

Time Management- The First skills of Time Management



People matter, results count.

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Time Management

What is Time Management ?



**It is all about managing our life
with respect to time**

Have you ever used any of the following phrases...

- “ I am sorry but I do not have the time...”
- “ Oh God....I wish I had more time..”
- “ I am sorry ...But I will be a little late...”
- “ GoshI am late.....”

Advantages of Time Management

- Gain time
- Motivates
- Reduces lack of initiative
- Promotes review
- Eliminates cramming
- Reduces anxiety



Factors of a Balanced Life-style

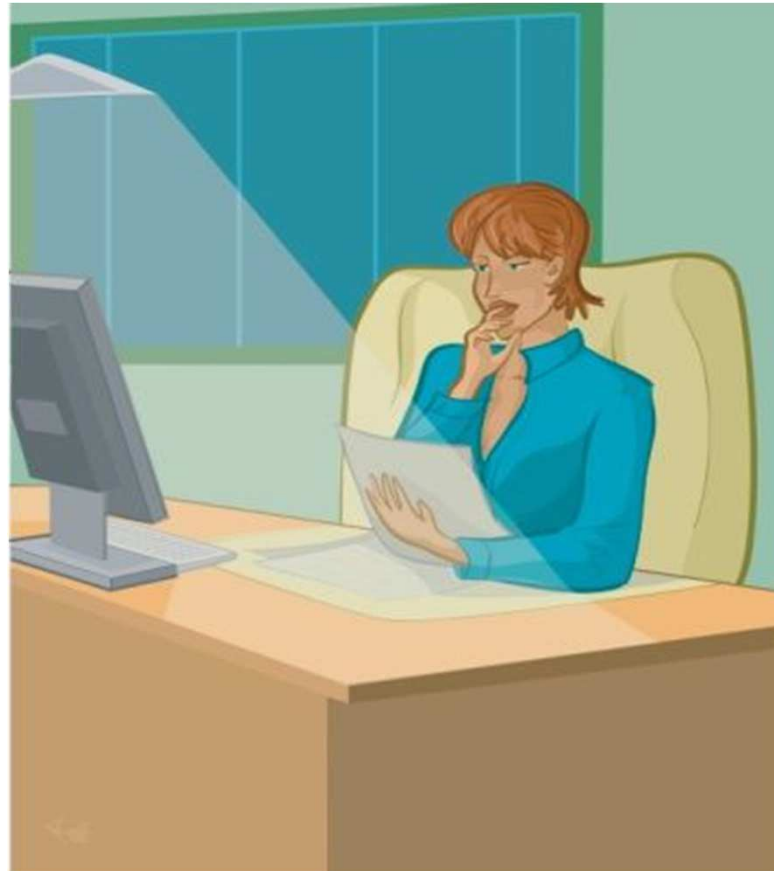
- **Physical** (exercise, nutrition, sleep)
- **Intellectual** (cultural, aesthetic)
- **Social** (intimate and social relationships)
- **Career** (school and goal directed work)
- **Emotional** (expression of feelings, desires)
- **Spiritual** (quest for meaning)





Planning & Its importance

What is the importance of planning?



If you fail to plan



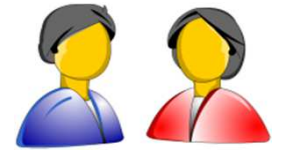
You plan to fail!



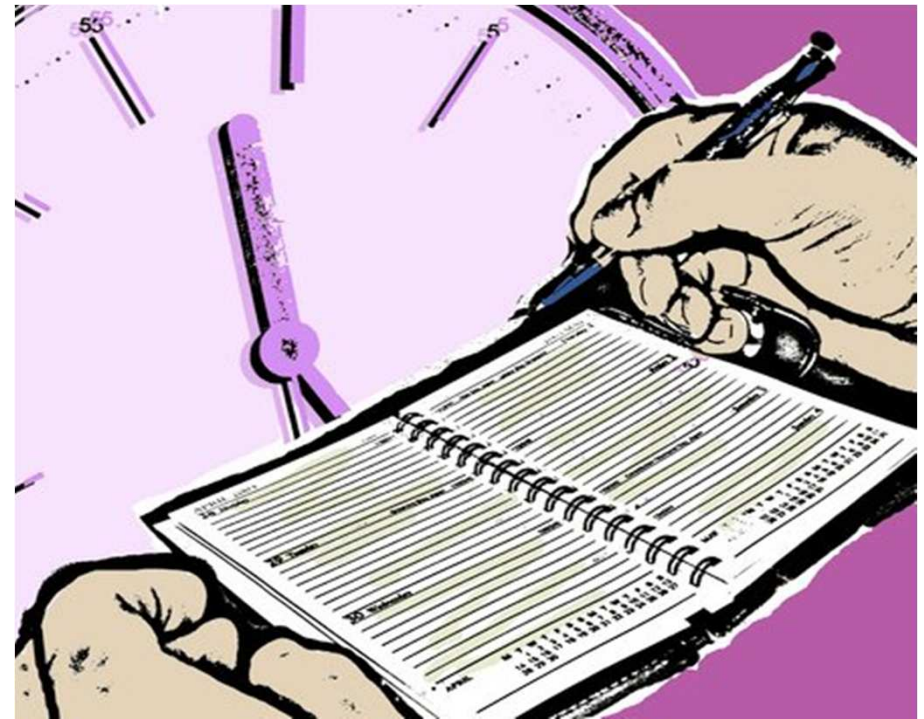
Plan your work and

then work your plan !!

What is Planning?



- Planning is a proactive way to prepare for the needs of tomorrow
- Planning is set of future actions set to be done for achieving the desired goal



What Planning is not

- Planning is not a collection of **previous accomplishments**
- Planning is not a **wish list**
- Planning is not to be **put off** until tomorrow



Why plan ?

- To eliminate uncertainty
- To optimize resources
- To achieve goals in time
- To have competitive advantage
- To ensure consistency
- To ensure predictability in results
- To mobilize support
- To provide platform for evaluation



Steps to Effective Planning



- Find a place that is relatively free of distractions
- Review the long range objectives
- Make sure the no. of tasks and the amount of time required by each is well within the time available in your day
- Set specific daily goals for tasks
- Anticipate obstacles
- Prioritize your tasks



Time Robbers

Necessary Interruptions

- About which you do care
 - You have information and responsibility.
- Has value, and should be handled at once- unless it is untimely.



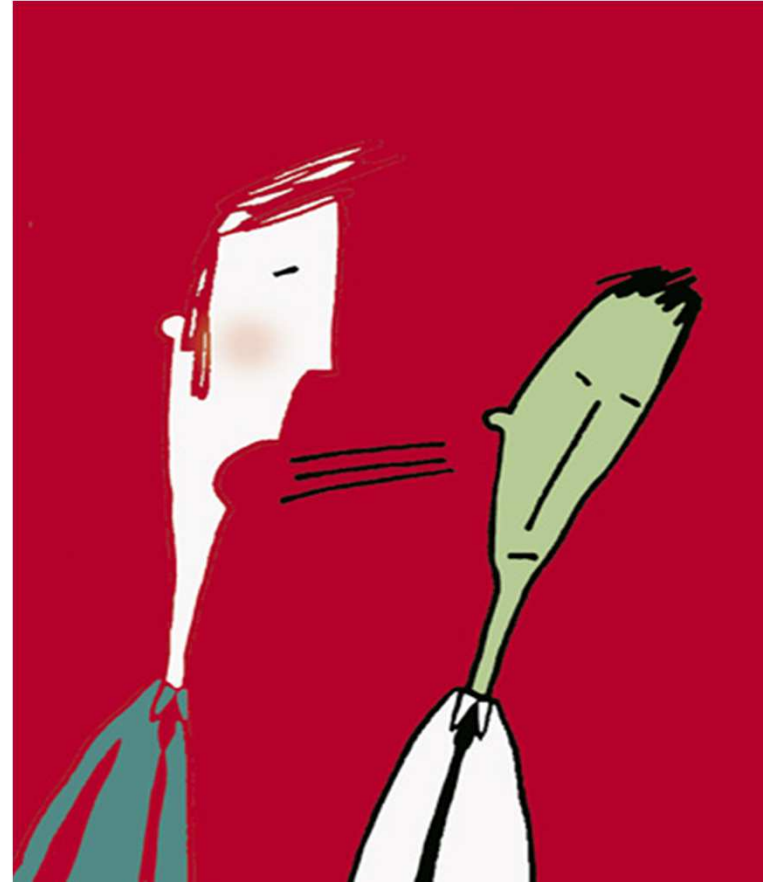
Unnecessary Interruptions

- Uninvited calls on the phone
- Uninvited visitors



Untimely Interruptions

- Are necessary, but come at an inconvenient or inappropriate time.
- These should be rescheduled to a more suitable time.



Some other Time Robbers

- Waiting for answers
- Purposeless meetings
- Poor communication
- Equipment failure
- Peer / staff demands
- Interoffice travel
- Mistakes of others
- Unscheduled Meetings



Some other Time Robbers

- Unclear job definition
- Too much work
- Shifting priorities
- Disorganized boss
- Conflicting priorities
- Untrained staff
- Lack of authority





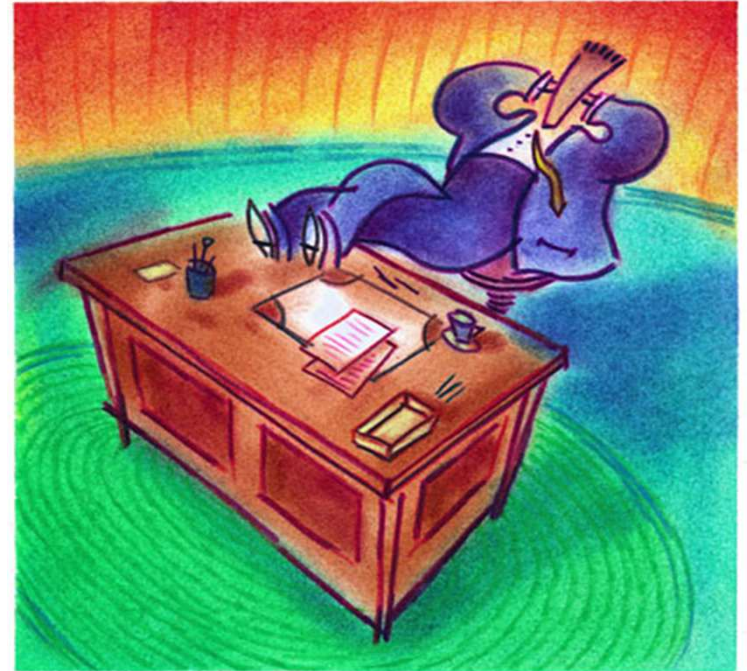
BREAK TIME!



Tips to Effective Time Management

What is Procrastination?

- Doing today's work tomorrow
- Art of Delaying the Inevitable
- The act of putting off something that needs to be done today or tomorrow.



Why do we Procrastinate?

- Fear of failure
- Habit of doing the easy or trivial stuff first
- Lack of clear directions
- Uncomfortable / unpleasant task
- Undefined priorities
- Rebellion
- Overwhelming tasks / over-commitment
- Forgetfulness
- Perfectionism
- Waiting for more information



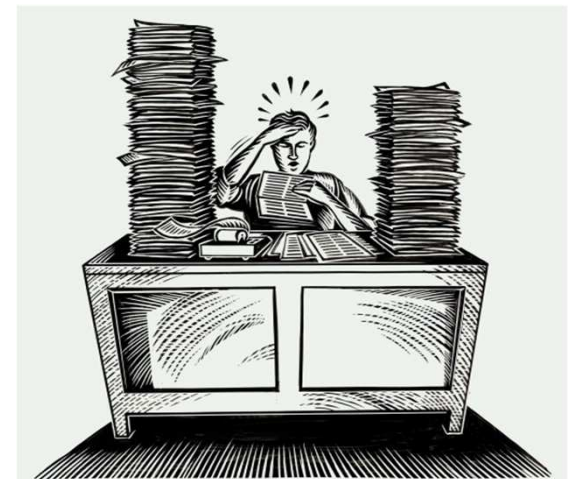
Procrastinator Types



WORRIER

“BUT I’m afraid to make a change”

CRISIS-MAKER....
*“BUT I like to do things
at the last minute!”*



Procrastinator Types



DEFIER...

“BUT why should I do it?”

OVERDOER...

“BUT I have so much to do!”



Procrastination

- It is easy to put off tasks if they are not due right away.
- The trouble is tasks pile up and you can run into a time crunch later.
- Remember to work ahead whenever possible. If you can do it today, do it!

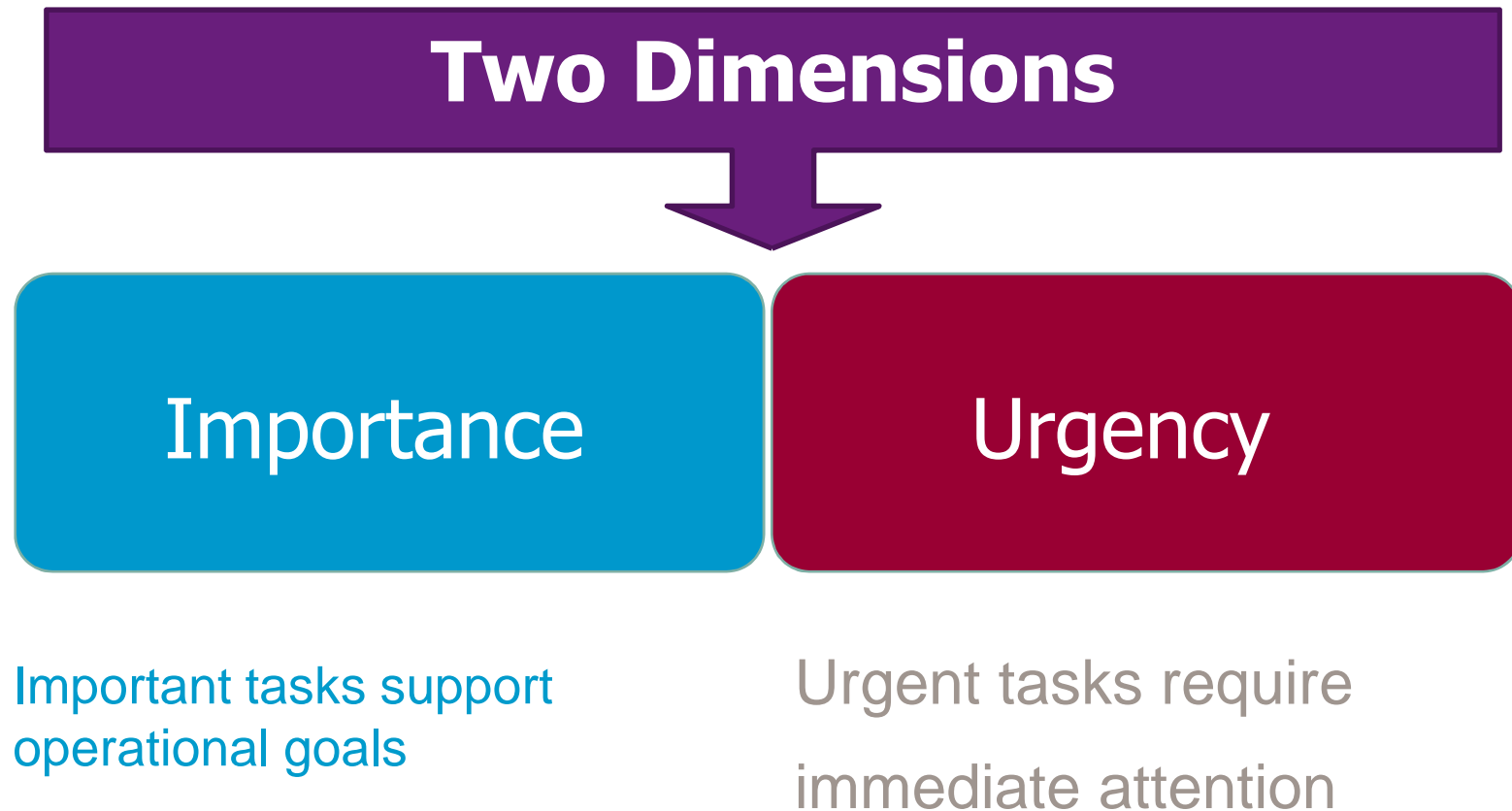
How to stop procrastinating?

- Identify your values & goals
- Prioritize
- Confront your fears
- Sub-divide big tasks
- Delegate whenever possible
- Avoid roadblocks
- Take a break
- Reward yourself
- Remind yourself of the consequences of procrastination



Get Ahead in Time Management

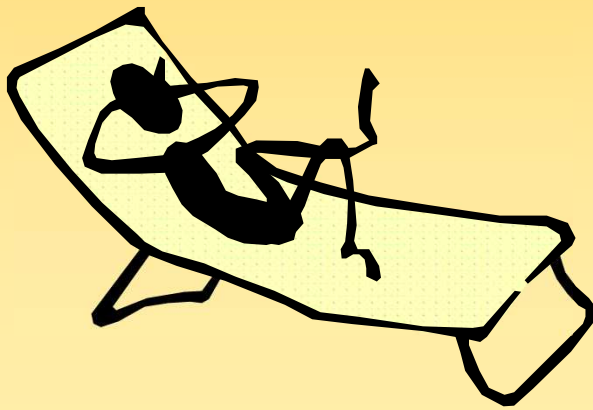
Time Demands




Time Matrix Introduction

	URGENT	NOT URGENT
IMPORTANT	I <ul style="list-style-type: none">➤ Crises➤ Pressing problems➤ Deadline-driven projects➤ Accidents	II <ul style="list-style-type: none">➤ Planning➤ Relationship building➤ Recognizing new opportunities➤ Recreation
NOT IMPORTANT	III <ul style="list-style-type: none">➤ Interruptions➤ Some mail, some report➤ Some meetings➤ Random calls in between an important task	IV <ul style="list-style-type: none">➤ Random mail➤ Some phone calls➤ Time wasters➤ Procrastination➤ Mindless web surfing


Time Management Matrix

	URGENT	NOT URGENT
I M P O R T A N T	I <ul style="list-style-type: none"> ➤ Crises ➤ Pressing problems ➤ Deadline-driven projects ➤ Accidents 	II <ul style="list-style-type: none"> ➤ Planning ➤ Relationship building ➤ Recognizing new opportunities ➤ Recreation
N O T I M P O R T A N T	III <ul style="list-style-type: none"> ➤ Interruptions, some calls ➤ Some mail, some report ➤ Some meetings ➤ Proximate, pressing matters ➤ Popular activities 	IV Escape Zone 


Time Management Matrix

	URGENT	NOT URGENT
I M P O R T A N T	I <ul style="list-style-type: none"> ➤ Crises ➤ Pressing problems ➤ Deadline-driven projects ➤ Accidents 	II <ul style="list-style-type: none"> ➤ Planning ➤ Relationship building ➤ Recognizing new opportunities ➤ Recreation
N O T I M P O R T A N T	III Routine Zone 	IV Escape Zone <ul style="list-style-type: none"> ➤ Trivia, busy work ➤ Some mail ➤ Some phone calls ➤ Time wasters ➤ Procrastination ➤ Pleasant activities

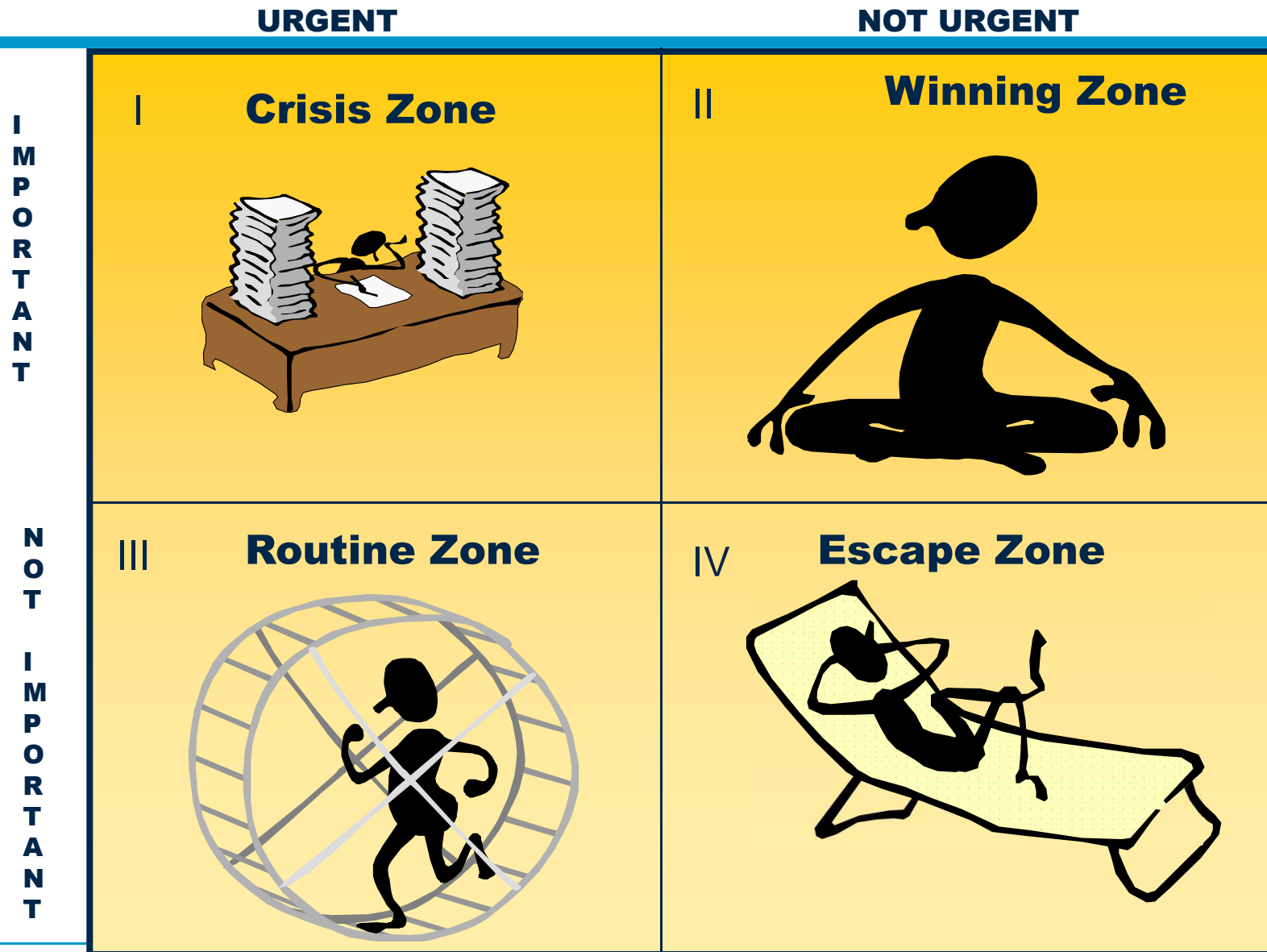
Time Management Matrix

		URGENT	NOT URGENT
I M P O R T A N T	I	Crisis Zone 	II <ul style="list-style-type: none"> ➤ Planning ➤ Relationship building ➤ Recognizing new opportunities ➤ Recreation
	NOT I M P O R T A N T	III Routine Zone <ul style="list-style-type: none"> ➤ Interruptions, some calls ➤ Some mail, some report ➤ Some meetings ➤ Proximate, pressing matters ➤ Popular activities 	IV Escape Zone <ul style="list-style-type: none"> ➤ Trivia, busy work ➤ Some mail ➤ Some phone calls ➤ Time wasters ➤ Procrastination ➤ Pleasant activities

Time Management Matrix

		URGENT	NOT URGENT
I M P O R T A N T	I Crisis Zone	<ul style="list-style-type: none"> ➤ Crises ➤ Pressing problems ➤ Deadline-driven projects ➤ Accidents 	II Wining Zone 
	III Routine Zone	<ul style="list-style-type: none"> ➤ Interruptions, some calls ➤ Some mail, some report ➤ Some meetings ➤ Proximate, pressing matters ➤ Popular activities 	IV Escape Zone <ul style="list-style-type: none"> ➤ Trivia, busy work ➤ Some mail ➤ Some phone calls ➤ Time wasters ➤ Procrastination ➤ Pleasant activities
NOT I M P O R T A N T			

Time Management Matrix



Strategy Of Effective People

- Stay out of Quadrant III—

Routine zone

- Stay out of Quadrant IV—

Escape Zone

- Shrink Quadrant I down to size—

Crisis Zone

- Spend More time in Quadrant II

Winning Zone

The Key to Effectiveness

- The key to effectiveness is to minimize the time in quadrant 4
- Plan on a weekly basis
- Include Quadrant 2 activities into your schedule



The key is not to prioritize your schedule but to schedule your priorities.

People matter, results count.



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