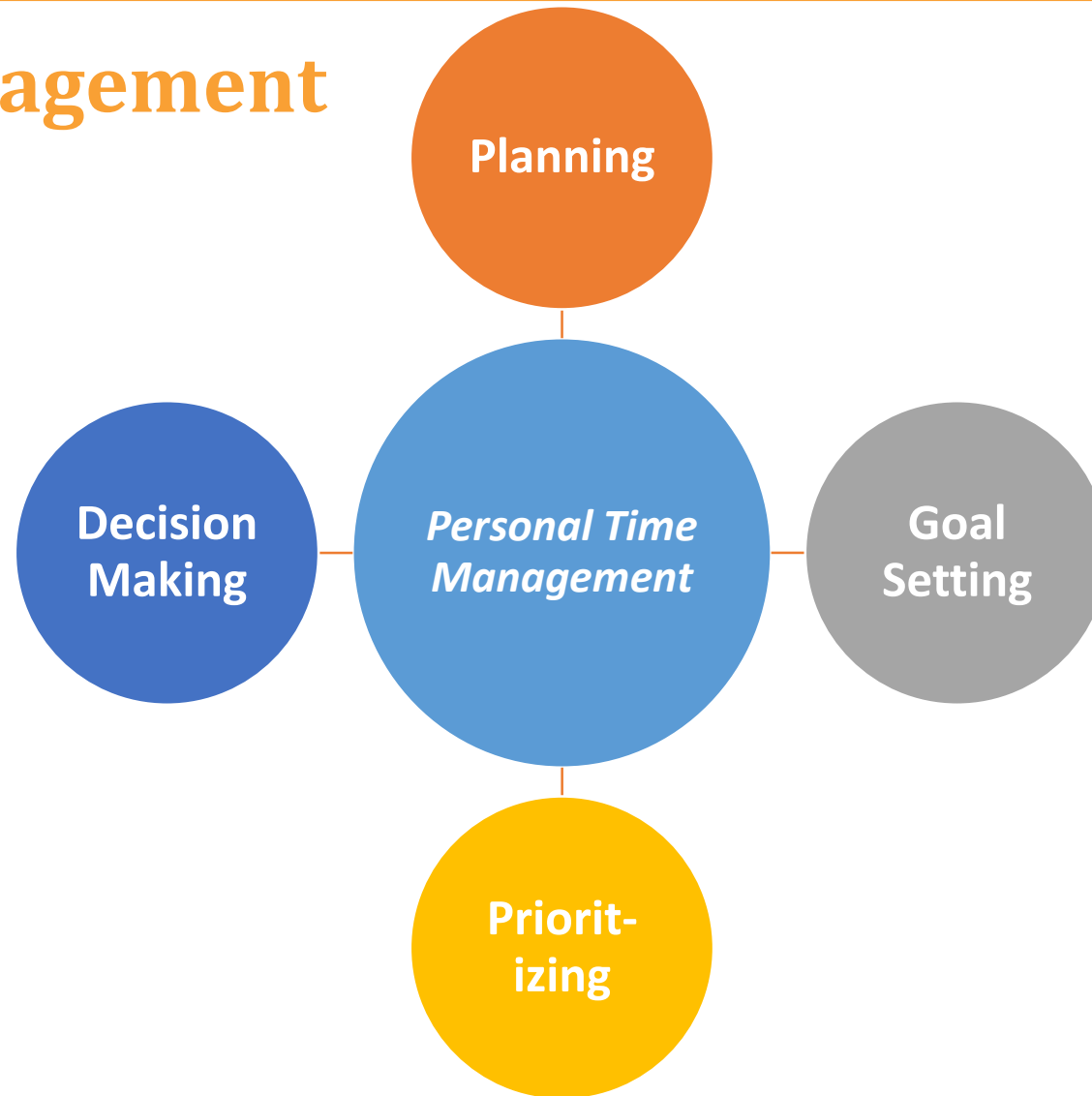


(vi) Effective Time Management for Students

(a) Components of a Student's Life:



Personal Time Management





Quiz / Assessment

1. Work expands to fill the time available says

- a) Parkinson's Law
- b) 80/20 Rule
- c) Dr. Stephen Covey
- d) Dr Brian Tracy

2. _____ is a not symptom of poor time management.

- a) Impatience
- b) Procrastination
- c) Perfectionism
- d) Workload



Quiz / Assessment

3) The components of a student's life are

- a) Books, studies, exams
- b) Classes, work, extracurricular activities
- c) Academic schedule, social life, 'me' time
- d) Eat, drink, be merry

4) Personal time management includes

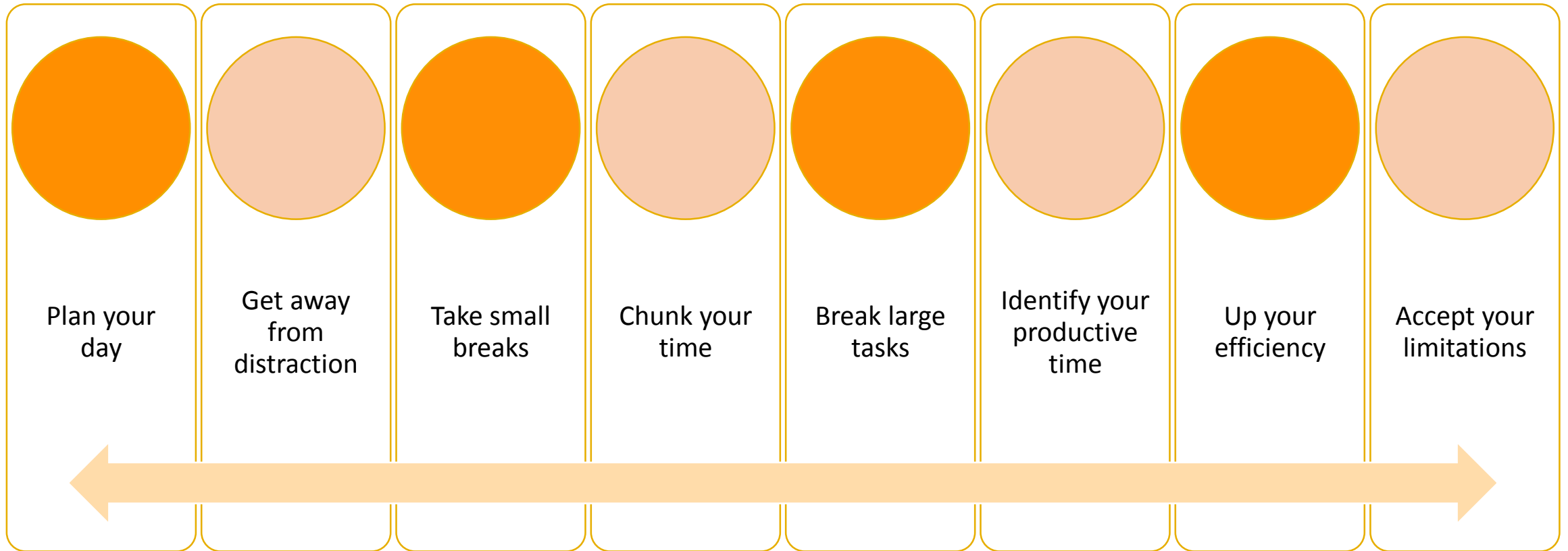
- a) Decision making
- b) Procrastination
- c) Academic schedule
- d) Events

Tools and Techniques of Time Management

	Urgent	Not Urgent
Important	<p>I</p> <p>Fire Fighting</p> <p>Crises Pressing problems Deadline-driven projects</p>	<p>II</p> <p>Quality Time</p> <p>Prevention, capability improvement Relationship building Recognizing new opportunities Planning, recreation</p>
Not Important	<p>III</p> <p>Distraction</p> <p>Interruptions, some callers Some mail, some reports Some meetings Proximate, pressing matters Popular activities</p>	<p>IV</p> <p>Time Wasting</p> <p>Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities</p>

Time Management Matrix

(i) Steps of Time Management



(ii) Time Management Tips

- Use a daily planner
- Keep your planner with you all the time
- Set goals
- Group similar tasks
- Set apart time to access your phone/social media
- Avoid multi-tasking
- Create time blocks for studies and other activities, etc



(iii) Benefits of Time Management



- Complete assignments on time
- Improved health and happiness
- Less wasted time:
- More time for other interests/activities
- Flexibility
- Career enhancer, etc

Self Assessment Questions

7. The most basic form of time management is

- A. Using a daily planner
- C. Delegating

- B. Procrastinating
- D. Eating the frog

8. To do the most unpleasant job first is to

- A. Procrastinate
- C. Pomodoro

- B. Eat the frog
- D. Manage time



Quiz / Assessment

5) One of the steps of time management is

- a) Write lists
- b) Plan your day
- c) Delegate work
- d) Minimize task

6) One of the steps of time management is

- a) Guests
- b) Interruptions
- c) Surprises
- d) Meetings



Quiz / Assessment

7. The most basic form of time management is

- a) Using a daily planner
- b) Procrastinating
- c) Delegating
- d) Eating the frog

8. To do the most unpleasant job first is to

- a) Procrastinate
- b) Eat the frog
- c) Pomodoro
- d) Manage time



Activity

Brief description of activity

Offline Activity
(30 mins)

Individual Activity
Participants to fill out time sheet.



Summary

- ✓ Time Management is the manner in which one organises and allocates time for various activities.
- ✓ Time Management is important for many personal and professional reasons.
- ✓ Parkinson's Law states that work expands to fill the time available for its completion.
- ✓ There are three important aspects of student life - academics, social life, and self.
- ✓ Quadrant II of the time management matrix is the heart of effective personal management.
- ✓ Eating the frog is doing the biggest and most unpleasant task of the day first



e-References

- 7 Time Management Tips for Students. (2017). Top Universities. Retrieved from <https://www.topuniversities.com/blog/7-time-management-tips-students>
- Time Management Tips For Students | Time Management Made Easy. (2017). Timeman.com. Retrieved from <http://timeman.com/time-management-tips/time-management-tips-for-students>
- The Time Management Matrix - Do What Matters. (2017). Time Management Success. Retrieved from <http://www.time-management-success.com/time-management-matrix.html>



External Resources

1. Covey, S. (1990). *The seven habits of highly effective people (1st ed.)*. Simon and Schuster.
2. Bindra, V. (2017). *Effective Planning and Time Management (1st ed.)*.
3. Tracy, B., & Maybury, P. (2011). *Eat that frog! (1st ed.)*. Palo Alto, CA: SmarterComics.

THANK YOU