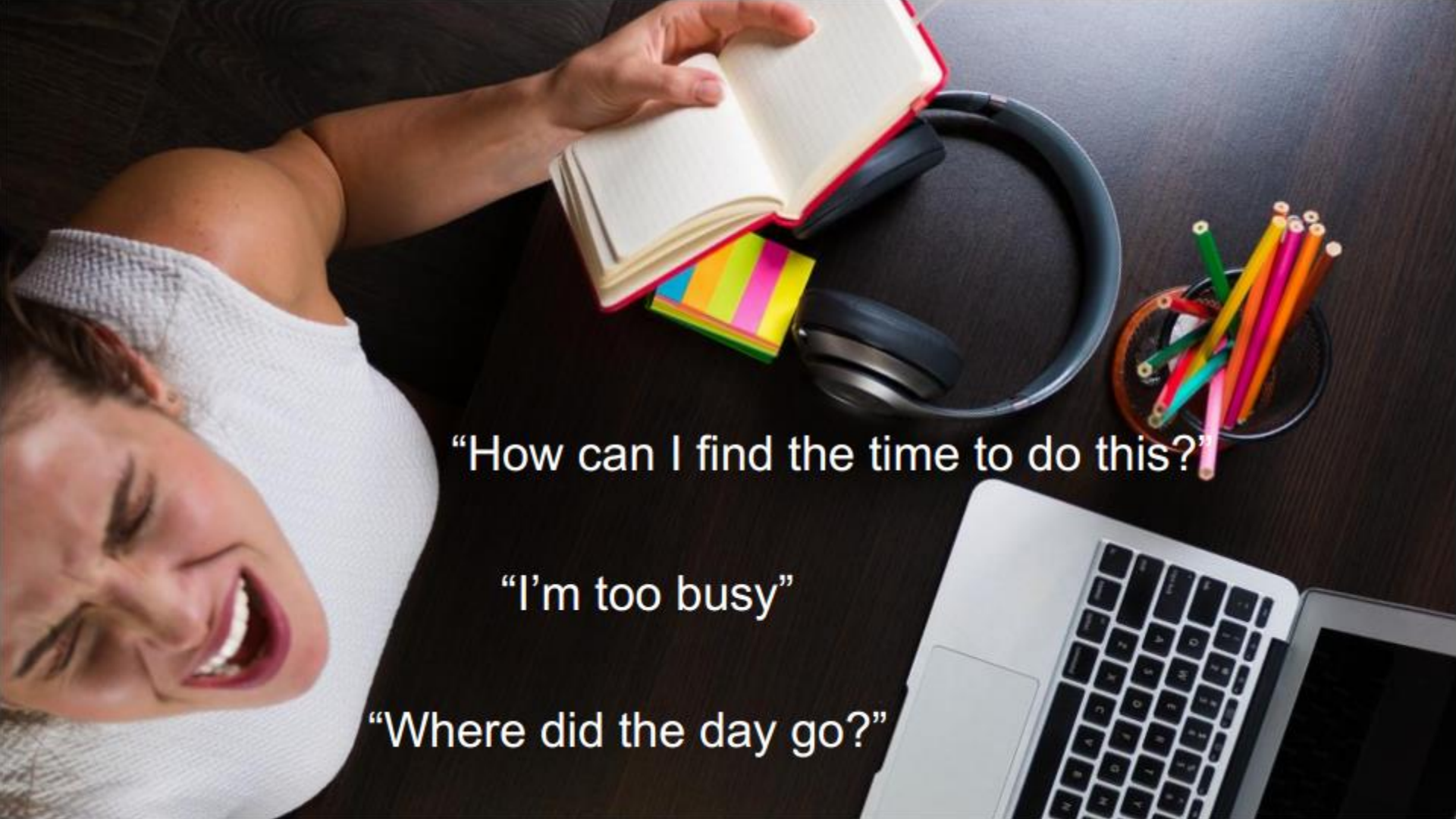




Time Management

TuLD1,
Danang, Dec 2017

“There are no busy people, only those person who don't know manage the time”



“How can I find the time to do this?”

“I’m too busy”

“Where did the day go?”

24

Hours in every day

1440

Minutes in every day

168

Hours in every week



Understand how you spend your time

- ☐ Look at your agenda/calendar each day
- ☐ Write down every activity/task you do during the day
- ☐ Include both scheduled and unscheduled activities
- ☐ Document activities every 15 min block you are awake
- ☐ Account for all 168 hours per week
- ☐ Look back each day to understand how your time was spent

Find Time For...

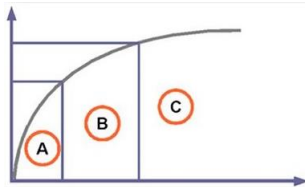
- ☐ Family
- ☐ Friends
- ☐ Personal Projects
- ☐ Work
- ☐ Yourself
- ☐ Others

Time wasters

- ☐ Commuting
- ☐ Chit chat/drama
- ☐ Excessive entertainment
- ☐ Excessively online
- ☐ Oversleeping
- ☐ Social media
- ☐ Standing in line/waiting
- ☐ Negative people
- ☐ Saying yes too often



METHODS

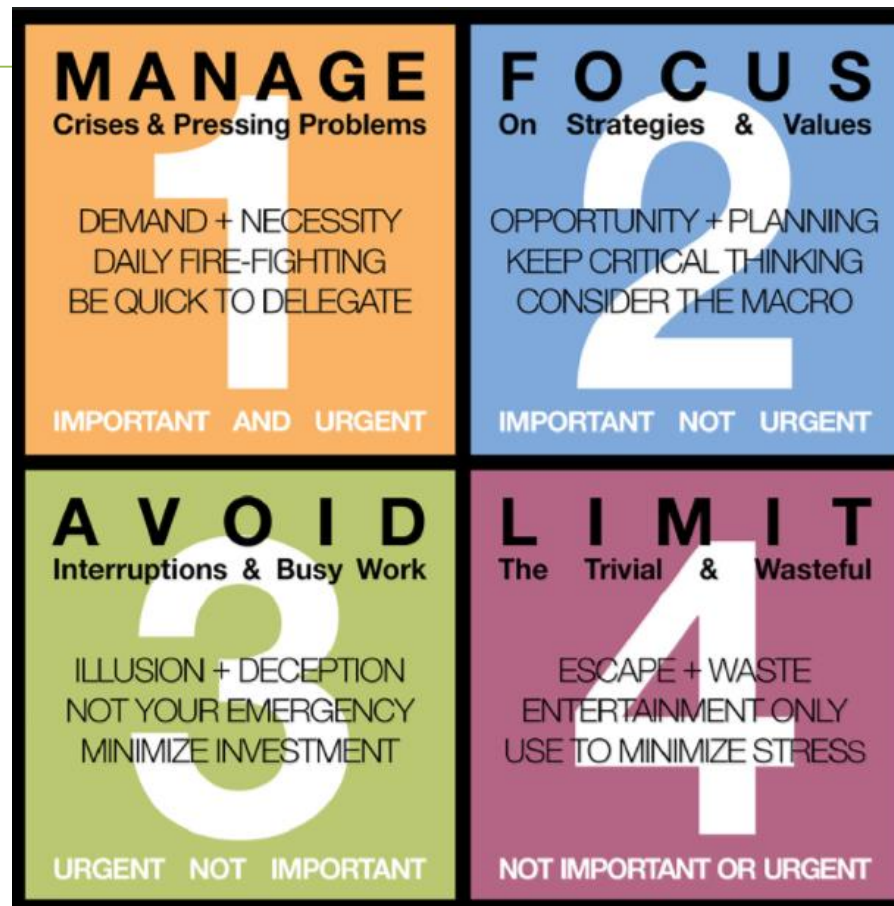


1. The Pomodoro Technique
2. 18 Minutes.
3. COPE.
4. ABC & Pareto Analyses Combo.

TOOLS

Time Tracking

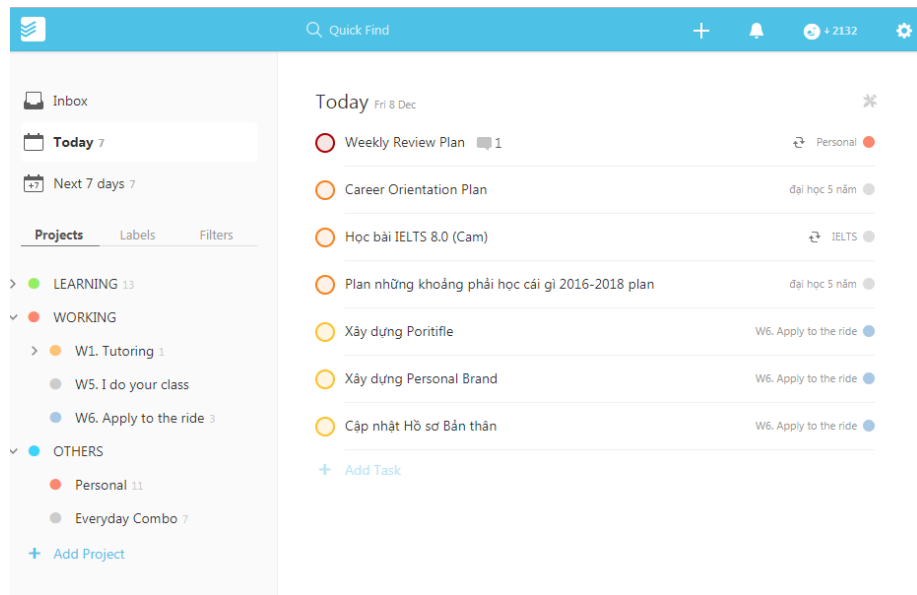
	Toggl	194
	Harvest	88
	Pancake	29
	Freckle	18
	Klok	14
	Tick	13
	Vertabase	11
	MyClientSpot	7
	Cashboard	7



TIPS

16 QUICK TIPS FOR BETTER TIME MANAGEMENT

Create a daily plan



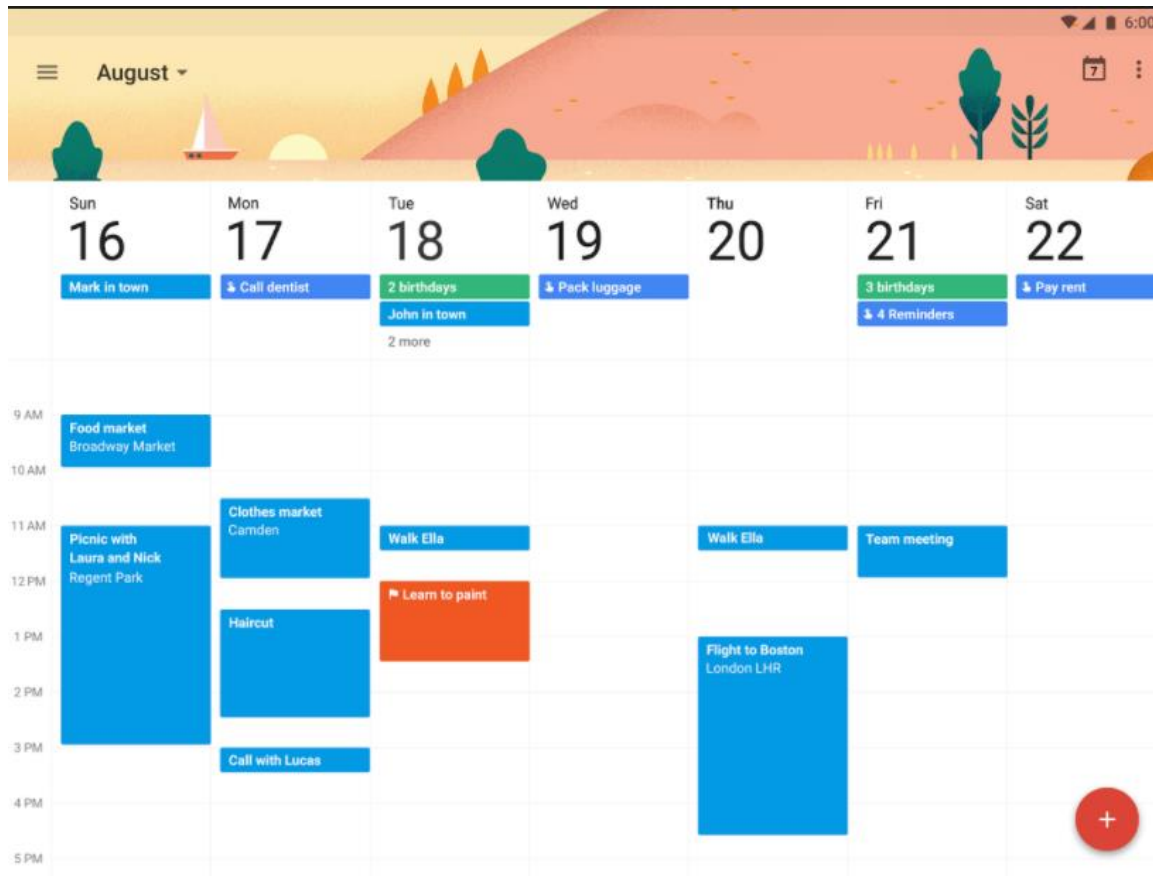
<https://todoist.com>

Peg a time limit to each task

2



Use a calendar



3

Know your deadlines

Target to be early

4



**Set reminders
15 minutes
before**

5



Learn to say “No”

6

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Don't take on more than you can handle

**Have a clock
visibly placed
before you**

7



Focus

- Close off all the applications you aren't using.
- Close off the tabs in your browser that are taking away your attention.

Block out distractions



**Don't fuss
about
unimportant
details**

9



Prioritize

- ☐ Rank everything you do in order of importance
- ☐ Rank everything you do in order of urgency
- ☐ How many tasks were scheduled?
- ☐ How many tasks were unscheduled?
- ☐ Are you able to achieve your daily goals?

10



Delegate

11



Batch similar tasks together



12

Eliminate your time wasters

13

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Stop checking Facebook/Email often.

**Cut off when
you need to**

14

**CUT
OFF**

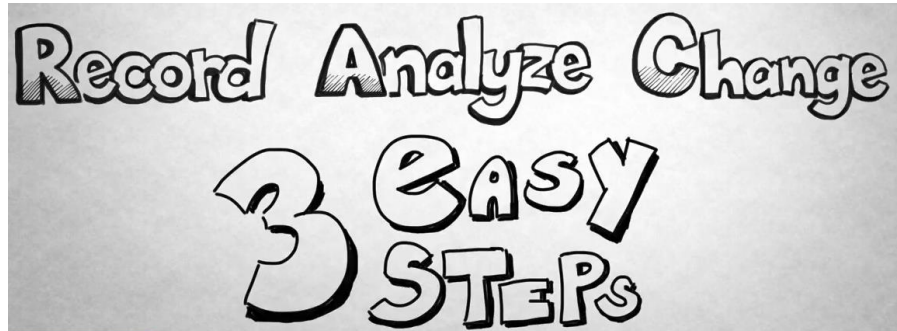
Leave buffer time in between



RAC Record Analyze Change

16

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Just do it!
Follow your plan!

JUST DO IT. +

Sharing & Discussion

Q&A



Fpt Software

Thank You