



SELF ORGANIZATION and TIME MANAGEMENT

Trainer: Tram Le
Title: HRBP

Warm up - Introduction

- Your title/role? Your project?
- Do you think you are good at time management and organization?
- Have you ever had any difficulties in managing time or organizing things?
What are they? How did you fight them?

Course Objectives

- **Understand the benefits and reality of time management**
- **Learn and apply the organization process**
- **Adopt SMART objectives in planning goals**
- **Define important things with the Priority Matrix**
- **Learn to beat time stealers**

Course Audience and Prerequisite

- The course is for all associates.
- No prerequisite

Assessment Disciplines

- Class Participation: 100%
- Final Assignment
- Scoring: Only applied to Fresher

Course Administration

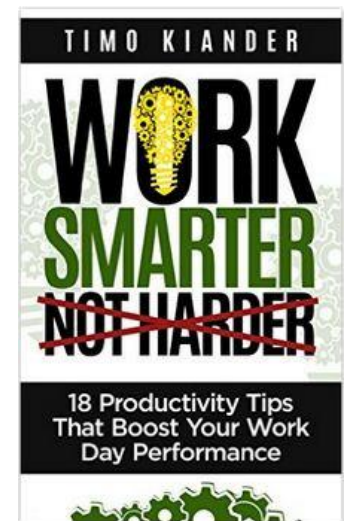
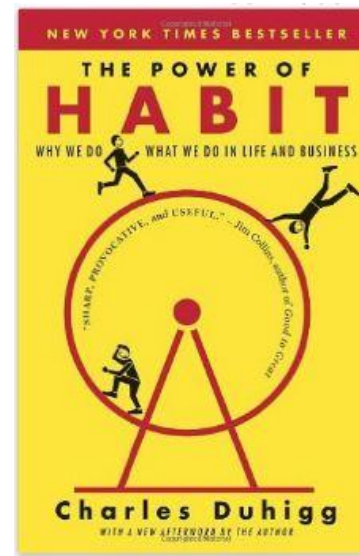
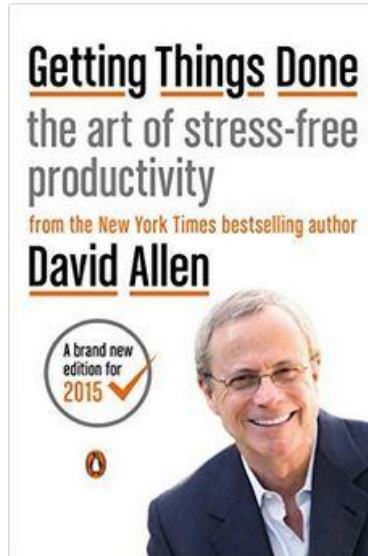
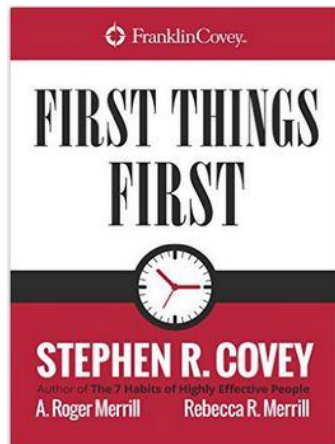
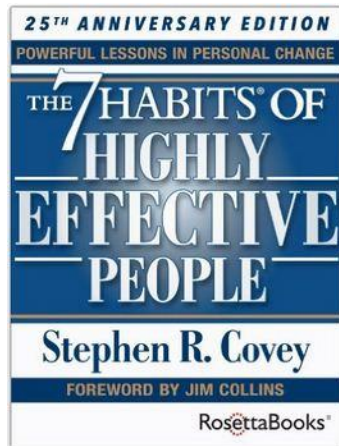
- In order to complete the course you must:
 - Sign in the Class Attendance List
 - Participate in the course
 - Provide your feedback in the End of Course Evaluation

Duration and Course Timetable

- Course Duration: 3 hours
- Course Timetable:
 - From 13:30 to 16:30
 - Break 10 minutes

Further References

- Analysing Your Use of Time (Online course on Skillport)
- Planning and Prioritizing Your Time (Online course on Skillport)
- Avoiding Time Stealers (Online course on Skillport)
- Mind Tools Web Site: <http://www.mindtools.com/>





Agenda

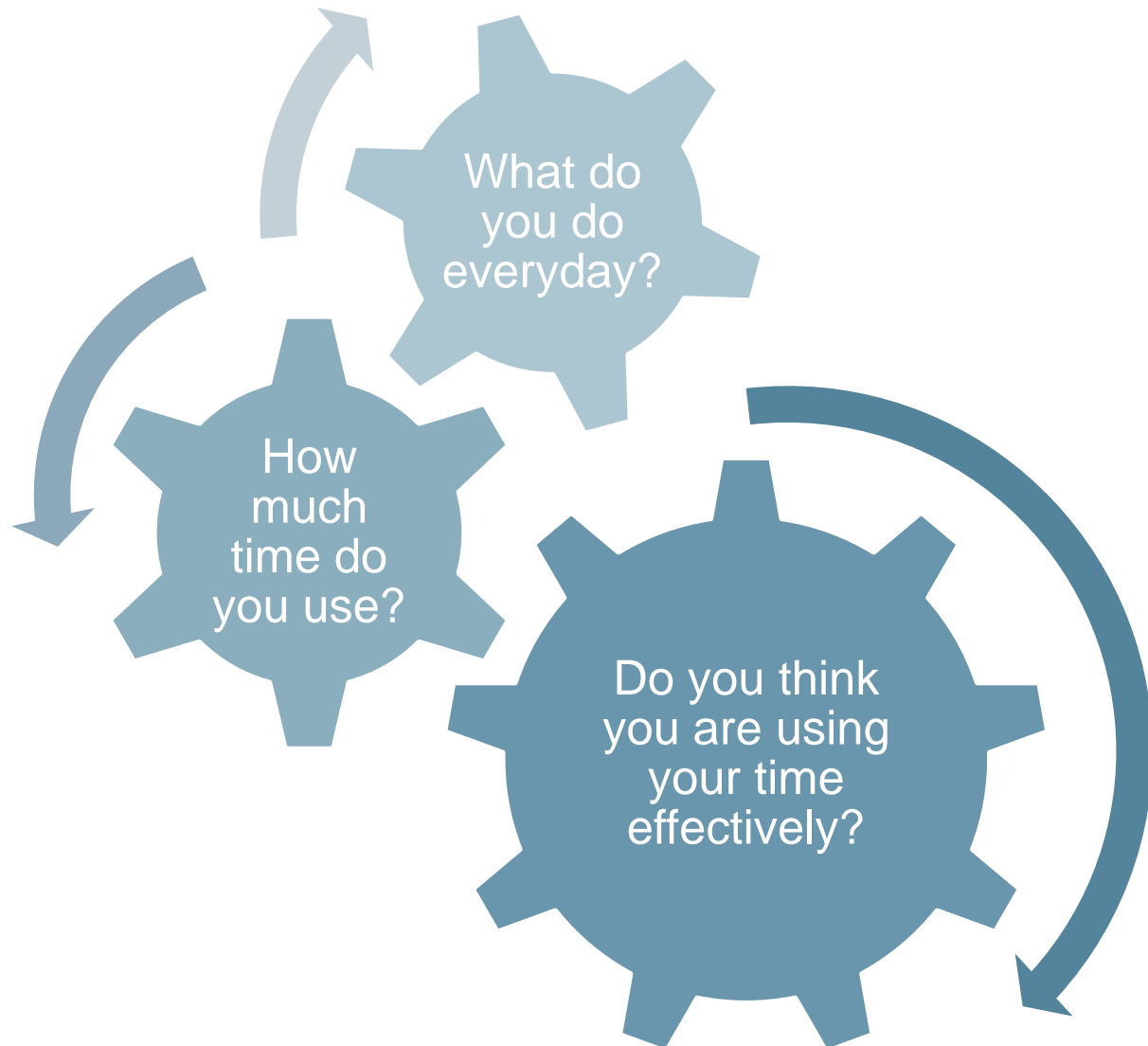
I.	You and Your Time	xx
II.	Organization Process	xx
III.	SMART objectives	xx
IV.	Priority Matrix	xx
V.	Eat that Frog	xx
VI.	Getting things done	xx
VII.	The Jar of Life	xx



You and Your Time

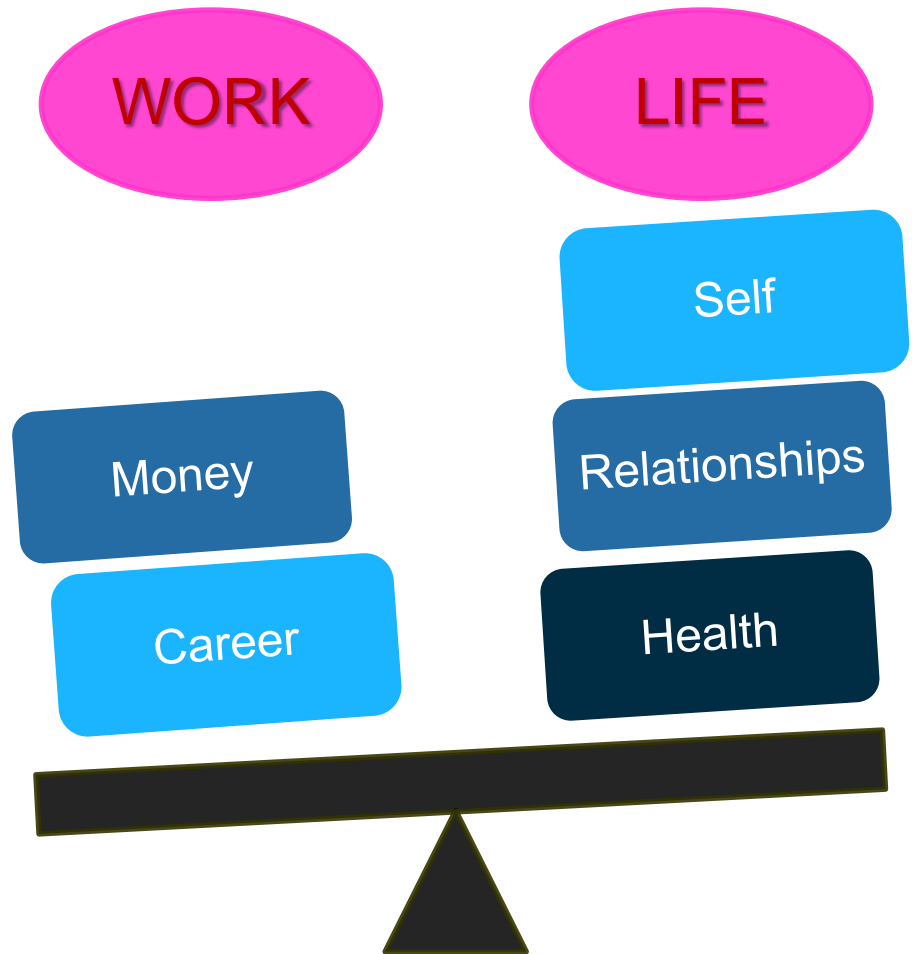
Are you too busy?

Individual Exercise



Work – Life BALANCE?

- **Career:** consider all aspects of your work life, present and future.
- **Health:** your physical health, and how you care for yourself
- **Money:** your current financial position, but also consider your future
- **Relationships:** consider all of your relationships, and what they mean to you
- **Self:** things you do, or that you could do, just for you include hobbies, sports, personal development, and “down time” for reflection



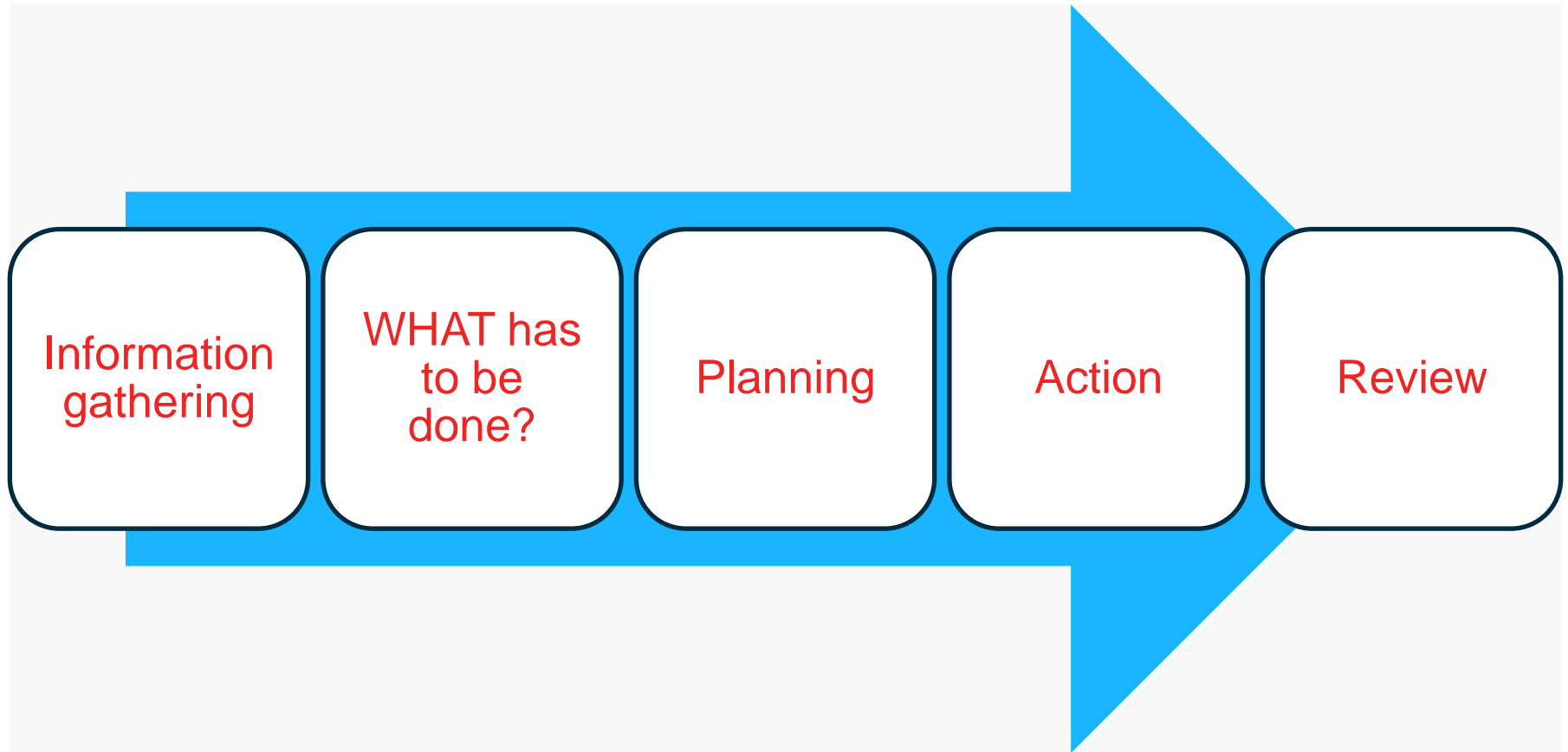
Your Focus



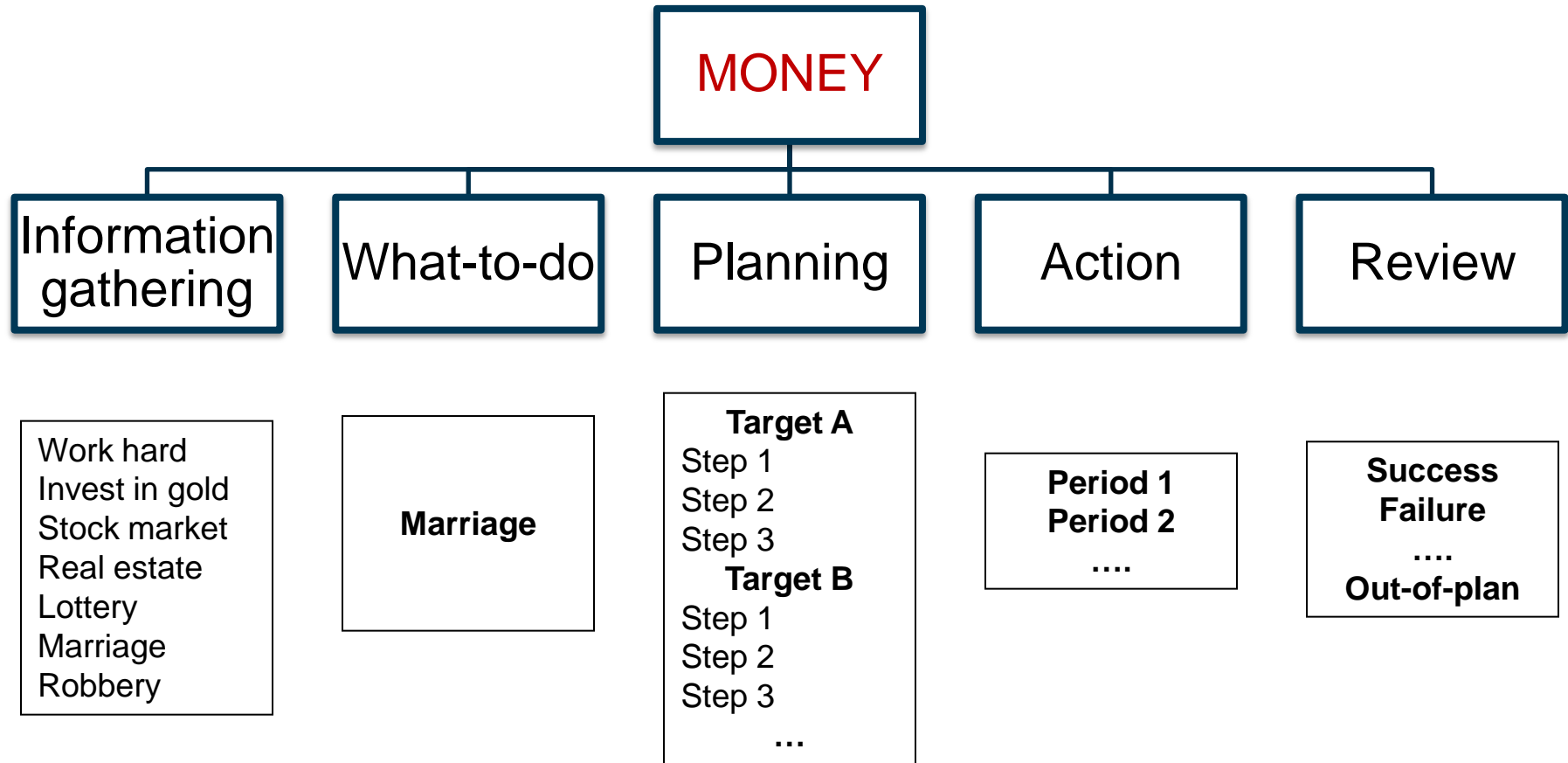


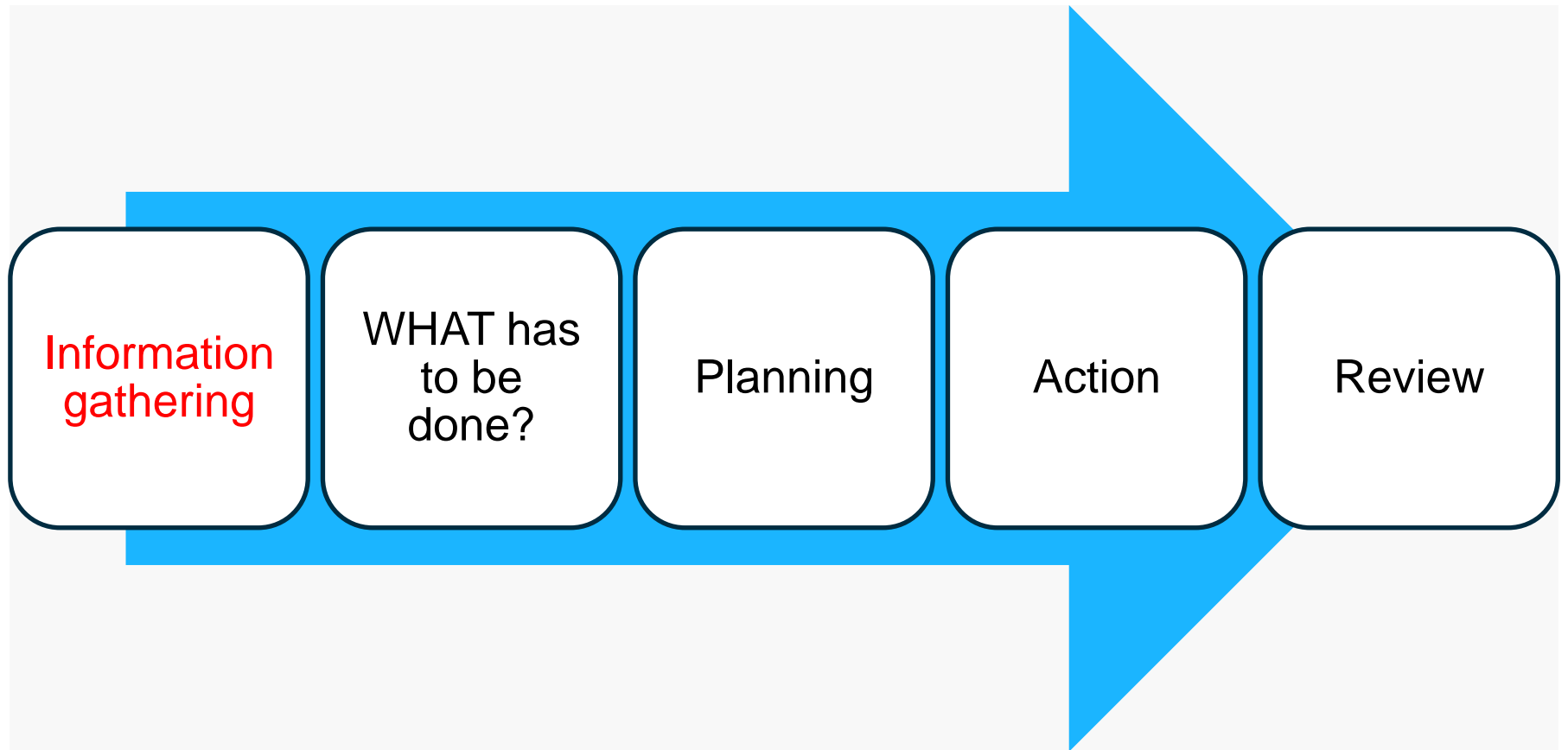
Organization Process

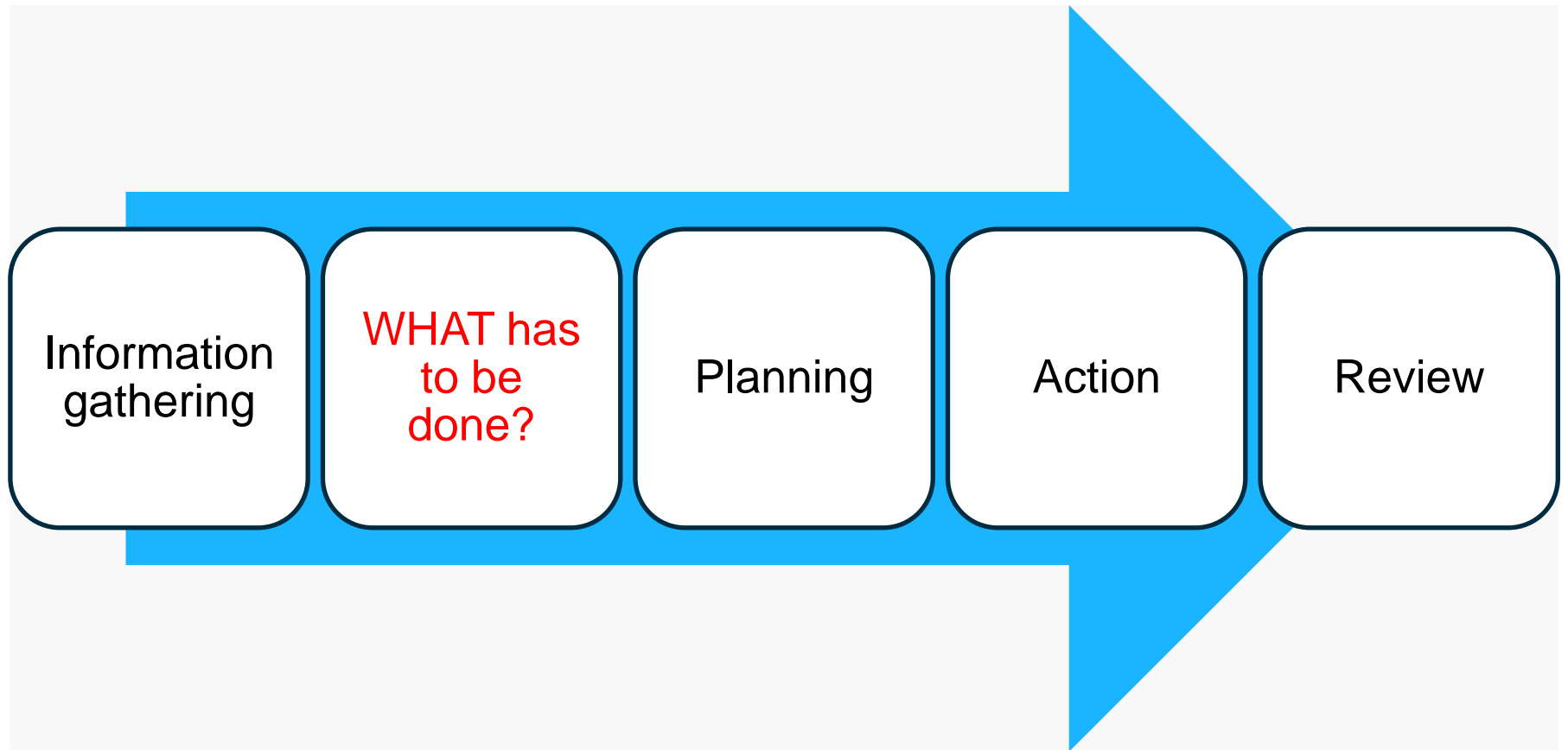
Can you decide your life?



Career, Health, Money, Relationships, or Self?





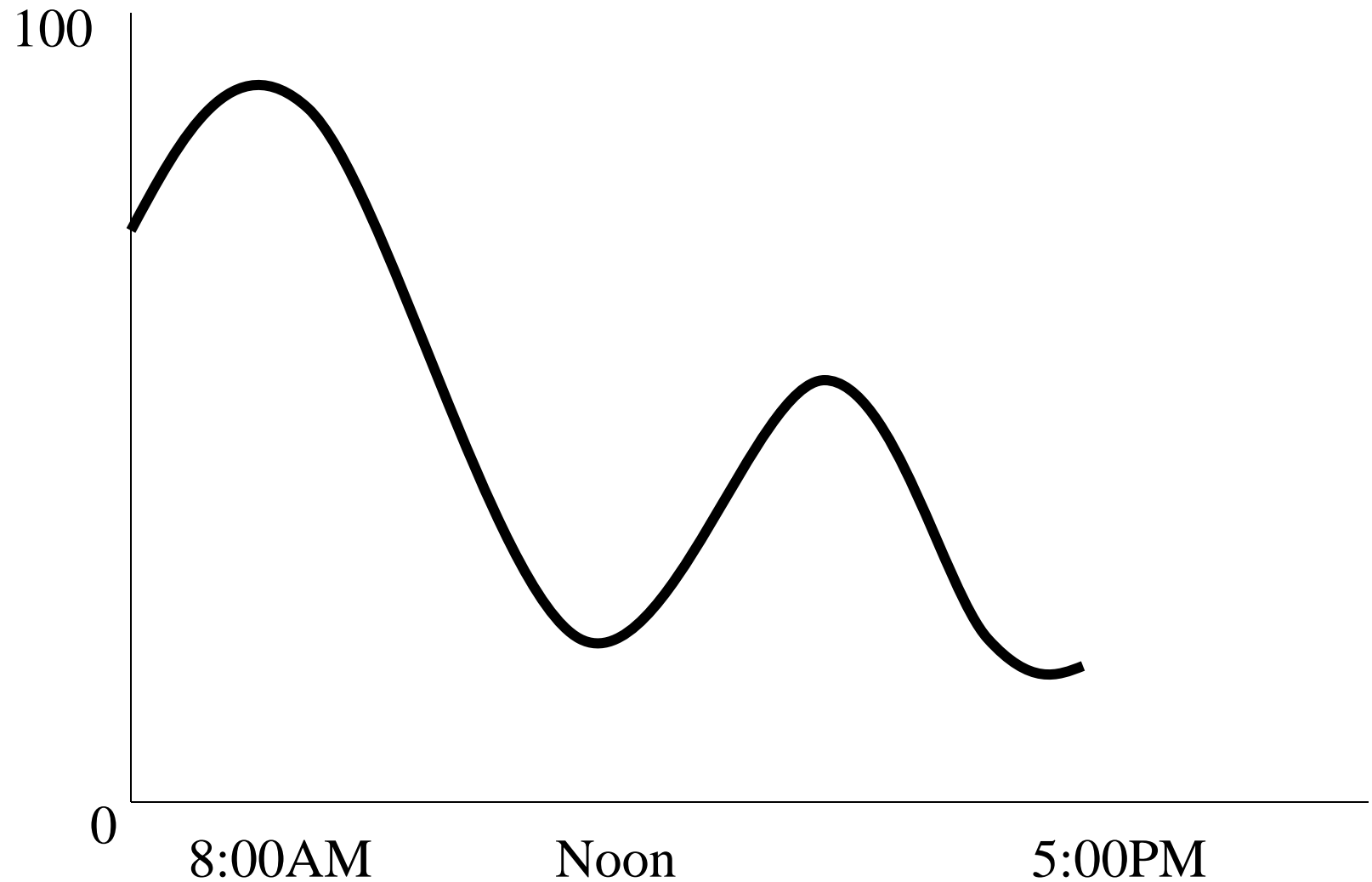


Your personality and Time

Time-oriented	Task-oriented
Good timeline	Good details
Bad at long-term implementation	Bad at tight deadlines

Are you **Time-oriented** or **Task-oriented**?

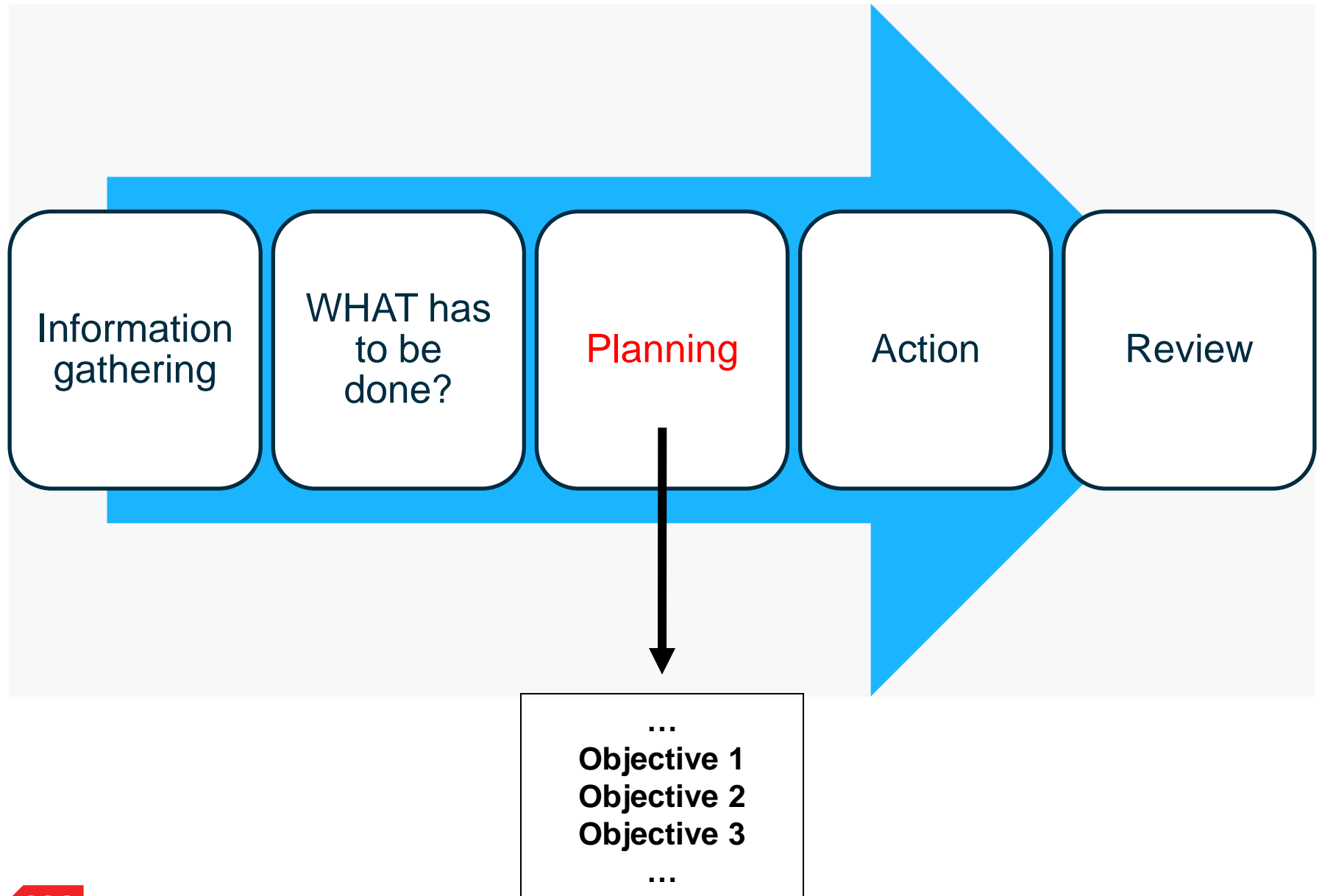
Your Energy and Time





SMART objectives

Know how to PLAN your PLAN



Define and set your objectives

Specific

Measurable

Achievable

Relevant

Timed

SMART

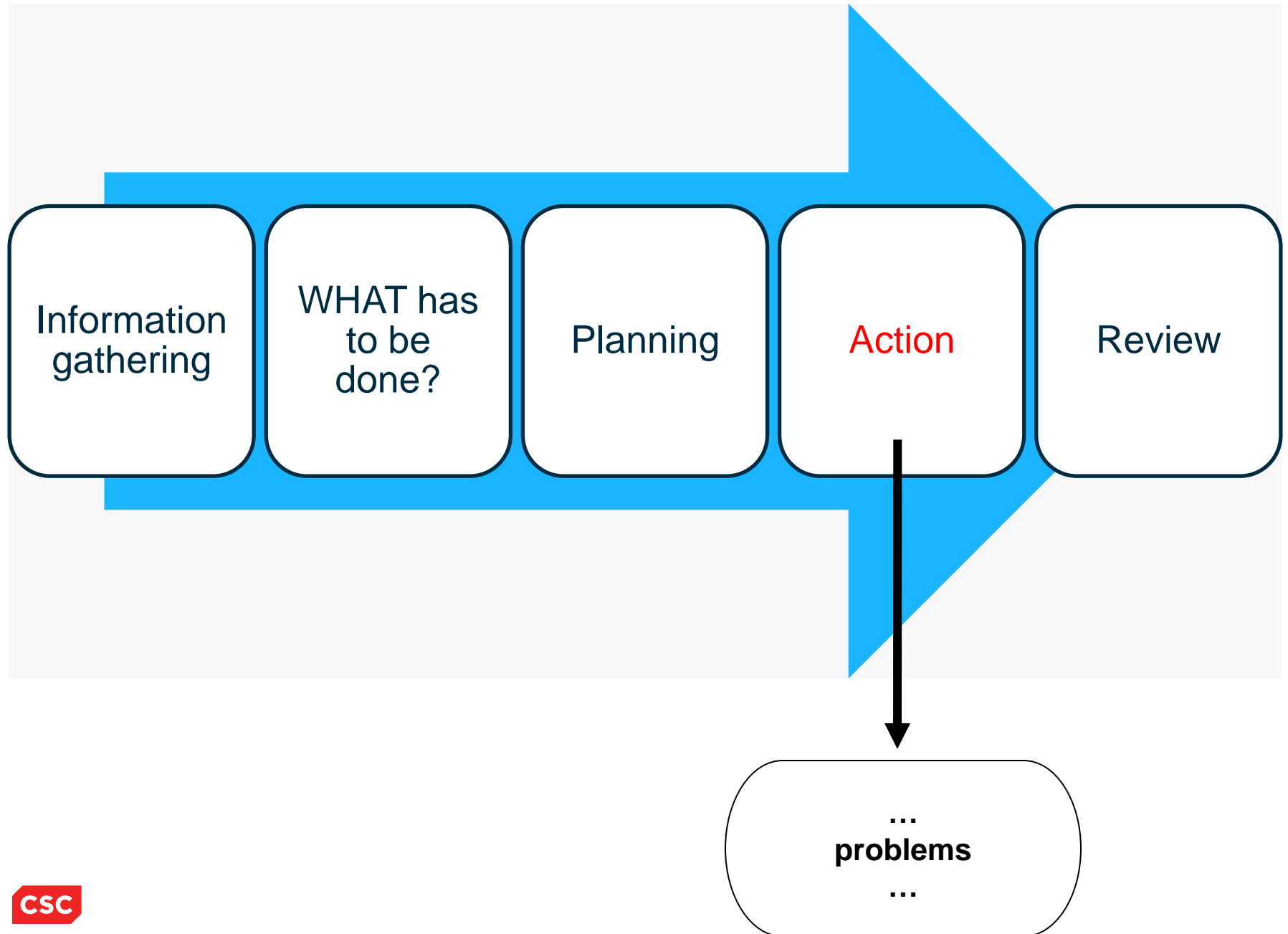
Exercise





Priority Matrix

The KEY to time management



Fighting...

- First Things First
- Dividing your priorities into manageable parts



Priority Matrix

Important



2

DO NEXT

1

DO FIRST

4

DO LAST

3

DO LATER

Urgent



Quality Increase <<<
Plan to do

Fire-fighting <<<
Try to reduce

- Preparation/Planning
- Prevention
- Meetings
- Relationship building
- Learning & self-development
- Recreation

- Crises/Pressing problems
- Deadline-driven projects
- Values clarification
- Recognizing opportunities

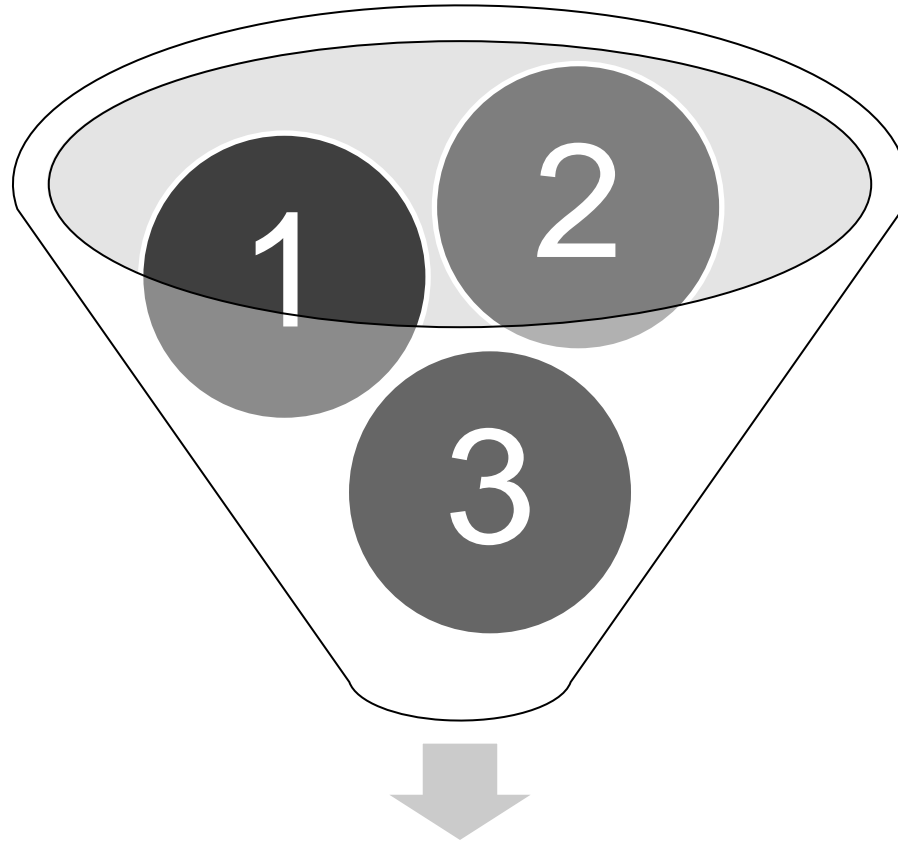
- Interruptions
- Gossips
- Popular activities

- Trivia, busy but easy work
- Some mails, some calls
- Time wasters
- Pleasant activities

Waste <<< Dump it!!!

Appear to be worth doing <<<
Manage, recess, delegate, say no...

Exercise



Priority List



Eat that Frog!

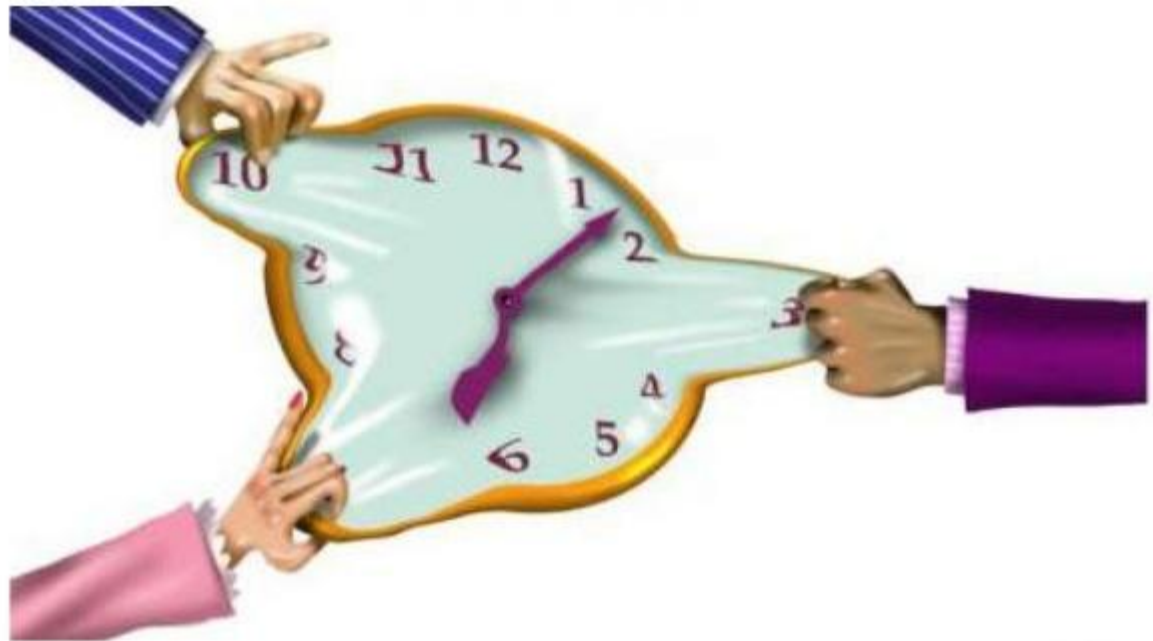
Procrastinating

Are you?



Time Stealers

- Distractions
- Friendly chit-chat
- Social networks
- ...



Time management tips

- Back-up plans
- Delegation
- Say NO
- Alter your environment
- Speak often about your goals
- Group similar things together
- Stay focused

Wasting time?



We all do it. So do it well.



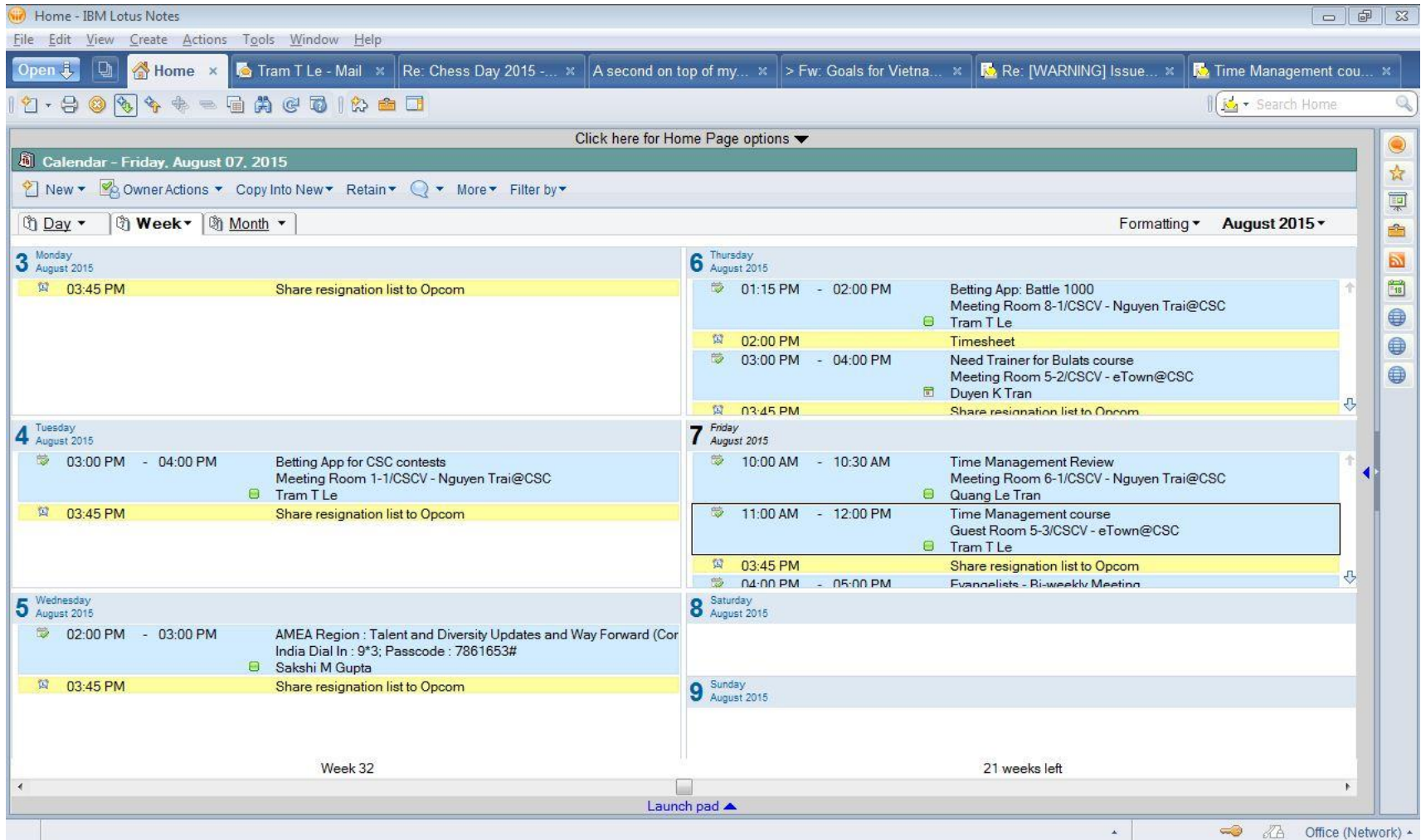
Getting things done

Time Management tools

- Time logs
- Calendar
- MS Project
- To do lists: daily, weekly, monthly...
- Action Points
- Reminders
- Mobile
- Notebooks
-

Lotus Notes

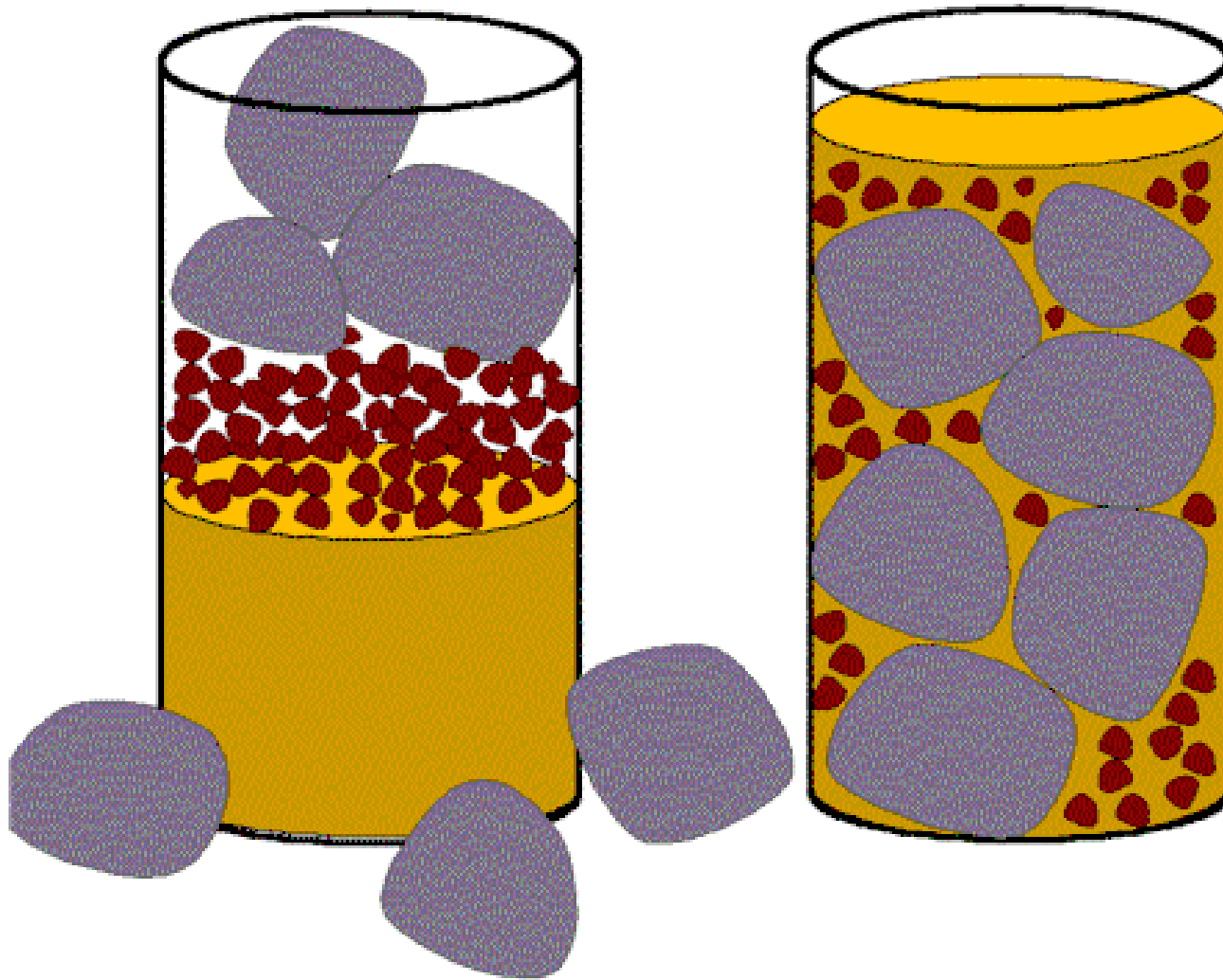
- Which functions are you using?





The Jar of Life

The story of **a jar** with **rocks**, **marbles**, **sand** and **water**



Points to Remember

- Know what is important in life
- Be able to plan your day (all year round)
- Be able to get on track
- Know what your priorities are
- Have the right tools
- Have the best focus
- Be organized and disciplined
- Always learning

Individual Assignment in Practice

- Yearly Goals
- Monthly Action Plan
- Daily to-do-list





Q&A



Thank You

Revision History

Date	Version	Description	Updated by	Reviewed and Approved By
	0.1		Nguyet Pham	Nguyet Pham
	1.0		Mai Nguyen	Nguyet Pham
January 2010	2.0	2.0 → 2.3	Tram Le	Nguyet Pham
Mar 2011	3.0	3.0 → 3.2	Tram Le	Nguyet Pham
May 2012	3.3	3.3 → 3.5	Tram Le	Nguyet Pham
July 2013	3.6	Separate version for freshers	Tram Le	
August 2015	4.0	New updates	Tram Le	



BUSINESS SOLUTIONS
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