

# TIME MANAGEMENT



# LEARNING OUTCOMES

**In this chapter, you will learn about:**

- Select solutions to work-based problems
- Evaluate and use effective time management strategies

# Time Management

Time management is straightforwardly defined as the management of time in order to make the most out of it.

□ [http://en.wikipedia.org/wiki/Time\\_management](http://en.wikipedia.org/wiki/Time_management)

# Time Management Questions?

- ☐ How much time do you have?
- ☐ What are your goals?
- ☐ Does free time really mean free time?
- ☐ Do you have a schedule?
- ☐ Do you use a planner?
- ☐ Do you procrastinate?
- ☐ Are you equipped with Time Management Tips?

# How much time do you have?

- ☐ There are 24 hours in a day.
- ☐ 7 days in a week ( 168 hours).
- ☐ 365 days in a year.
- ☐ An extra day during leap year.

You will discover how much time your wasting with telephone calls, interruptions, or just hanging out with friends.

- Make sure you include class and study time.

# What are your goals?

- ☐ Make your goals specific and concrete.
- ☐ Set long-term and short-term goals?
- ☐ Set a deadline for your goals.
- ☐ Monitor your goals.
- ☐ Change goals if needed.



# Do you have a schedule?



- ☐ Set up your semester calendar.
  - ☐ Review Syllabus for class schedules.
  - ☐ Block all class and lab times
  - ☐ Highlight exams and project due dates.
  - ☐ Identify routine homework.
  - ☐ Incorporate break time.
- ☐ Divide study time into 50-minute blocks.
- ☐ Use spare time to review.
- ☐ Don't forget to reward yourself when you do something right.

# Set Priorities

- ❑ Which goals are important to you?
- ❑ Which goals are urgent?
  - ❑ Assignments due at the ends of the semester can be completed in a series of steps and need not be completed immediately.
- ❑ It is important to work on one task at a time.



# Most of the time we struggle to create a balance between:

- ❑ 1. Our Needs
  - ❑ Eating, sleeping, personal hygiene, etc.
- ❑ 2. Our Desires
  - ❑ Socializing, concerts, vacations, reading, exercising, shopping, TV/video games.
- ❑ 3. Our Obligations
  - ❑ Fulfilling the expectations of others.
  - ❑ Hanging out with friends instead of doing homework or preparing for an exam.
  - ❑ Arriving late or missing class will send a negative message to faculty about what you value.
  - ❑ Constant stress and anxiety of accompany ineffective time management.
  - ❑ An awareness of how you balance your time is good.

# Finding Balance

## ☐ Find balance between:

- ☐ Academic schedule
- ☐ Social life
- ☐ Time alone



# Prioritizing workloads

## Work planning

### Your workload:

- Routine tasks which you perform on a regularly daily, weekly or monthly cycle, according to well-defined procedures.
- Unexpected or non-routine tasks which are delegated to you by others or imposed on you by events

In order to manage your workload efficiently and effectively, you need a framework of planning, decision-making and problem-solving which will enable you to make a prioritization, set deadlines, make work planning, and time management

# Prioritizing workloads

## Working methodically

### General guidelines:

- **Neatness and tidiness:** If the desk, shelves, cabinets... are tidied, it aids retrieval and efficiency
- **Order:** efficiency is improved if work is grouped into batches of the same type and carried out at the same time
- **Routine:** a routine should be established daily; important and difficult tasks should always be attempted when employees are fresh, normally during the morning

# Prioritizing workloads

## Schedules

2 aspects to scheduling: activity and time

- Activity scheduling may be used for any task that involves a number of actions, which must necessarily be undertaken in some sequence.
- Time scheduling follows the preparation of an activity schedule and involves the determination of time required for each activity.

# Prioritizing workloads

## Action sheets

- Action sheets is a natural progression from activity and time scheduling
- Action sheets really represent a summary of the time each stage of a particular task should take and the relationship of that time both to the total time necessary to complete the task and to the time of individual stages

# Prioritizing workloads

The example below depicts an action sheet for a celebration such as a wedding:

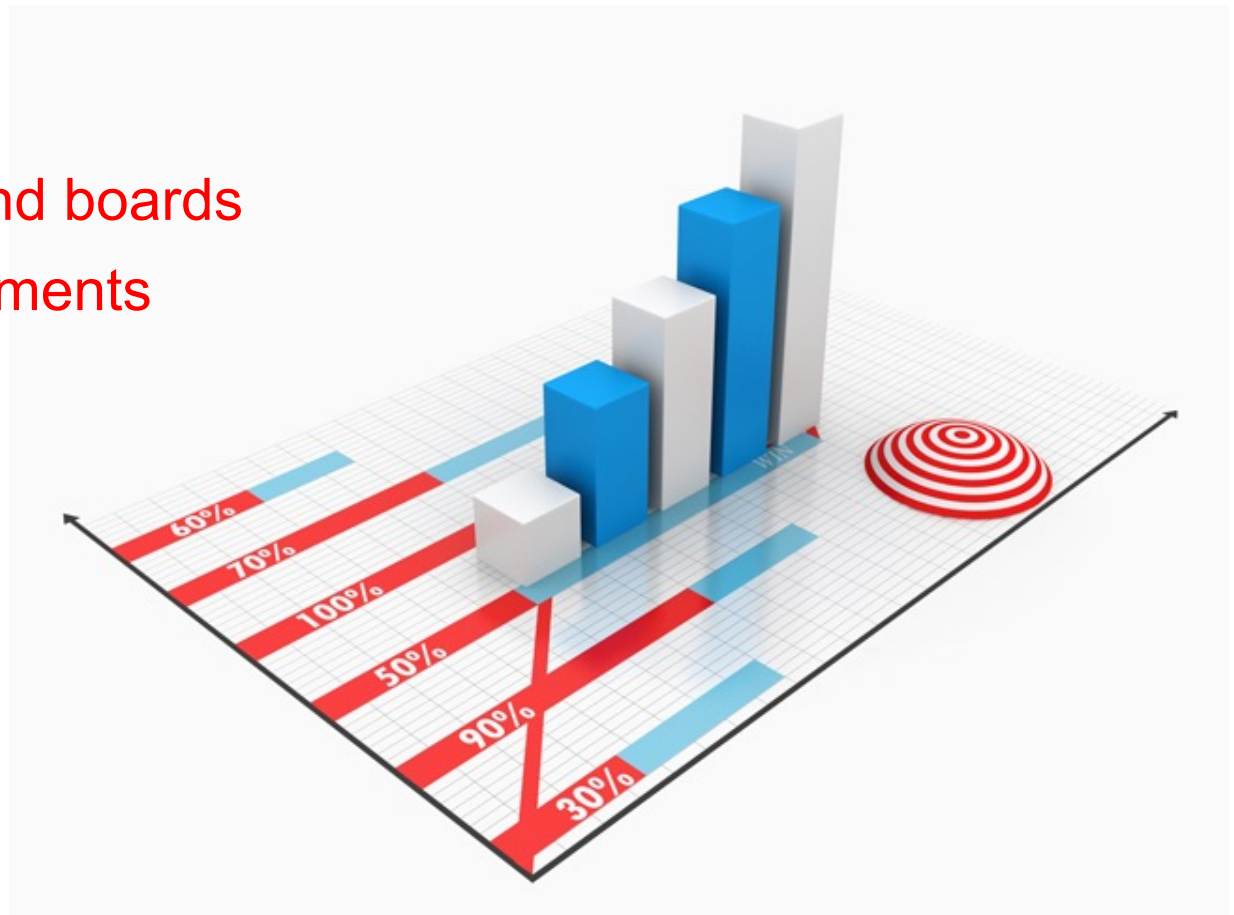
Activity number	Detail	No. of weeks in advance
1	Book wedding venue	26
2	Book reception hall	26
3	Send out invitations	12
4	Receive replies	4
5	Order food/refreshments	3
6	Check arrangements	2
7	The big day	-



# Prioritizing workloads

## 1.5. Other systems

- Planning charts and boards
- Arranging appointments





# Using time effectively

## The importance of time management

- Time management implies planning the best use of time
- Failure to manage your time can leave you so short of it that you have a last minute rush to get a really important job done.



# Using time effectively

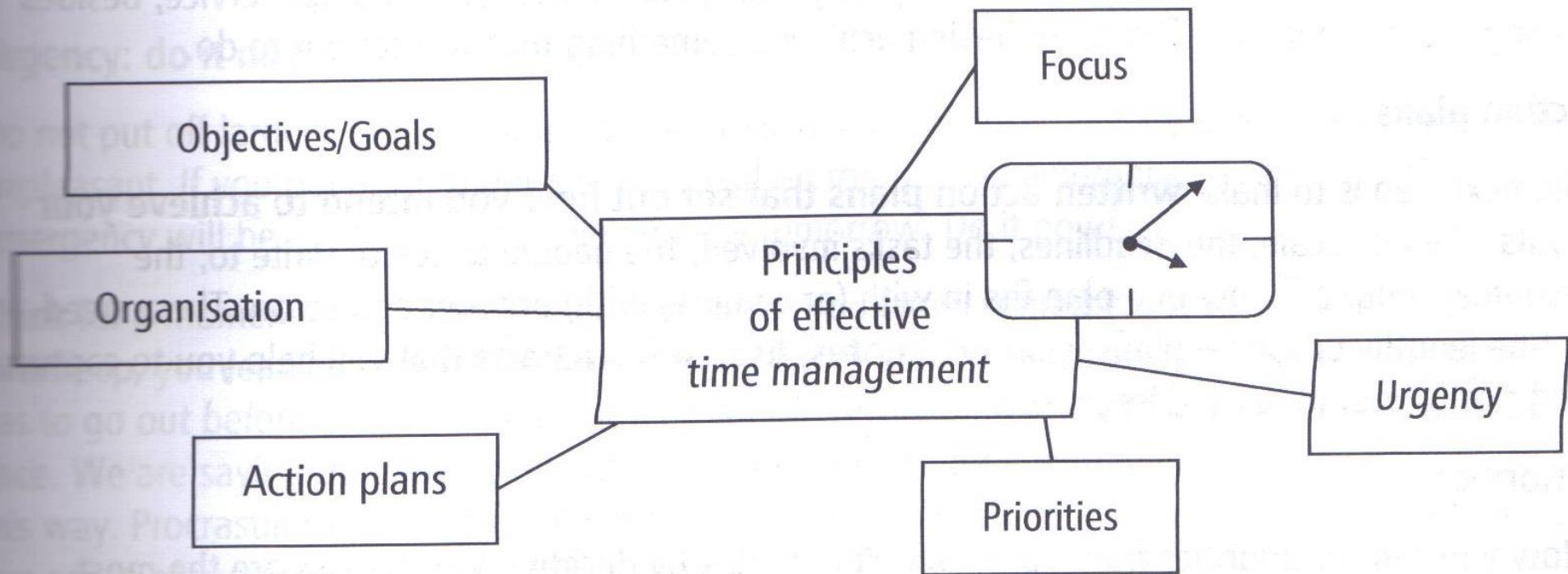
## Principles of effective time management

- Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life



# Using time effectively

## Principles of effective time management

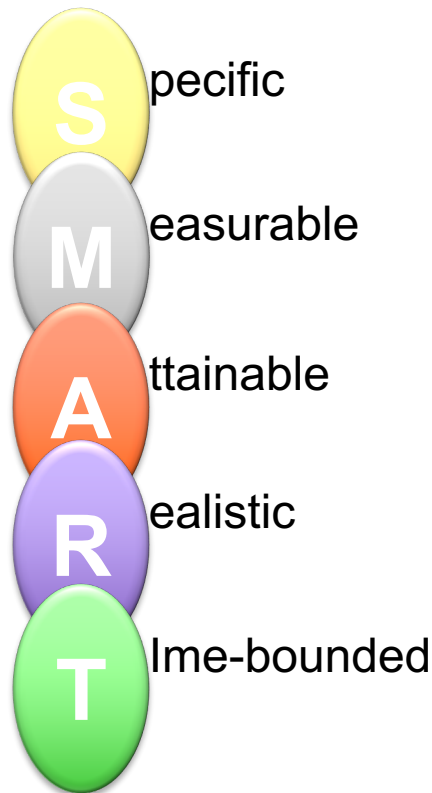


*Figure 3.1: Principles of effective time management*

# Using time effectively

## Principles of effective time management

- Setting work objectives/goals



# Using time effectively

## Principles of effective time management

- **Action plans**
  - Making written action plans that set out how you intend to achieve your goals: timescale, deadlines, tasks involved, the people to see or write to, resources required ...
  - Starting with notes, lists or flowcharts that will help you to capture and clarify your ideas and intentions



# Using time effectively

## Principles of effective time management

- **Priorities**

- Deciding which tasks are the most important – what is the most valuable use of your time at that very moment
- Which task would you do if you only had time to do one task?  
⇒ That's your first priority
- What would you do next?  
⇒ That's your second priority.



# Using time effectively

## Principles of effective time management

- **Focus: one thing at a time**
  - Work on one thing at a time until it is finished
- + Using follow-up system
- + Make sure that everything that you need is available before you start work
- + Before you start a task clear away everything from your desk that you do not need for that particular task



# Using time effectively

## Principles of effective time management

- **Urgency: do it now**
  - Do not put off large, difficult or unpleasant tasks simply because they are large, difficult or unpleasant.
  - If you put it off today, it will be even more of an emergency tomorrow.





# Using time effectively

## Principles of effective time management

- **Organization**
  - Apart from working to plans, checklists and schedules, your work organization might be improved by:
    - + An ABCD method of work management
    - + Organize your work in batches of jobs requiring the same activities, files, equipment
    - + Take advantage of your natural work patterns

## Using time effectively

- A**ct on item immediately
- B**in it, if you're sure it's worthless, irrelevant
- C**reate a definite plan for coming back to the item
- D**elegate it to someone else to handle



# Prioritizing

## What makes a piece of work “high priority”

- Prioritizing basically involves arranging all the tasks which may face an individual at the same time in order of preference.
- A piece of work will be high priority if
  - + It has to be completed by a deadline
  - + Other tasks depend on it
  - + Other people depend on it
  - + It is important



# Prioritizing

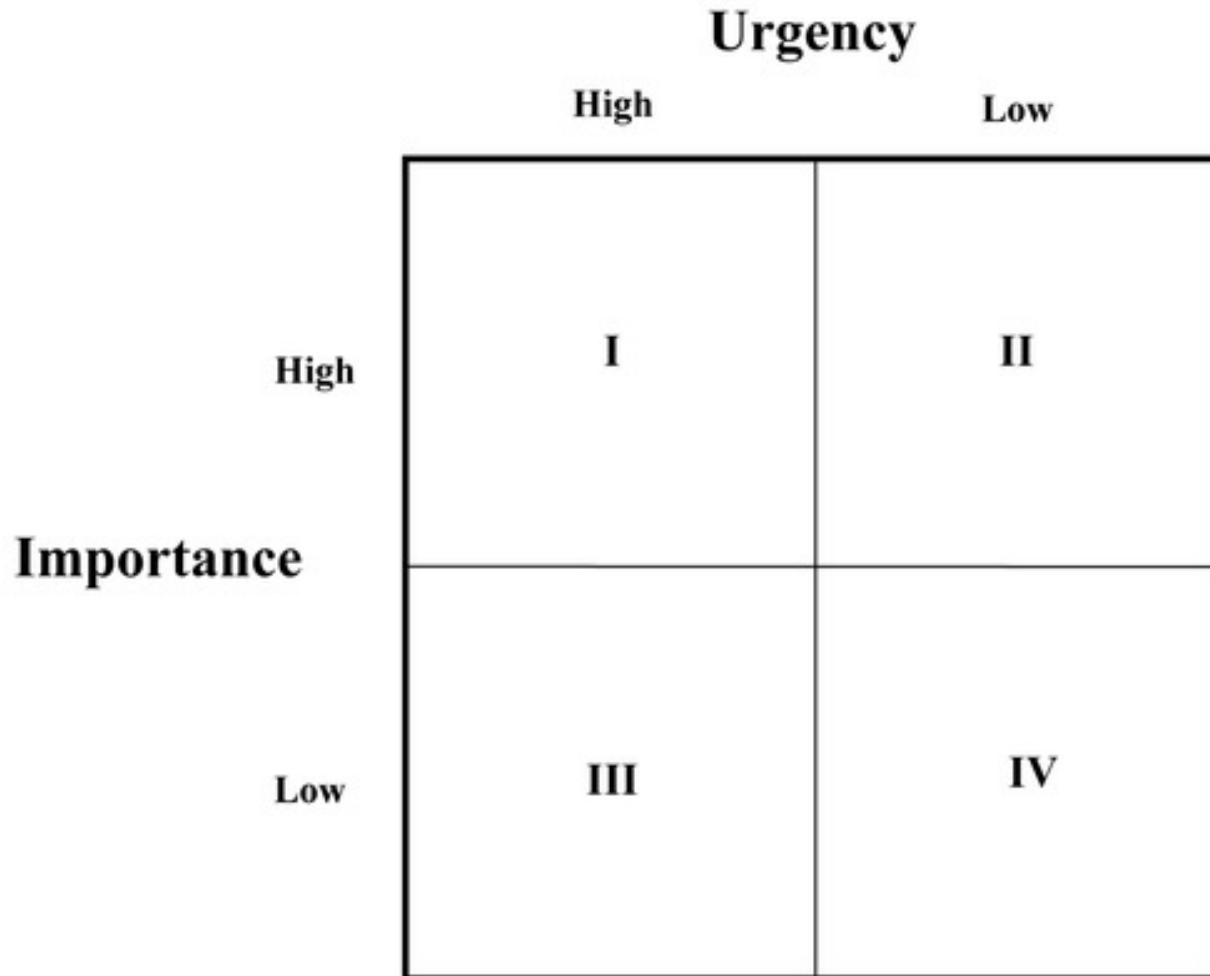
## **Routine and unexpected priorities**

Routine priorities include:

- Preparation of the weekly invoices
- Monthly issue of account statements
- Year end accounts preparation

Non-routine priorities occur when unexpected demands are made  
If they are also important, they should be regarded as high priority.

## Priority and urgency



# Prioritizing

## The “must”, “ought”, and “prefer” principle

- Involve listing all the tasks, duties and activities you need to do within a given day then assessing the approximate time each is likely to take
- M = “must” task which has to be completed in whole or part on that day
- O = “ought” tasks which you decide are highly desirable to be completed during the day, but as a last resort could be delayed
- P = “prefer” tasks which you like doing because you find them pleasurable and satisfying.

# Deadlines

## What is a deadline?

- A deadline is the latest date or time by which a task must be completed in order for its objectives to be fulfilled
- The important points about deadlines are:
  - + They have been set for a reason
  - + They get closer



## Reasons to avoid missing a deadline

- Delay on your part delays other people from getting on with their work, and creates a bad impression.
- The quality of your work will suffer
- You will have less time to do your next piece of work
- You may get a reputation as someone who misses deadlines, and may not be trusted with responsibility in future
- You may find that you end up with a much larger workload than slower colleagues

DON'T MISS  
THE DEADLINE!



# How to meet your deadlines: basic principles

- Clarifying easy and difficult tasks
- Thinking from beginning to end of a task
- Planning out specified time
- Indicating what input you will need from others.
- Batch together any tasks that are similar and routine and do them all in one go
- Monitor your progress constantly

# Deadlines

## Difficulties meeting deadlines

- As soon as it's known that a deadline is likely to be missed, tell the person who is relying on you and explain why
- + Awaiting input from others => the person you report may have the authority to hurry them along
- + Unforeseen difficulties have arisen, your manager may arrange for your workload to be shared
- + Not worked hard enough, you will naturally be reluctant to explain this to your superior.

# Time management

## Improving your time management

- Spend time planning and organizing, for effective time management, you should:
  - Establish key tasks - Set your objectives
  - Identify performance standards - Identify constraints
  - Decide on action plans
- Set goals – SMART
- Cost your time
- Identify significant job elements
- Assess your priorities
- Use a planning aid
- Prioritize
- Consider your biological prime time
- Do the right thing right
- Learn to speed read

# Time management

## Making and keeping appointments

- It's important to arrange both a start and finish time for a meeting => Focusing on tasks and can arrange their time after the meeting effectively
- Add appointments into your calendar
- For each appointment left in the calendar, consider what actions you might take to ensure that no time is wasted, plan to avoid work by being prepared



# Time management

## Reliable estimating of task time

- Some activities can be broken down into subcomponents called partitionable tasks. With these tasks you can break up the total time allocated to the project into segments.
- Once you have set a goal, start with a mind map with your goal in the middle and then list all of the tasks you will need to do before it's completed. Estimate how long each task will take
- Use a time log to record your estimation

# Time management

## Reliable estimating of task time

### Some techniques

- Prepare a typical to do list for the day ahead
- Experiment: shuffle the time of day when you engage in these activities, record the time needed to get each job done

## THINGS TO DO TODAY

Date \_\_\_\_\_ COMPLETED

1) _____	<input type="checkbox"/>
2) _____	<input type="checkbox"/>
3) _____	<input type="checkbox"/>
4) _____	<input type="checkbox"/>
5) _____	<input type="checkbox"/>
6) _____	<input type="checkbox"/>
7) _____	<input type="checkbox"/>
8) _____	<input type="checkbox"/>
9) _____	<input type="checkbox"/>
10) _____	<input type="checkbox"/>

# Poor time management

## The consequences of poor time management

- Activity mania: everyday begins without a proper plan, jobs became fragmented, are left unfinished, and have to be picked up again and again
- ⇒ Rushing from one crisis to another, without a moment left for thought and reflection
- Reacting to, and not controlling, events: trying to cope with problems which have emerged
- Living in the present, rather than future: more potential problems remained undetected
- Becoming less effective
- Work overload
- Less leisure time
- Stress

# Poor time management

## Stress

- Stress is a feeling of tension or exhaustion, usually associated with too much, or overly-demanding, work.
- Monotony or feelings of failure or insecurity are sources of stress
- Many people suited to managerial jobs, work well under pressure, and even require some form of stress to bring out their best performance





# Poor time management

## Symptoms of workplace stress

- Nervous tension
- Withdrawal means reluctance to communication
- Low moral leading to low confidence, dissatisfaction, expression of frustration of hopelessness
- Repressing the problem, try to deny the situation

# Poor time management

## Causes or aggravators of stress

Causes	Comments
Personality	Competitive, sensitive and insecure
Ambiguity or conflict in the roles required of an individual	It a person is unsure what is expected of him at work, or finds conflicts => Role stress
Insecurity, risk and change	A manager with a high sense of responsibility who has to initiate a risky change, and most people facing career change, end or uncertainty
Management style	Unpredictability Destruction of workers' self esteem Setting up win/lose situations Providing too much or little stimulation
Job related factors	Inadequate skills or ability Noisy, dirty, badly working environment
Social factors	Inability to get on with colleagues, customers, and the public

# Poor time management

## Management of stress

Stress management techniques:

- Counselling
- Time off or regular rest breaks
- Relaxation techniques (breathing exercises, meditation)
- Physical exercise and self-expression as a safety valve for tension
- Delegation and planning (to avoid work-load related stress)
- Assertiveness (to control stress related to insecurity in personal relations)

# Procrastination

- ❑ Procrastination is a major obstacle that can prevent you from practicing good time management skills.
- ❑ It is the constant pushing aside of tasks that need to be completed and is the archenemy of all students.



# Time Management Tips

- ☐ Write things down.
  - ☐ Don't rely on memory
- ☐ Prioritize your list
- ☐ Plan your week.
  - ☐ Spend some time at the beginning of each week to plan your schedule.
- ☐ Carry a notebook.
  - ☐ Write down those great ideas and brilliant insights (capture your thoughts).
- ☐ Learn to say no.
  - ☐ Say no to low priority requests.

## Food for Thought

- ❑ Students who control and monitor their time give themselves the ability to be flexible.
- ❑ They understand that TIME can be used as an important resource.



- ☐ Always date your notes!
- ☐ Paraphrase your notes!
- ☐ Don't Erase Mistakes!
- ☐ For Lectures with fast talkers, consider writing in cursive or tape recording.
- ☐ Use Abbreviations!
- ☐ Be Organized!
- ☐ Evaluate your note-taking style strategy regularly!