

Time Management



Plan of Talk

- Introduction
- Benefit of time management
- Time management techniques
- Time management skills
- Time management in corporate
- Role of managers in inculcating time management skills in employees
- Practicing time management at workplace
- Time management tips
- Ideal task plan

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➤ Introduction

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Introduction

- It is rightly said “Time and Tide wait for none”.
- An individual should understand the value of time for him to succeed in all aspects of life.
- People who waste time are the ones who fail to create an identity of their own.



What is Time Management ?

Time management refers to;

- Managing time effectively, so that the **right time** is allocated to the **right activity**.
- Making the **best use of time**, as time is always limited.

Cont. ...

- Effective time management allows individuals to assign specific time to activities as per their importance.
 - Ask yourself “which activity is more important? How much time should be allocated to?”
 - Know which work should be done earlier and which can be done a little later.
- Time Management plays a very important role, not only in organizations, but also in our personal lives.

Time Management Includes:

1. Effective Planning
2. Setting goals and objectives
3. Setting deadlines
4. Delegation of responsibilities
5. Prioritizing activities as per their importance
6. Spending the right time on the right activity

1- Effective Planning

- Plan your day well in advance.
 1. Prepare a To Do List or a “TASK PLAN”.
 2. Order activities according to their priority.
 3. Allocate suitable time to each activity.
- Complete pending tasks one by one.
 - Do not begin fresh work unless you have finished your previous task.
- Tick the ones you have already completed.
- Ensure you finish tasks within the stipulated time frame.



2- Setting Goals and Objectives

- Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea.
- Set targets for yourself and make sure they are realistic and achievable.



3- Setting Deadlines

- Ask yourself “how much time needs to be devoted to a particular task?”
- Set deadlines for every task, and be committed to.
 - Do not wait for your superiors to ask you every time.
 - Learn to be self driven.



4- Delegation of Responsibilities

- Don't do everything on your own, there are other people as well.
- Roles and responsibilities should be delegated to employees according to their interest and specialization to ensure they would finish within deadlines.
- An employee who does not have enough knowledge needs more time than someone who knows the work well.



5- Prioritizing Tasks

- Prioritize tasks as per their importance and urgency.
 - Know the difference between important and urgent work.
- Identify which tasks should be done along the day, and during the month.



6- Spending the Right Time on Right Activity

- Develop the habit of doing the right thing at the right time.
- Work done at the wrong time is not of much use.
- Keep some time separate for your personal calls or checking updates on Face book or Twitter.
 - After all human being is not a machine.



Characters of Good Time Manager:

1. Organized

- Avoid keeping stacks of file and heaps of paper at your workstation.
 - Throw what all you don't need.
- Put important documents in folders.
 - Keep the files in their respective drawers with labels on top of each file.
 - It saves time which goes on unnecessary searching.



Cont. ...

2. Don't misuse time

- Concentrate and finish assignments on time.
 - Don't wait till the last moment.
- Do not kill time by loitering or gossiping around.
- Remember your organization is not paying you for playing games on computer or peeping into other's cubicles.
- First complete your work and then do whatever you feel like doing.



Cont. ...

3. Be Focused

- Develop the habit of using planners, organizers, tables calendars for better time management.
- Set reminders on phones or your personal computers.



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A large, 3D green checkmark is positioned in the foreground, partially overlapping a clock. The clock has a gold-colored frame and a white face with black numbers from 1 to 12. The hands of the clock are black, and the time shown is approximately 1:50. The background is a solid light gray.

Benefit of Time Management

Benefits of Time Management

- Time Management refers to making the best possible use of available time.
- Managing time well enables an individual to do the right thing at the right time.
- Time Management plays a pivotal role in one's personal as well as professional life.
- Let us go through some benefits of Time Management:

1- Makes You Punctual & Disciplined

- To make the judicious use of time;
 1. Prepare a “TASK PLAN” or a “TO DO” List at the start of the day .
 2. Then, sort activities which need to be done in a particular day as per their importance and urgency.
 3. Allocate specific time to each activity.



2- Makes You More Organized

- Keeping things at their proper places minimizes time wasted on unnecessary search for documents, files, folders, stationery items.
- Keep your workstation, study zones, cubicles, meeting areas clean and organized.



3- Boosts Your Morale & Confidence

- Accomplishing tasks within the stipulated time frame makes you popular in the organization as well as amongst your peers.
- People who understand the value of time are the ones who manage to stand apart from the crowd.
- Individuals who finish off work on time are looked up to by others and are always the centre of attention everywhere.



4- Reduces Time to Reach Goal & Objectives

- Managing time effectively helps employees to meet targets way ahead of deadlines.
- Effective time management plays a pivotal role in increasing an individual's productivity.



Cont. ...

- Effective Time Management helps employees to reach the pinnacle of success quickly and stay firm at the top for a longer duration.
- An employee who works just for the sake of working fails to create an impression and is never taken seriously at work.



5- Makes You Plan Better

- You have to learn how to plan things well, and know where exactly they stand five years from now.



6- Reduces Stress & Anxiety



- Remember, there is no point in wasting time and cribbing later.
- Finish off pending work on time and then you would have lot of time for your friends, relatives and family members.

7- Better Prioritizing of Tasks & Activities

- It is foolish to stay overburdened.
- Do not accept anything and everything that comes your way.



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Time Management Techniques

Time Management Techniques

- Time management refers to the judicious use of time for achieving success in life.
- Time Management helps an individual to make the best possible use of time.
- It is essential for individuals to value time and allocate the right time to the right activity.
- **Let us go through some Time Management Techniques:**

1- Set Your Priorities

- Prepare a “TO DO” List or a “Task Plan” to jot down tasks you need to complete against the time slot assigned to each activity.
- High priority tasks must be written on top followed by tasks which can be done a little later.
- Make sure you stick to your task list.



2- Finish Your Assignments on Time

- Tick the tasks you have already finished.



3- Differentiate Between Urgent and Important

- Important “ ... of great significance or value”
- Urgent “ requiring immediate action or attention”

First, finish off what all is urgent and important.

- Do not begin your day with something which is not so important and can be done a little later.
- Do not wait for your Boss's reminders.



4- Stay Focused

- While doing an urgent job, do not leave your work station.
- Going for strolls in the middle of an urgent work breaks continuity and makes you loose focus.



5- Add Life to Work

- In your daily schedule, you should include time for:
 - Tea breaks
 - Net surfing
 - Personal calls
- Human being is not a machine who can work at a stretch for eight to nine hours.
- Assign 30:45 minutes to check updates on social networking sites, call your friends or family or go for smoke breaks etc.



6- Set Realistic Targets

- Know what you need to achieve and in what duration?
- Do not lie to yourself.
- Assigning one hour to a task which you yourself know would require much more time does not make sense.



7- Don't Overload Yourself

- Say a firm “no” to your boss if you feel you would not be able to complete a certain assignment within the assigned deadline.
- Don't worry, he will not feel bad.
- Probably he can assign the same to any of your fellow workers.
- Accept tasks which you are really confident about.



8- Be Disciplined and Punctual

- Avoid taking unnecessary leaves from work.
- Reach work on time as it helps you to plan your day better.



9- Be organized

➤ **Keep things at their proper places.**

- Files must be kept at their respective drawers.
- Staple important documents and put them in a proper folder.
- Learn to be a little more organized, this will save your time which goes on unnecessary searching.

➤ **Develop the habit of using an organizer**

- It helps you plan things better.
- Keep a notepad and a pen handy.
- Do not write contact numbers or email IDs on loose papers. You will waste half of your time searching them.
- Manage your emails, create separate folders for each client.
- Do not clutter your desktop.

10- Enjoy your work

- Do not treat your organization as a mere source of money, change your attitude.
- Avoid playing games on computer or cell phones during office hours, it is unprofessional.
- Do not work only when your boss is around, taking ownership of work pays you in the long run.



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- Time management techniques
- **Time management skills**
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- Role of managers in inculcating time management skills in employees
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Time Management Skills

Time Management Skills

- The judicious use of time by an individual to succeed in all aspects of life refers to time management.
- Time management not only helps individuals to make the best use of time but also ensures successful accomplishment of tasks within the stipulated time frame.
- It is essential to do the right thing at the right time to earn respect at work.
- People who do not value time fail to make a mark and are never taken seriously.

Cont. ...

Let us go through some **skills necessary for effective Time Management:**

1- Stay Organized

- Your workstation should be kept clean and organized.
- Keeping important files organized helps you retrieve them immediately, and thus saves time which goes on unnecessary searching.
- Staple important documents together.



Cont. ...

- Do not keep stacks of files and heaps of paper on your desk.
 - Throw whatever you don't need.
- Keep stationery items and your personal belongings like cell phone, car keys, wallet at their proper places.
- Develop the habit of using an organizer.
 - Plan your day well in advance.
- Never write on loose papers.
 - Keep a notepad and pen handy.

2- Learn to Prioritize

- Set your priorities, do not work just for the sake of working.
- Prepare a “Task Plan” or a “To Do” List the moment you settle down for work.
- Jot down all the activities you wish to do in a single day as per importance and urgency.



Cont. ...

- High priority tasks must be attended to immediately.
 - Do not start your day with something which does not require your immediate attention.
- Tick off completed tasks.
 - It gives you a sense of relief and satisfaction.
- An employee must understand the difference between
 - High and low priority tasks
 - Important and urgent work
- Do not indulge in irrelevant activities.
 - You will waste your entire day and the output would be zero.
- Be clear about your roles and responsibilities at the workplace.

3- Be Punctual and Disciplined

- Being punctual helps you complete tasks way ahead of deadline.
- Avoid taking too many leaves from work, such an attitude is completely unprofessional.
- Make sure you are there at your desk five minutes before your actual time.
- Strive hard to complete tasks on time, do not keep assignments pending and wait for the last minute.



4- Take Ownership of Work

- Do not work only when your boss is around, work for yourself, the dedication has to come from within.
- Be responsible for your work and learn to accept your mistakes.
- If you have accepted something, then it becomes your responsibility to complete it within the allotted time slot.



5- Be a Little Diplomatic

- Do not accept everything which comes your way, a polite “NO” in the beginning will save your reputation later.
- The employees must be delegated responsibilities as per their specialization and background, this way they take more interest and eventually finish work on time.



6- More Focused

- Be a little focused and concentrate on work.
- Finish off work and leave on time.
- Do not waste time by loitering and gossiping around.
- Do not take long personal calls at work.
- You will have ample time to catch up with your friends or log on to social networking sites.
- Playing games while you are at work is something which is not expected out of a professional.



7- Be Reasonable

- No individual can work for the whole day.
- Do include some time in your daily schedule to speak to your team member sitting next to you.
- Do not over burden yourself.



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- Time management skills
- **Time management in corporate**
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A low-angle, upward-looking perspective of several modern skyscrapers with glass facades. The buildings are arranged in a way that they seem to converge towards the top of the frame, creating a sense of height and scale. The sky is a clear, pale blue. The glass reflects the sky and each other, creating a complex pattern of lines and colors. Some windows are lit from within, showing a warm yellow light.

Time Management in Corporate

Why Time Management is Important in Corporate ?

- Time Management refers to making the best possible use of time and doing the right thing at the right time.
- Managing time well plays a pivotal role in finishing off tasks within the stipulated time frame and also increases productivity of an individual.

Cont. ...

- Employees must learn to manage time well at the workplace to achieve targets ahead of deadline and make a mark of their own.
- One who understands the value of time is never overburdened and enjoys each and every moment to the fullest.

1- Working on Deadlines

- Time Management helps individuals to:
 1. Finish work within the assigned time.
 2. Stay stress free and relaxed through out the day.
 3. Plan specific time slots for all your day to day tasks at workplace.



2- Prioritizing Activities

- It is important for an employee to understand what is important and what is urgent.
- Pick up all that is important and urgent at the start of the day, and finish it off first before starting with something which can be done a little later.



3- Identifying Superior Employees

- Do not keep work pending from your end, finish off tasks as and when required.
- Ignoring critical issues is pointless, you have to do it in any case.



4- Effective Employee Career Pathway Planning

- Doing things on time helps you reach the top of your career within the shortest possible time frame.
- Employees who just work for the sake of doing work and do not pay attention to deadlines are never taken seriously at the workplace.
- They are the ones who always crib and complain of excessive work load.



5- Organizing Work Place

- You have to keep things at their respective places.
- Avoid keeping heaps of paper and stacks of files on your desk.
- Not only it gives a cluttered look to your workstation but also wastes half of your time in searching important documents, files, folders and so on.



Cont. ...

- Individuals should prefer writing on notepads instead of loose papers.



6- Identify Time Wasters at Workplace

- It is foolish to waste time on unproductive things which yield no results.
- Your office does not pay you for gossiping and loitering around.



Cont. ...

- No one expects you to work at a stretch for the whole day.
- Assign some time in your daily schedule to check updates on social networking sites or calling up your friends but do know where to draw the line.

7- Disciplined and Punctual Employees

- One gets in the habit of reaching work on time as a result of effective time management.



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- Introduction
- Benefit of time management
- Time management techniques
- Time management skills
- Time management in corporate
- **Role of managers in inculcating time management skills in employees**
- Practicing time management at workplace
- Time management tips
- Ideal task plan



Role of Managers in Inculcating Time Management Skills in Employees

Role of Managers in Inculcating Time Management Skills in Employees

- Do you find it difficult to complete assignments on time ?
- Doing the right thing at the right time is an art and comes with planning and understanding.
- Time Management is nothing but making the best possible use of time.

Cont. ...

- Managers and superiors play an important role in inculcating time management skills in employees.
- The role of superiors is not only to sit in closed cabins but also to monitor subordinates.

1- Managers Must Lead By Example

- The best way to finish work on time is to be punctual at workplace.
- If you expect your team members to reach office on time, you yourself have to be disciplined.



Cont. ...

- Almost everywhere superiors are given some liberty but one should not misuse his power.
- The rules and regulations of an organization are not only meant for subordinates but also for team leaders and superiors.
- Managers must adhere to guidelines of the organization for their team members to respect company's policies.

2- Ask Employees to Keep Work Stations Organized

- Go to each of their desks and check whether files and folders have been arranged properly or not?
- Make sure there are no heaps of paper on their desks.
- Instruct your employees to clean their drawers at least once in a week.



3- Ask Employees to Have Notepads, Pens, Folders at Workstations

- Point them out if they write on loose papers.
- As managers it is your responsibility to tell them their mistakes so that they manage things well.
- Personally check their drawers once in a while.



4- Delegate Some Responsibilities to Employees

- Delegation should be done according to employee specialization, education, qualification and background.
- Convey them their targets and deadlines from the very beginning.
- Make them aware of the goals and objectives of the organization.
- Monitor their performance.



Cont. ...

- Give them deadlines and ensure they finish work within the stipulated time frame.
- Appreciate employees who finish their work on time in the presence of all.
- It is essential for the superiors to know what their employees are up to.
 - Try to find out what they do the whole day.

5- Let them Make “To Do List”

- Motivate them to prepare a TO DO List.
- Check their task plan and make sure they do important and urgent tasks first.



6- Training



- Promote various training programs to instill time management skills in employees.
- Conduct various workshops where employees can be given certain tasks apart from their daily work.

7- Be a Good Listener

- Employees must have an easy access to their Boss's cabin.
- Proper coordination between employees and their team leaders is essential for effective time management.
- Do not keep tasks pending at your end.
- Give approvals on time and make sure your team members do not be involved in unproductive tasks.



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- Time management techniques
- Time management skills
- Time management in corporate
- Role of managers in inculcating time management skills in employees
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- Time management tips
- Ideal task plan



Practicing Time Management at Workplace



Practicing Time Management at Workplace

- Time Management refers to assigning specific time slots to activities as per their importance and urgency in order to make the best possible use of time.
- In a layman's language Time Management is nothing but to manage time well and doing things when they actually need to be done.

Cont. ...

- Every organization works on deadlines.
- An individual constantly needs to be on his toes to finish off assignments within stipulated time frame.
- It is essential for employees to understand the value of time for them to do well and make a mark of their own at the workplace.
- **How to practice effective time management in organization?**

1- Know Your Targets Well

- Do not hesitate to speak to your boss if targets are unrealistic and unachievable within the allocated time slot.
- It is always better to discuss things at the initial stages than cutting a sorry figure later on.
- Accept tasks only when you are confident.



2- Discuss Work With Sub Ordinates

- You can't do everything on your own.
- Distribute work amongst your team members if you want to finish assignments within the stipulated time frame.
- Know your capabilities.



3- Organize Yourself

- Be very careful about your files, important documents, visiting cards, folders etc.
- Keep them at their proper places so that you do not waste half of your time in searching them.



4- Be Loyal to Your Organization

- Do not work only when your superiors are around.
- Remember you are getting paid for your hard work.



Cont. ...

- Concentrate on your own work rather than loitering and gossiping around.
- Do not waste time by playing games on computer or finding out what your fellow worker is up to.
- It is absolutely okay to call up family members or friends once in a while but make sure you do not end up in long phone calls while at work.
- Phone calls and messages are one of the biggest distractions at work.

5- Plan Your Things Well in Advance

- Do not work just for the sake of working.
- The first thing an employee should do in the morning is to jot down what all tasks he need to do in a single day against the time slot assigned to each task.



Cont. ...

- Preparing a “Task Plan” right at the start of the day always helps and provides you a sense of direction at work.
- A “TO DO” List suggests you way forward.
- Tick off completed assignments.
- Make sure you finish tasks within the assigned deadlines.

6- Keep a Notepad and Pen Handy

- Avoid writing on loose papers.
 - You will never find them when you actually need something.
- Prefer using an organizer as it helps you plan your work better.



7- Eat Only During Lunch Hours



- Eating while working not only makes you feel sleepy but also breaks continuity

8- Be Punctual

- Avoid taking frequent leaves from work unless it is an emergency.
- Make it a habit to reach office on time.

9- Do Not Keep Things Pending at Your End

- Escalate matters immediately which need approval of higher authorities.
- Do not keep ignoring things.
- They would create problems for you sooner or later.

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- Introduction
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- Time management techniques
- Time management skills
- Time management in corporate
- Role of managers in inculcating time management skills in employees
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- **Time management tips**
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Time Management Tips

Time Management Tips

- Time Management helps individuals assign correct time slots to activities as per their importance.
- The right allocation of time to the right task in order to make the best possible use of time refers to time management.
- Time is limited and one can't afford to waste it.
- Time once lost never comes back, no matter how much efforts you put in.

Cont. ...

- An individual who wastes time at workplace is liked by none and finds it difficult to achieve targets within the stipulated time frame.
- His work is never finished on time and is often criticized by fellow workers and superiors.
- **Let us go through some time management tips for professionals;**

1- Reach Office on Time

- Avoid taking frequent leaves from work.
- It is important to be punctual for effective time management.
- Do not roam here and there.

2- Prepare a “Task Plan”

- The first thing an employee should do in the morning is to prepare a Task Plan.
- Write down what all needs to be done in a single day against the time slots you wish to assign to particular tasks as per their importance.
- Urgent assignments must be completed first followed by low priority tasks.
- Once the task is complete, tick it off, you will feel relieved.

Cont. ...

- Do assign some time for your personal calls, catching up with old friends on Face book, writing updates on Twitter or even booking movie tickets for weekends.

3- Manage Yourself Well

- Keep your workstation clean and organized.
- Files and important documents must be kept at their proper places.
- Avoid keeping stacks of files and heaps of paper at the desk. Throw whatever you don't need.
- Never write on loose papers as you would definitely lose them after some time.
- Keep all your personal belongings at one place.

4- Do Not Clutter Your Desktop

- Create separate folders to organize your documents.
- Delete whatever files and folders you don't need.
- Manage your emails well.

5- Use a Planner or Organizer

- Use a planner or organizer to plan your day well.
- A calendar never lets you forget important dates and meetings.
- Leave a little early for meetings outside office.
- Do keep margin of time for traffic jams, diversions or other unavoidable conditions on road.

6- Set Priorities For Yourself

- Do not accept any task which you yourself know is difficult for you to accomplish within the allotted time period.
- A firm “NO” in the beginning will save your reputation later.

7- Set Clear Goals and Objectives

- The KRAs (Key Responsibilities Area) of an employee must be communicated to him clearly.
- Know your targets, if you feel your targets are unrealistic, speak to your reporting boss immediately.
- Plan things well, planning helps you complete tasks on time.

8- Avoid Gossiping or Loitering Around at Workplace

- Your office does not pay you for playing games on computer during office hours.
- Do not work only for salary and to please your boss, work for yourself.
- The dedication should come from within.

9- Avoid Long Personal Calls During Office Hours

- Remember if you finish your work on time, you will have enough time for your friends and family after office hours.
- A balance between personal and professional life is essential to be successful in the long run.

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- Introduction
- Benefit of time management
- Time management techniques
- Time management skills
- Time management in corporate
- Role of managers in inculcating time management skills in employees
- Practicing time management at workplace
- Time management tips
- **Ideal task plan**

Ideal Task Plan



Ideal Task Plan

- **Date** -.....
- **Day** -.....
- **9 AM** - Day Begins.
- **9.15 - 10 AM** - Reply urgent emails.
- **10 AM - 12 noon** - Work on client A's proposal, prepare reports and necessary data. (Most Urgent). Also work on comparative analysis of competitors. (Urgent)
- **12 Noon - 12.30 PM** - Sit and discuss with team members on pending issues (Have to clear all pending work by end of the day).

Cont. ...

- **12.30 - 1.30 PM** - Lunch Break (Enjoy with fellow workers).
- **1.30 - 1.40 PM** - Call up spouse.
- **1.40 - 3 PM** - Work on Client B's Proposal (Still have two days).
- **3 PM - 4 PM** - Sit with Boss for approvals and other critical issues.
- **4 PM - 5 PM** - Call up existing and potential clients.
- **5 PM - 5.15 PM** - Check personal mails.
- **5.15 - 6 PM** - Collate reports and send to immediate reporting Boss.
- **6 PM - 6.15 PM** - Organize Work Station.
- **Day Ends**