

TIME MANAGEMENT



Ice Breaker (Activity)

S. No.	ACTIVITY	TIME TAKEN (on a working day)	TIME TAKEN (on an off day)



Workshop Expectations

List down your expectations from this session on page number 7 of your workbook.



Workshop Objectives

To help you understand:

- Meaning of time management
- Myths about time
- Monochronic and polychronic views on time
- Models used in time management
- Managing interruptions and procrastination
- Scheduling

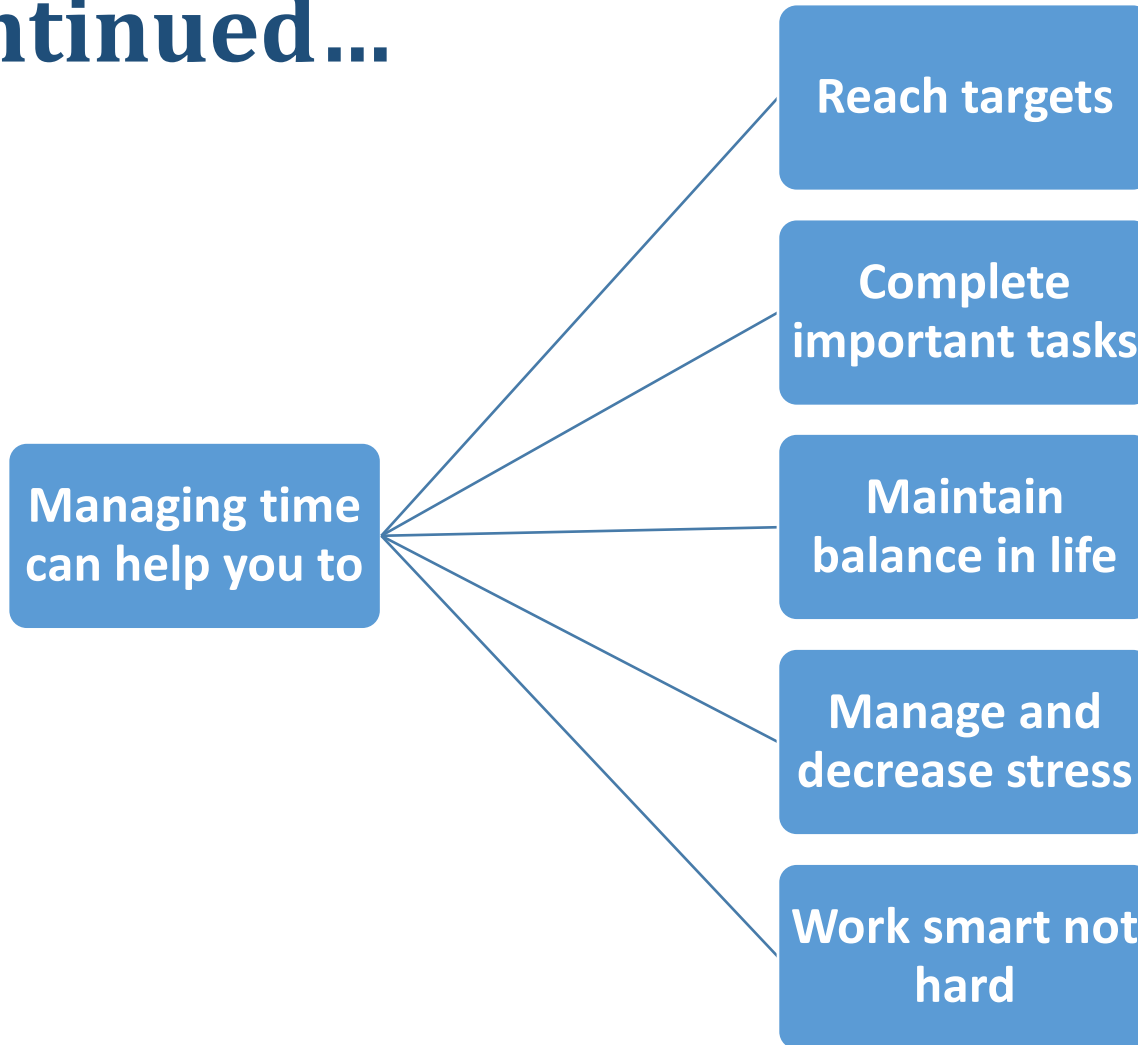


Introduction to Time Management

“Time management is a process of keeping a check on time spent to increase efficiency, effectiveness and productivity.”



Introduction to Time Management Continued...



Importance of Time Management

Benefits	Description
Prioritization	You learn to prioritize your tasks
Creates Discipline	Optimal output is gained with disciplined time management
Makes you More Organized	Efficient time management keeps you well organized
Boosts self-confidence	Your sense of accomplishment is higher and boosts your self-confidence



Importance of Time Management

Benefits	Description
Makes you more successful	You get more free time to relax if you manage your time well
Better Time Management- Better Forecast	When you get better in time management it becomes easier to set achievable goals
Less prone to Stress	Your stress levels decrease when you are well prepared
Working on Time	You complete all the necessary task within stipulated time limits when you work according to schedules



Importance of Time Management

Benefits	Description
Efficiency Improvement	Efficiency is improved because you are able to achieve more goals in same time duration
Motivation	A proper schedule motivates to put in more efforts and finish tasks in time
Improvement of Management Skills	With effective time managerial tasks become handy and easy to accomplish
Confidence and Satisfaction	When work is done effectively and with good efficiency your self-confidence and satisfaction increase



Self Assessment

Open page number 14 of your workbook.

For each statement in the workbook, answer 'yes' or 'no' and calculate your score. Each correct answer holds 1 mark.



Misconceptions about Time (Activity)

**Do you agree with the statements on page no. 15 of
your workbook?**



Misconceptions about Time



Managing time is simple



Work is better performed under pressure



I have a to-do-list and a secretary



I don't have time



My work is creative, so I don't need time management



Time management ruins fun



Answers to exercise on Page 15

S. No.	Statement	Agree	Disagree
1	I can always use the time to complete important tasks first and then enjoy the extra time I am left with.	✓	
2	I don't have time to make lists and schedules.		✓
3	Time management is not required as I can manage my work without it.		✓
4	A to-do-list and a secretary can help me easily manage my time.		✓
5	Stress is necessary in order to perform better.		✓
6	I work for a creative firm, so, time management does not matter that much.		✓
7	No one can manage my time, only I can.	✓	
8	Time management may help in reduction of stress.	✓	
9	There is no big deal in managing time.		✓
10	When someone follows a strict schedule, he/she does not get enough time for fun and enjoyment.		✓



Characteristics of an Ineffective Time Manager

Constant Haste

Habitual Delays

Low Motivation, Energy and Productivity

Frustration

Impatience

Variation in Decision Making

Inability to Set Goals



Activity

Choose your reaction to each of the statements on page 22 and 23 of your workbooks

- 1: Disagree completely
- 2: Neither agree nor disagree
- 3: Agree completely

Try to choose either 1 or 3. Avoid the middle path.



Score Chart

If (score <15)

- You can develop your time management skills quite well as you have good potential and several opportunities

If (score is between 16 & 40)

- You have some basic knowledge related to time management. However, you can improve in some areas of time management

If (score >=40)

- You are a great time manager. Keep it up!



Time Thieves

Poor Planning

Crisis Management

Interruptions

Procrastination

Not assigning

Unnecessary Meetings

Disorganization

Poor Setup

Inefficient Networking

Bad Attitude

Unpleasant People



Activity

Circle the appropriate option for each of the sentences in the exercise on page no 27

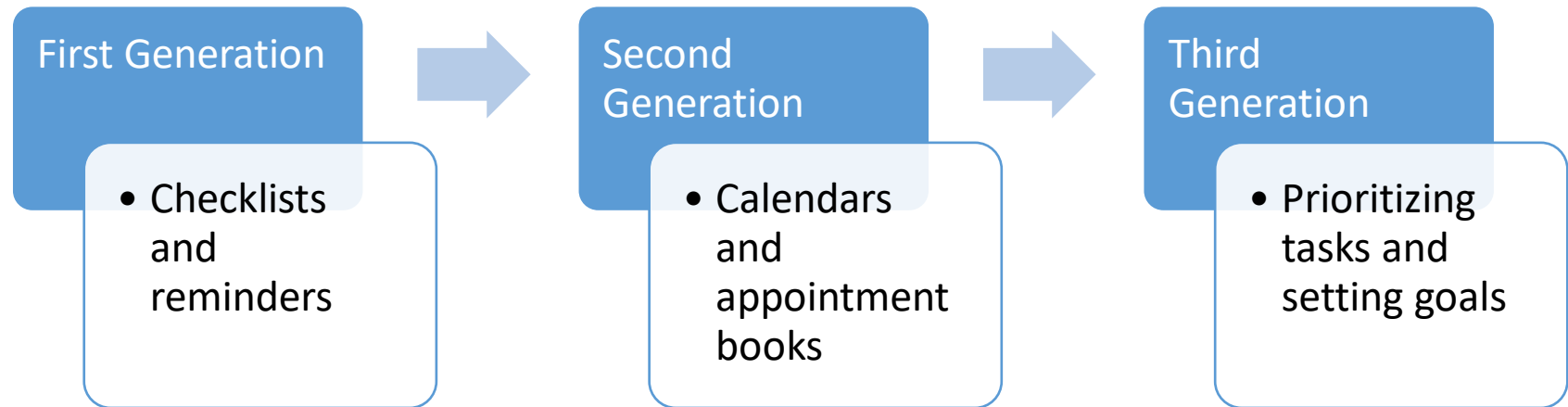


Solution to the Exercise

S. No.	Correct Option
1	b
2	a
3	a
4	b
5	a
6	b
7	a
8	b
9	a
10	b



The Three Generations of Time Management



NEED FOR THE FOURTH GENERATION- to focus on accomplishing results as well as enhancing relationships



Monochronic and Polychronic Views of Time

Monochronic managers	Polychronic managers
Do one task at a time	Do many tasks at one time
Focus well	Highly distracted
Take time seriously	Believe more in commitments and goals to be achieved
Committed to their work	Committed to the people
Follow their plans religiously	Change their plans frequently
Like to be alone and without disturbance while working	Do not like privacy and enjoy company of people
Rarely borrow or give their things to others	Believe in sharing
Like promptness	Base promptness on type of relationship
Believe in short term relations	Highly committed and believe in long-term relations



Exercise

Circle the appropriate choice according to your opinion in the statements given on page no 33

Guess whether the statement is polychronic or monochronic



Answer Key: Calculate your score

Each correct answer holds 1 mark.

S. No.	Monochronic	Polychronic
1	1a	1b
2	2a	2b
3	3b	3a
4	4a	4b
5	5b	5a
6	6b	6a
7	7a	7b
8	8b	8a
9	9b	9a
10	10b	10a
Total		



Goal Setting

**Goal setting is a performance booster
that motivates the employees and
managers.**



SMART Goals

S

Specific

M

Measurable

A

Attainable

R

Realistic

T

Timely



Exercise

Rephrase the objectives on page no. 38 into SMART goals



Prioritization

List down the tasks to be done



Prioritize the items on the list

THE 'ABC' METHOD

PRIORITY 'A'- Must Do

PRIORITY 'B'- Should Do

PRIORITY 'C'- Nice To Do

Exercise

List the tasks that you would do in this week under each category A, B and C on page number 41 of your workbook.



Criteria for Prioritization

JUDGMENT

RELATIVITY

TIMING



The Compass and The Clock

COMPASS:

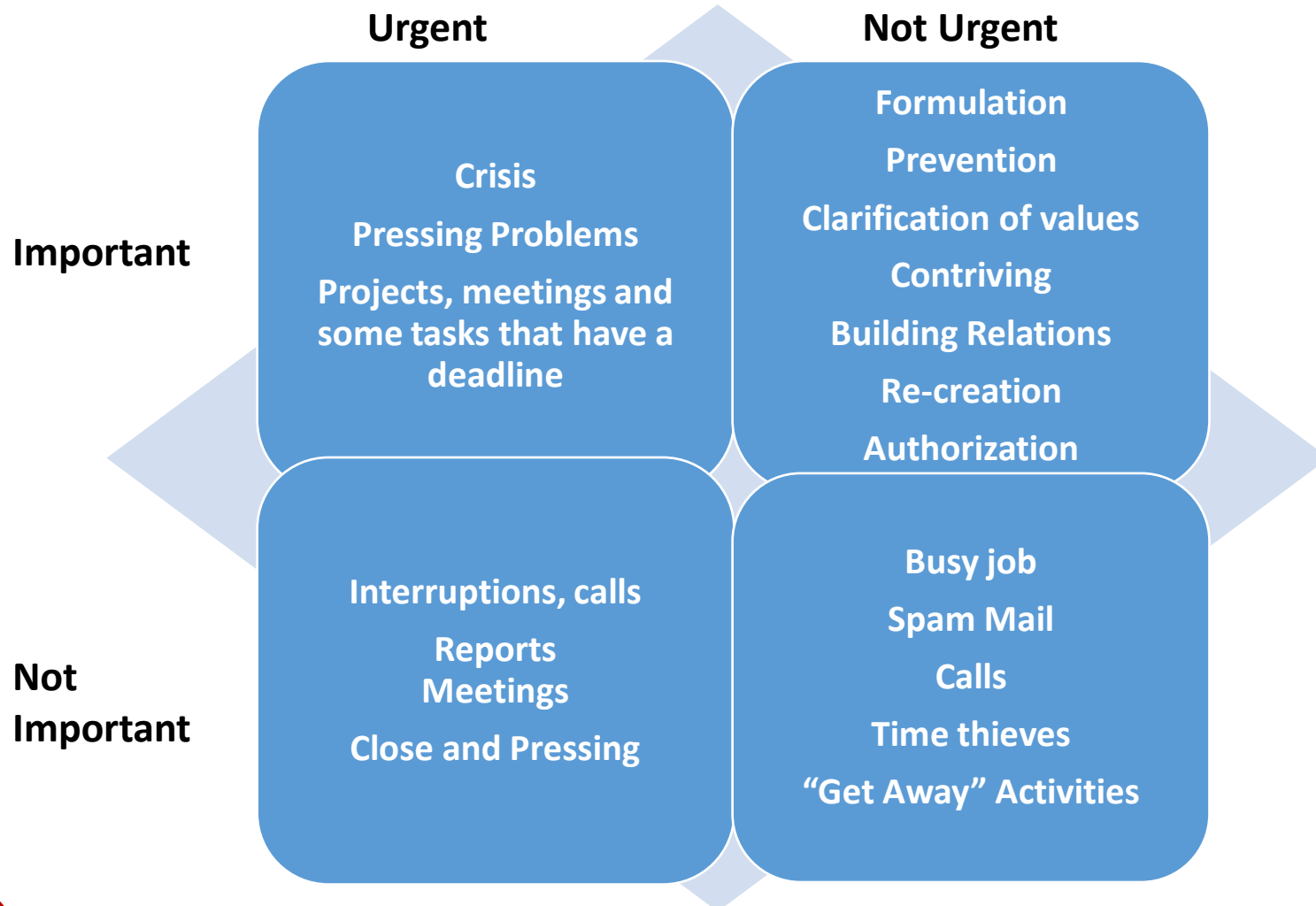
WE DO WHAT WE FEEL IS IMPORTANT



CLOCK:

WHAT WE DO AND HOW WE MANAGE TIME

Time Management Matrix



Exercise

Which task falls under which quadrant?

Page no. 47



Managing Interruptions

Not calling for meetings unless truly necessary

Not allowing disturbance during work

Learn to say 'No'

Prioritizing urgent emails with proper 'subject'



Managing Procrastination

Strategies for overcoming procrastination:

When the
Task is
Unpleasant:

- If you do not do a task then what will be its effects on you
- You are paid for the task which is important from your supervisor's and organization's point of view
- Identify the ways you can reward yourself by completing such tasks

When You
are
Disorganized:

- Clear your desk before leaving for the day
- Attend and complete papers and emails as they come to avoid a pile up
- Plan your day, based on the important tasks to be done that day
- Make use of a timer to keep a track of the time spent
- Pre-plan the next day before leaving



Strategies for overcoming procrastination:

When the
Project feels
Overwhelming:

- Break a task into smaller easily achievable tasks
- Do easier tasks first
- Reward yourself after the completion of each sub-task
- Ask others to give an input

When You are a
Perfectionist:

- Keep reviewing the project
- Avoid any potential errors by discussing the task with your co-workers and supervisor
- Remember that no one is perfect
- Adopt some stress management techniques

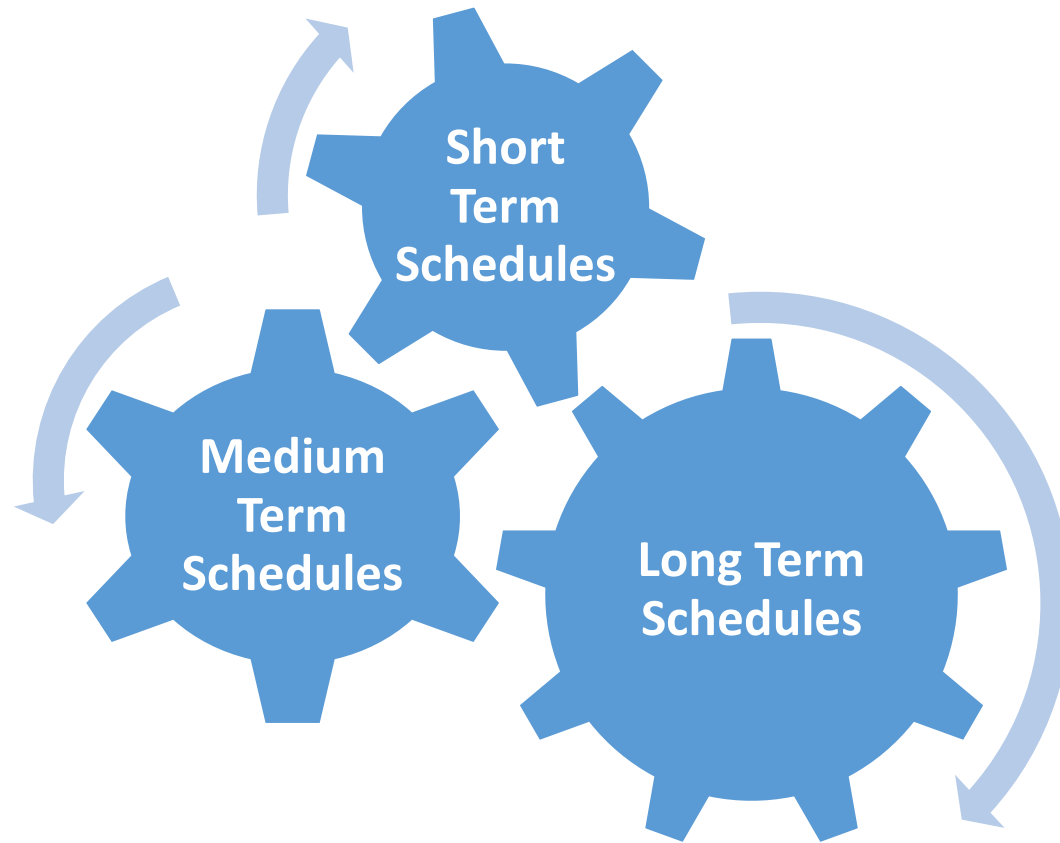
When You have
Trouble Making
a Decision:

- Use group unanimity to make a best decision
- Ask you supervisors and others to give their input
- When you do not have others to help you, make the best choice according to your experience



Scheduling

Scheduling Options



In Tray Exercise

A role play exercise in which you play the part of a busy bank manager who has to manage his time by clearing some backlog items on his desk

See instructions on Page no 57



Please fill up the feedback form
with your valuable inputs!

