



Time Management: Arrange for Time to be Productive!

The essence of self-discipline is to do the important rather than the urgent.



1440 minutes in a day: Managing Your Time

New Paradigm Ahead:



Organizing and executing around your most important priorities. It is living and being driven by the principles you value most, not by the agendas and forces surrounding you.



I spend my time on what is most Important



Master your TIME
Master your LIFE

I spend my time on what is most urgent

Understanding your destination



Important activities

Not so important

Schedule to achieve goals

Clear mission and goals

Setting the priorities

Discipline to take action

Mental and Physical Creation

Physical Creation

Why is time
management
important?

Time Management



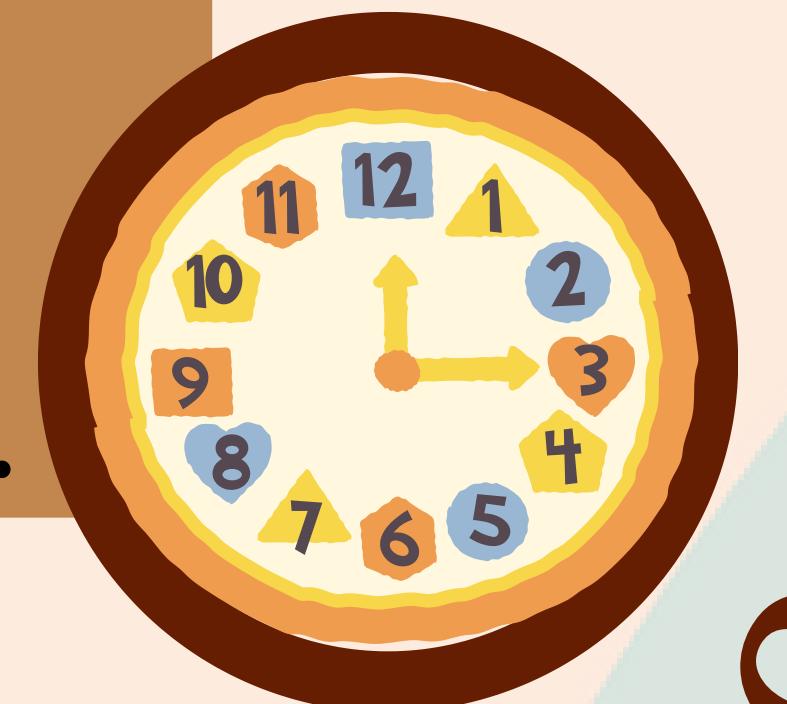
1. Time is precious and finite
2. We need to use it in the most productive way
3. Poor time management skills have serious consequences
 - a. For our organisation
 - b. For our customers
 - c. For your team
 - d. For you personally

Time Management is using the time available to you effectively in order to get the task done!

Flexible Hours

If My Alarm Clock Could
Talk What Would It Say?

If my alarm clock could talk
it would have said, be
punctual if you want to
achieve what you long for.



A c t i v i t y



SESSION

Guest speaker- Col. Asif Cheema

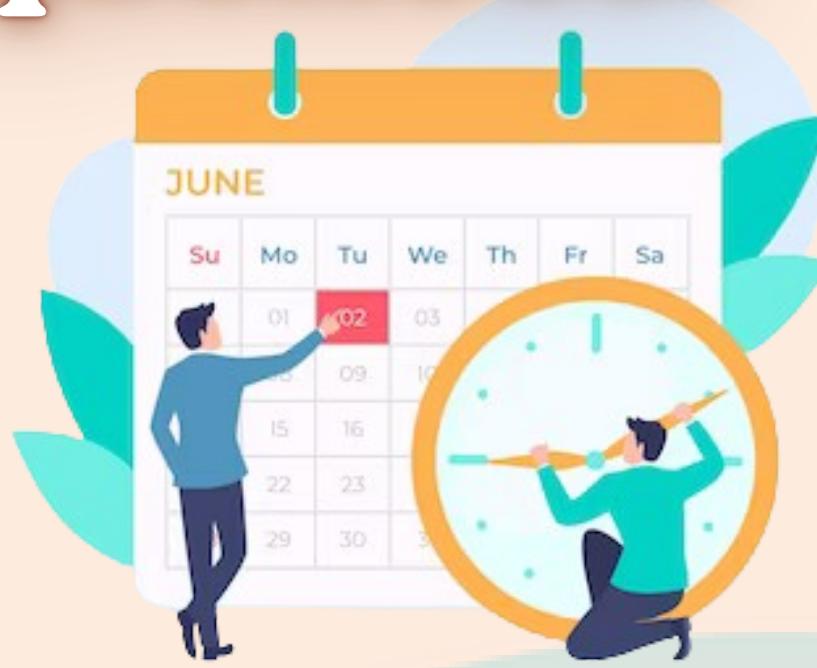


You & Your team!

- Missed targets
- Persistent lateness
- Disciplinary action
- Blame game
- Interpersonal conflict
- Perceived unfairness
- Stress
- Loss of trust in team



The Consequences!



Customer

- Negative experience
- Loss of trust and confidence

Organization

- Missed deadlines
- Budget overruns
- Reputation damage
- Drop in sales
- Fines
- Loss of contracts

1. Make a Plan
2. Draft To-do list
3. Optimize To-do list
4. Manage your Self
5. Reward your Self

5 Steps to Effective Time Management

Time Management Techniques

- Prioritization
- The 80/20 rule
- Multi-tasking
- Just get it done
- To-Do lists
- Preventing procrastination
- Pomodoro Technique



Works well for:

People with tough decisions

Critical thinkers

Prioritization: Prioritise your tasks

A priority matrix helps you determine the most important tasks to complete. You start by making a matrix with different categories and assigning each task a priority level.

This method has you to organise your tasks into 4 quadrants sorting them by important vs not important and urgent vs not urgent

Time Management Matrix



Important:
Activities that represent
your priorities, deepest
values, goals and mission.

Urgent:
Activities that require
your immediate attention

Important

Not Important

Urgent

Q1 Necessities

- Deadlines
- Crisis
- Pressing Important Meetings
- Emergencies
- Last minute presentations

Not Urgent

Q2 Effectiveness

- Relationship Building
- Personal Development
- Employee Training
- Exercise and Health
- Prevention and Planning

Q3 Distraction

- Some emails
- Some phone calls
- Many interruptions
- Some Meetings
- Some Popular Activities

Q4 Waste of Time

- Trivia
- Some phone calls
- Excessive TV
- Gossip
- Time wasters
- Pointless web surfing

This is how we focus and accomplish our highest priorities in all our roles by being able to categorize and distinguish the priority level of items, tasks and activities.

Time Management Matrix:



Urgent

Not Urgent

Important

Action:
Do First

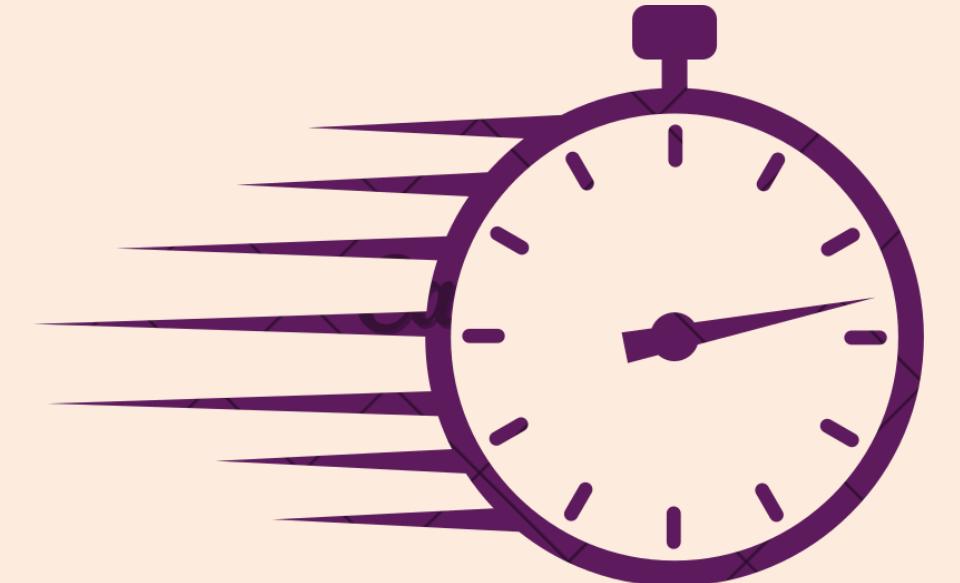
Action:
Do Next

Not Important

Action:
Do Later

Action:
Don't Do

Important
You act on these



Urgent
It acts on you

IMPORTANT

Weekly Planning:



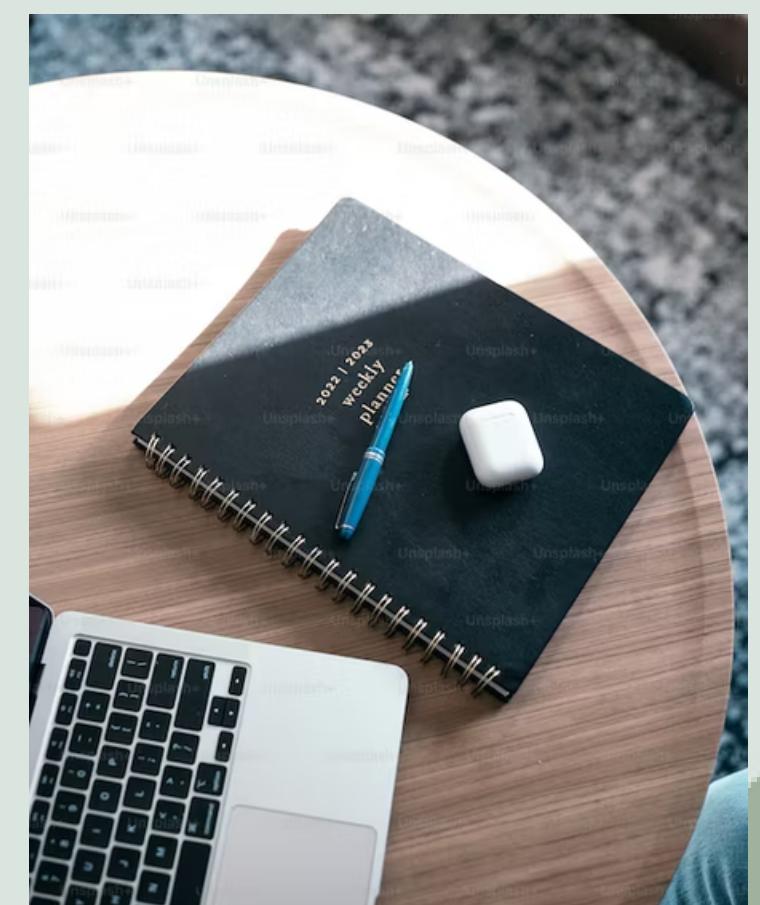
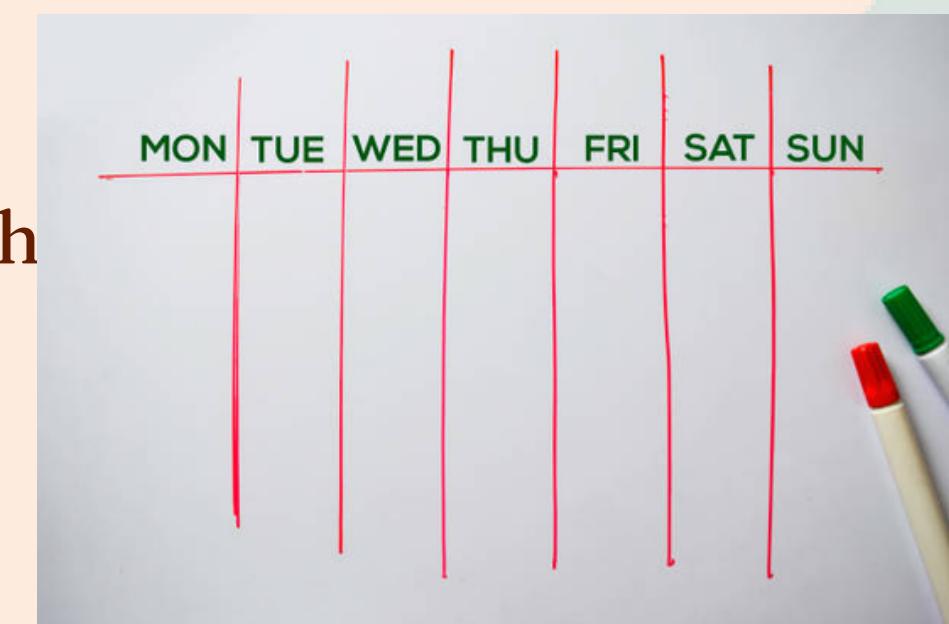
1. Connect with mission and roles

- Write two or three key words from your Personal Mission Statement
- Identify and write down three roles
- What are the one or two most important things i can do in this role

2. Schedule your big rocks

- “Big Rocks” are the most important things
- We must these items at the top of FIRST to achieve task list
- “First things first”
- Putting anything before “Big Rocks” is putting the “Second Things First”

3. Organise the rest



Tips for weekly planning



- Plan before the week starts
 - Weekly planning is a big rock
 - Plan in quite place
 - Choose Big Rocks that will help you accomplish your mission

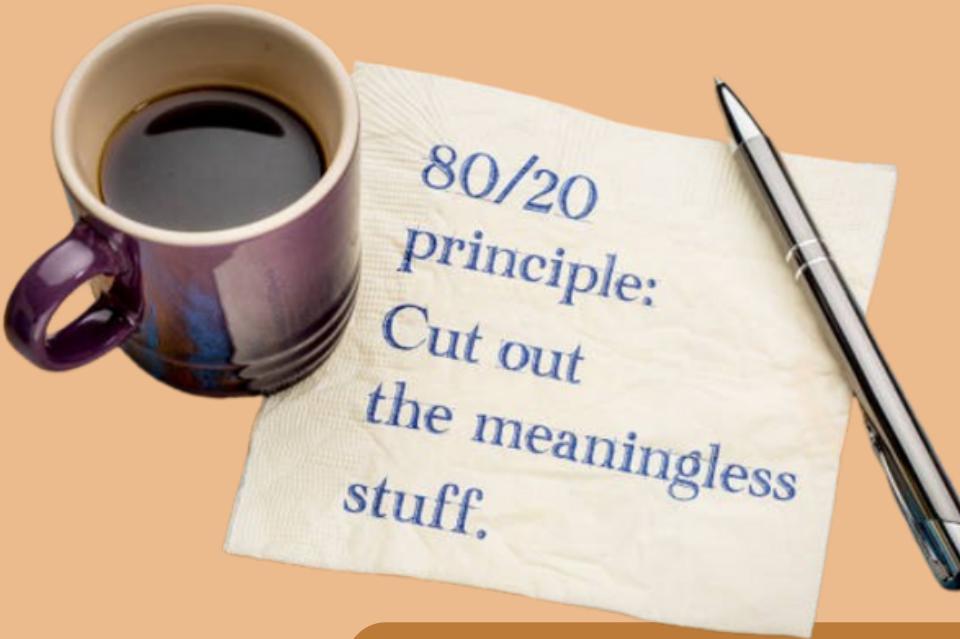
**Success doesn't
come from what
you do occasionally
- it comes from
what you do
consistently**

Weekly Planning

Strategies to Prioritize



- 1 Use a priority matrix
- 2 Number your priorities
- 3 Make a prioritized task list each day
- 4 Prioritize the most important tasks
- 5 Pick a single focus
- 6 Create a master list and break it down
- 7 Use the Ivy Lee method
- 8 Use the ABCDE method
- 9 For larger goals, use the two list strategy
- 10 Change priorities if necessary
- 11 Prioritize your important work during your most productive hours



80/20 rule

The Pareto principle

1. 80% of your most important work can be completed in 20% of the available time
2. Unforeseen problems can cause difficulty and impact on your schedule
3. Sometimes, the outstanding 20% of work can absorb 80% of your time
4. Focus on the 80% first to improve productivity

Works well for:

- *Problem Solvers*
- *Analytical Thinkers*



“...the ability to undertake multiple tasks at the same time with competence...”

Multi-tasking

1. Multi-tasking works for tasks that can be completed simultaneously
2. But too much multi-tasking can be distracting, it can lead to paralysis and inertia





Just get it done!

Sometimes the best approach is to concentrate on finishing tasks that have already been started.

The "Get it done!" approach to time management prioritises the completion of tasks and prevents the build-up of too many incomplete ones.

- 1. Get on with finishing what's been started
- 2. Prioritises task completion
- 3. Prevents build-up of incomplete activities



Works well for:
Distractible People
People who like to make lists

To-do lists

The To Do list can be further refined by prioritising the activities on the list.

Here's what happens:

✓ List all the activities you have to carry out as you think of them

✓ Allocate a letter or number to each activity - say, A for tasks that are urgent or very important, and F for those that are least important and not at all urgent

✓ Look at your list. If you have lots of A-rated activities, rethink the priority of each one. Are they all really that important and urgent?

✓ Rewrite your list in order of priority (from A to F), grouping tasks of similar priority together.

1. *Where you need to focus on accomplishment*
2. *To Do lists can be refined by prioritizing activities*





Don't Procrastinate

Zeigarnik effect – unfinished tasks are remembered better than finished tasks.

Always make a start on a task

Take a strategic break before you finish

Check Instagram, tidy up, raid the fridge, watch a Netflix episode...

Return to the task

The Zeigarnik Effect

Our minds quickly forgets finished tasks. However they continually interrupts us with reminders of unfinished tasks. These intrusions constitute to Zeigarnik effect

Dr. Bluma Zeigarnik (1901 - 1988)





Don't Procrastinate

What is it?

"...putting off the activities or tasks that are most important and should really be completed right away in favour of those that you find most interesting or comfortable..."

"Don't put off until tomorrow what you can do today"



However, note that putting off unimportant tasks does not constitute procrastination and is, in fact, desirable.

- Signs of Procrastination**
1. Filling your day with non-important activities and tasks
 2. Leaving important work on your To Do list for too long
 3. Waiting for the 'right time' or the 'right mood' before you get started
 4. Reading and re-reading emails or reports, without planning what action to take or actioning them right away
 5. Starting work on an urgent or important task, and then leaving your desk immediately for refreshments
 6. Picking up unimportant tasks even though you have more pressing work to do



1. Disorganisation - not feeling ready to get started

2. Perfectionism - wanting to do it perfectly first time

3. Feeling overwhelmed or daunted by the activity or task - a fear of failure or concern about your ability

4. It's unpleasant - putting off delivering difficult feedback to a colleague or discussing late payment with a client



Reasons



"Don't put off until tomorrow what you can do today"

Avoiding It

Don't Procrastinate



1. Admit that you're procrastinating. ...
2. Eliminate distractions. ...
3. Set Goals You can Reach. ...
4. Reward yourself. ...
5. Take a break. ...
6. Hold Yourself Accountable.



Pomodoro Technique

- 
1. Essentially a timer is set at 25-minute intervals, known as pomodori (Italian for 'tomatoes'), resulting in a burst of activity.
 2. Each interval is separated by a five-minute break, which aids concentration.
 3. After 4 pomodori (or a set), you take a longer 15-minute break.
 4. A burst of activity for 25-minute intervals, followed by a 5-minute break
 5. Aids concentration and reduces interruptions

You can also use the breaks to check your email, talk to colleagues, move around to avoid posture problems if you are using a keyboard and so on



*Works well for:
Creative Thinkers
Those feeling burnt out*

Time Management Techniques

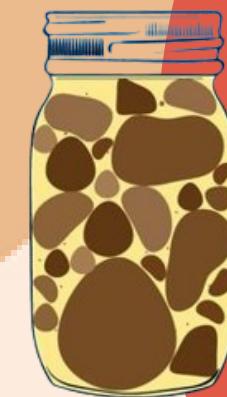
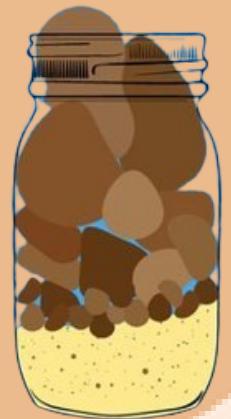
This technique encourages you to start the day by doing things you may not want to do, but will benefit you in the long run.

Works well for:

- Abstract Thinkers
- People with long-term goals



Eat the Frog Technique



Pickle Jar Theory

This technique helps you to know what is useful and what is not useful in your daily life. It allows you to prioritize tasks that need to get done today.

Works well for:

- Visual People
- Concrete Thinkers

RPM (Rapid Planning Method)



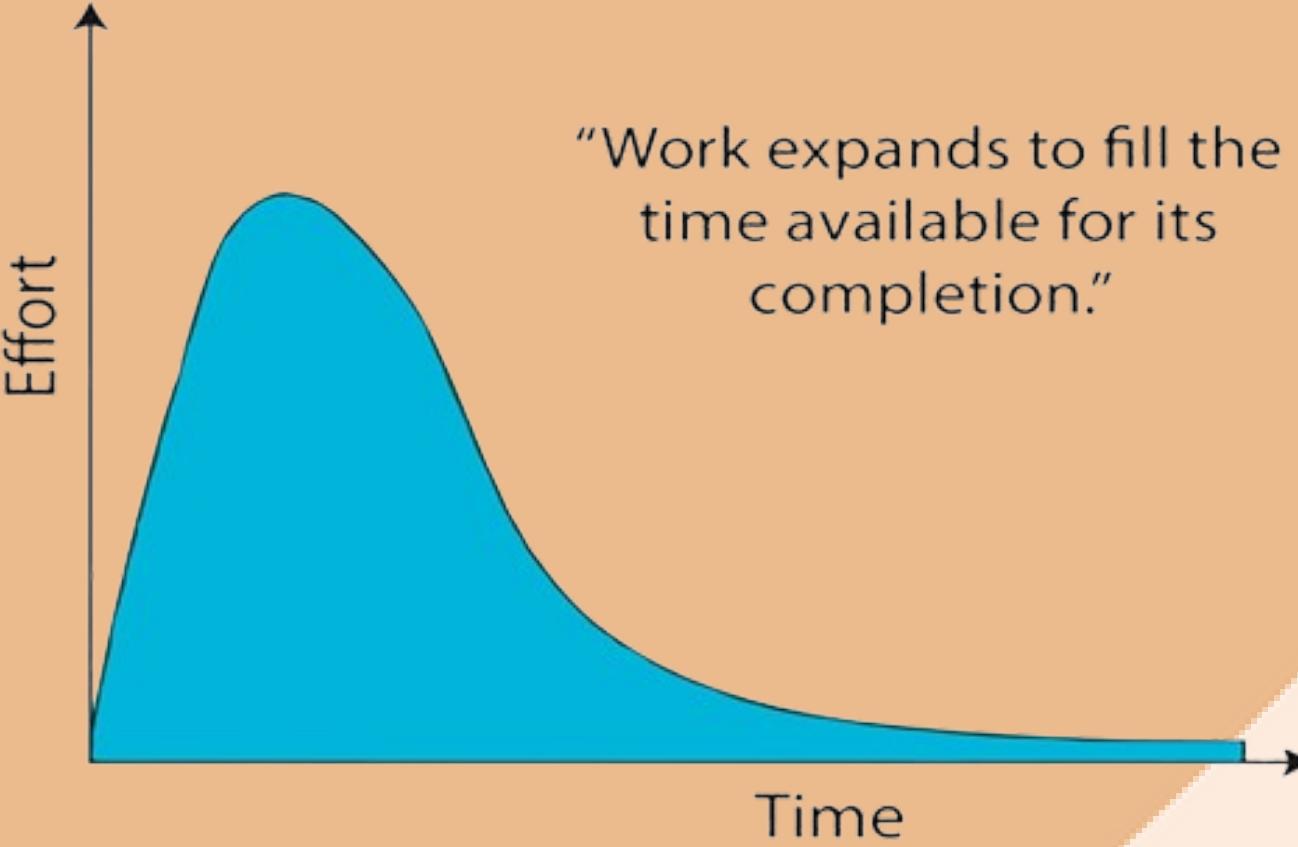
This technique helps you to condition and train your brain to focus on the outcome you are after.

Works well for:

- Working students/parents
- People with long term goals

Parkinson's Law

"Work expands to fill the time available for its completion."



Parkinson's Law

This law is based on the idea the amount of time, you will give to yourself to complete a task, is the amount of time it will take you to complete the task.

Works well for:

- *Procrastinators*
- *People who work well under pressure*

Time Management Techniques

Time Blocking Method

To use this method, assign each time block in a day to your tasks. These tasks can be anything from eating breakfast to any official assignment.

Works well for:

- *Working student/parents*
- *Analytical Thinkers*



GIMPS!

Look at me, I am punctual by every second and nobody defies any tick of mine, my followers are always achievers as they know the importance of my master, Time. My Alarm clock kept on advising me Respect Time as it adores it's practitioners and ruins the denouncers so better be it's servant and get used to do things on time.



Discipline, proactivity and vigilance being subservient to time straighten the jumpy ride of life so adherence to them is indispensable.

A c t i v i t y



Time Management Challenges



- 1 Multiple distractions
- 2 Perfectionism
- 3 Overbooking
- 4 Trouble Prioritizing
- 5 Lack of organization
- 6 Rigid planning
- 7 Attempted multitasking
- 8 Procrastination habits
- 9 Too little time
- 10 Low motivation
- 11 Forgetting to delegate
- 12 Not enough rest





1. Take regular breaks to stay alert
2. Be proactive – know how you spend your time and when you are most productive
3. Only prioritize what is important and urgent, act promptly if you see signs of procrastination
4. Use different techniques to improve your time management skills
5. Report any problems or concerns immediately to your manager



Do's and Dont's

1. Focus on activities or tasks that aren't important or urgent
2. Be distracted by technology - e.g. email, social media, internet browsing
3. Allow others to steal your time - plan and rehearse strategies for dealing with interruptions
4. Waste time in meetings - only invite those who need to attend, consider holding stand-up meetings, set an agenda etc.





Which method
or technique
suits you
better?





"Efficiency Lessons from McDonald's Speedee System: Time Management Strategy for Success"

Makes a burger in 185 seconds





Good luck !

Unslave from your Alarm clock

But contrary to be enslaved by my Alarm clock I will challenge it's beeps as I am a human, blessed with emotions, aspirations to lead life out of robust jaws of time.