



PROFESSIONAL GUIDE: TIME MANAGEMENT



PROMASTERS

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Time Management

- Time management is the act of taking conscious control over the amount of time spent on specific activities
- You exercise time management to increase productivity, effectiveness, and efficiency.
- You practice skills and tools and techniques to aid you when accomplishing tasks, projects or are working towards goals and deadlines.

Why do we need Time Management?

- To save time
- To reduce stress
- To increase our work output
- To have more control over our job responsibilities
- Bad time management causes stress

How to use time effectively

- Effective planning
- Setting goals and objectives
- Setting deadlines
- Delegation of responsibilities
- Prioritizing activities as per their importance
- Spending the right time on the right activity

Time Management from Organization Perspective What are the benefits:

1. Improved productivity through improved use of time by the personnel
2. Better performance in terms of on time delivery to customers
3. Increased profitability through better use of the human and non-human resources
4. Improved planning and control of business systems through time based management
5. Better alignment of activities by incorporating a time bound system for co- ordination of tasks and projects in the business
6. Reduction of stress that arises due to crisis management by reducing the incidence of crises by better planning



Time Management

Time management has five main aspects:

- Planning & Goal Setting
- Managing Yourself
- Dealing with Other People
- Your Time
- Getting Results
- The first 4 all interconnect and interact to generate the fifth - results

Essential habits for good time management are:

- Know where the hours are going
- Keep focused on the end result
- Work to defined priorities
- Schedule time for important issues
- Delegate routine tasks and responsibility for them
- Confront your own indecision and delay
- Take the stress out of work
- Keep applying the essential habits!

Good Time Managers

- Plan for the unplanned.
- Follow a schedule that can adapt to changes.
- Get the important things done first.
- They are productive.
- Can do multi tasking.
- Have their short and long term goals in mind.
- May keep a daily, weekly and a monthly schedule

Poor Time Management

1. **Constant rushing** (e.g. between meetings or tasks)
2. **Frequent delays** (e.g. in attending meetings, meeting deadlines)
3. **Low productivity, energy and motivation** (e.g. 'I can't seem to get worked up about anything')
4. **Frustration** (e.g. 'Oh, things just don't move ahead')
5. **Impatience** (e.g. 'where the hell is that information I've asked him for?')
6. **Chronic vacillation between alternatives** (e.g. 'whichever option I choose it is going to put me at a big disadvantage. I don't know which way to jump')
7. **Difficulty setting and achieving goals** (e.g. 'I'm not sure what is expected of me')

Spent Time Matrix

Spent time matrix

	URGENT	NOT URGENT
IMPORTANT	Q1 Crises Deadlines	Q2 Prevention Relationship Building Planning Recreation
NOT IMPORTANT	Q3 Interruptions Some Meetings Popular Activities	Q4 Pleasant Activities Busy Work Time Wasters Trivia

Quadrant 1

Being in Quadrant 1 brings

- Stress
- Burnout
- Crises management
- Firefighting
- Focus on the immediate

Quadrant 3

Being in Quadrant 3 brings

- Short term focus
- Crises management
- Low value on goals
- Feeling of victimization / lack of control
- Shallow relationships

Quadrant 3 & 4

Cycling between Quadrants 3 & 4 brings:

- Total irresponsibility
- High dependency on others for basics
- Short career path in the organization

Quadrant 2

Being in Quadrant 2 brings:

- Vision
- Perspective
- Balance
- Discipline
- Control

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