



TIME MANAGEMENT

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Time Management

Program Objectives

(1 of 2)



Clarify participant objectives.



Recognize signs of chronic disorganization.



Learn to clear your desk of clutter, and create a filing system.



Identify the most common interruptions of working time and ways to eliminate them.

Program Objectives

(2 of 2)



Determine why and where you procrastinate, and overcome procrastination.



Apply the practical techniques, concepts, and strategies developed through this program.

Why Is It Necessary?



What does “Time” (SELF) Management do for you, your job, your group and/or your organization?

Time Management

Controlling The Demands



Manage the work. (Use time constructively.)

Improve productivity/effectiveness. (Spend time on result-producing activities.)

Let's look at this thing called, "Time Management."

Procrastination

How does procrastination relate to time management?

Many people who struggle with time management are procrastinators.

People who procrastinate leave important tasks until the last minute.

People who procrastinate spend time on activities that are less important.

People who procrastinate do not manage time effectively.

Time Management

Having a Balanced Life

(1 of 2)

It is important to have a balanced life. No single aspect of your life should take up an unproportionate amount of time.

Too much work takes away from time with family and friends and from recreation time.

“All work and no play makes Jack a dull boy.”

Too much play takes away from work and negatively affects performance.

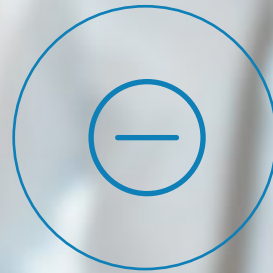
Having a Balanced Life

(2 of 2)

Working too much can lead to disintegrating relationships, being burnt out, and lack of fulfillment from recreational activities.



Playing too much can lead to poor work performance, demotions, salary cuts, being fired, and people perceiving you as irresponsible.



Work time should be roughly from 9:00-5:00, 5 days a week. Other time must be devoted to other aspects of life.





Time Management

Devoting Your Time

(1 of 2)

To manage time effectively, it is important to decide what to devote your time to and how much time to devote.

Rank the importance of these parts of your life:

- Career
- Friends
- Family
- Significant other
- Hobbies and interests

Time Management

Devoting Your Time

(2 of 2)



According to the ranking of each category, decide how much time should be devoted to each.

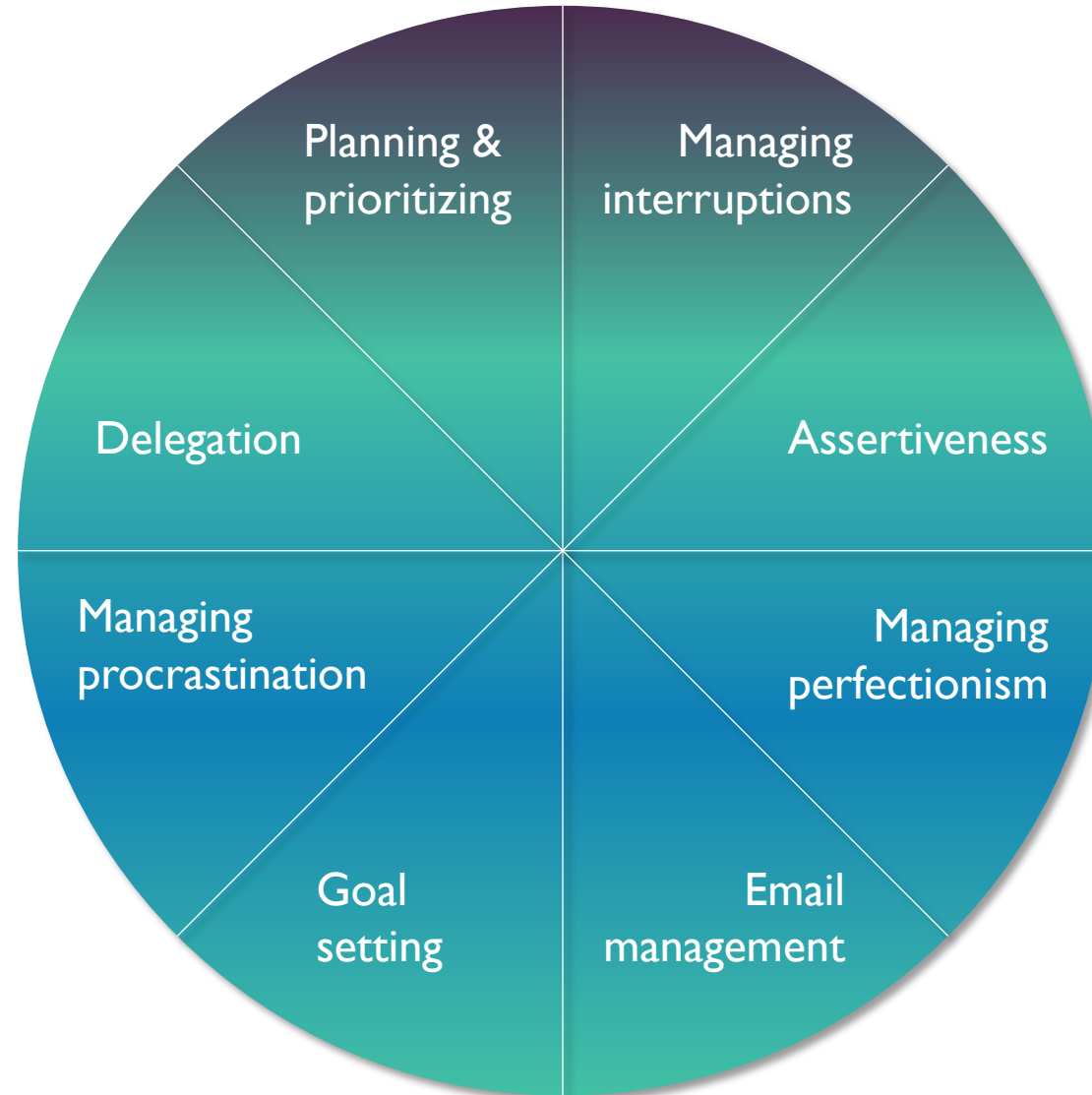
Include each category in your life, yet devote the appropriate amount of time to each.

How much time to you currently devote to each of these categories compared to how much time you would like to devote to each?

Time Management Matrix

	Urgent	Not Urgent
Important	<p>Do Now</p> <ul style="list-style-type: none">• Projects with Deadlines• Crises (Personal and professional)	<p>Spend Most Time On</p> <ul style="list-style-type: none">• Relationship Maintenance• Recreation• Main projects
Not Important	<p>Do Quickly</p> <ul style="list-style-type: none">• Routine activities (Calls, emails, reports, etc.)	<p>Reject Or Decrease</p> <ul style="list-style-type: none">• Time wasters (Calls, emails, checking facebook, internet surfing, etc.)

Time Management Model



Time Management

Time Wasting Culprits

(1 of 2)

Telephone Interruptions.



Inefficient Delegation.



Extended Lunches or Breaks.



Cluttered Work Space.



Poorly Run Meetings.



Socializing On The Job.



Misfiled Information.



Time Management

Time Wasting Culprits

(2 of 2)

Poor Planning.



Procrastination.



Waiting/Delays.



Paperwork.



Junk Mail.



Drop-In Visitors.

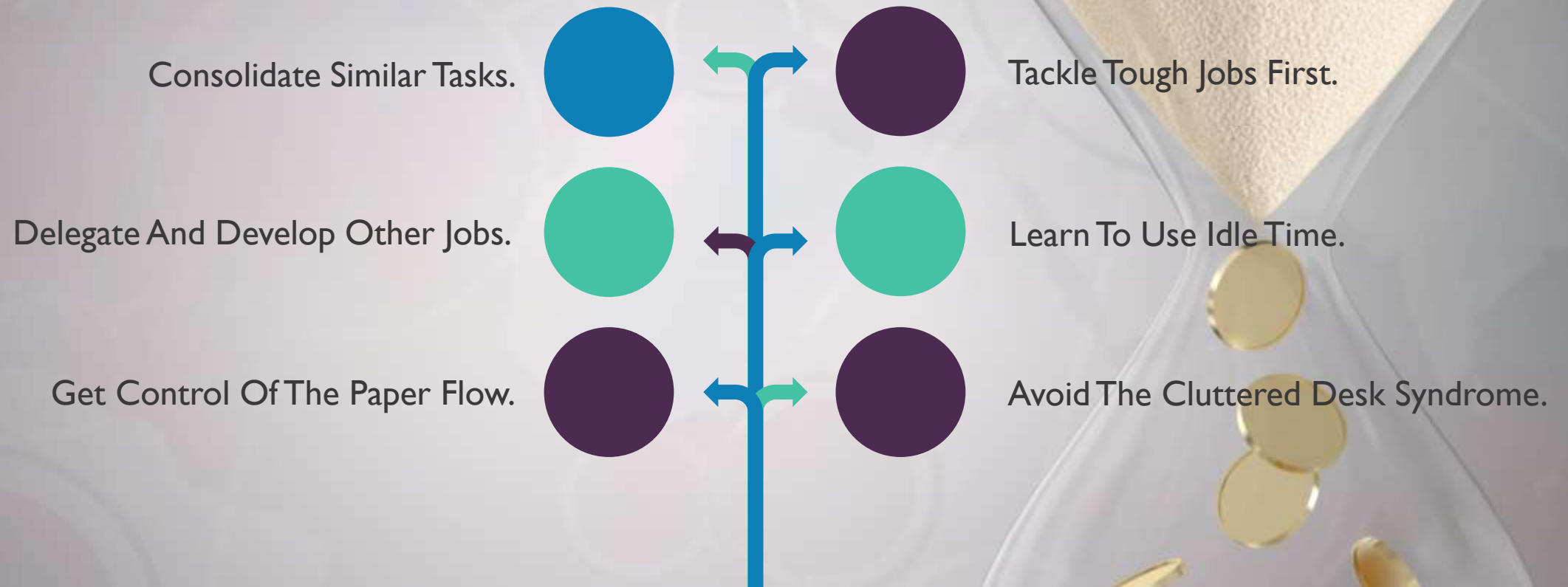


Not Setting/Sticking to Priorities.



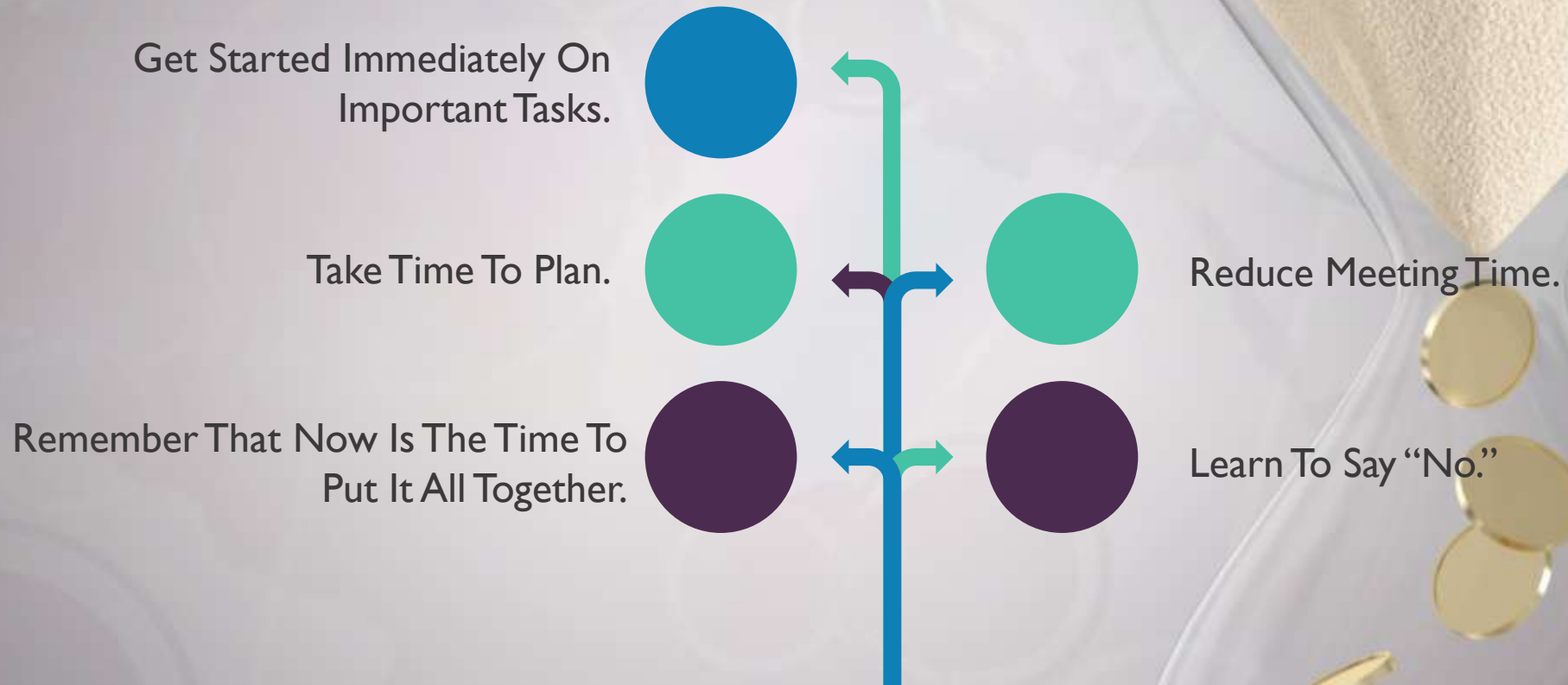
How to Use Time Effectively

(1 of 3)



How to Use Time Effectively

(2 of 3)



Stop Time Wasting Culprits

(1 of 4)

Do not directly face open doors – it invites distractions.



For quick conversations, stop by a person's office.



Leave specific messages on answering machines, including when they may reach you.



Stop Time Wasting Culprits

(3 of 4)

Write responses directly on memos that you have received. Then copy, and send back.



When visitors "beat around the bush" ask them how you can be of help – it gets them to the point.



Interruptions are often part of your job – keep them short to remain focused.



Time Management

Strategies

(3 of 4)

Write notes to yourself to ensure that you won't forget important tasks.

Keep and update a calendar, planner, or "To Do List."

Be organized so you don't waste time trying to find papers.

Time Management

Strategies

(4 of 4)

Allot different amounts of time to different activities.

Set up routines for regular tasks.

Estimate the amount of time certain tasks will take, and try to adhere to your estimation.

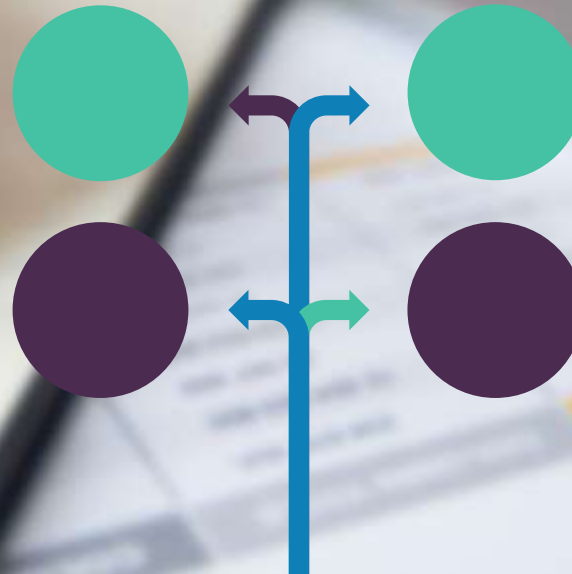
Time Management

Scheduling Tips

(2 of 2)

Finish each sub-task before proceeding on to another activity.

Review plans routinely and re-confirm priorities with others.



Make a daily “To Do” plan to keep on track.

Watch out for time wasting culprits, and eliminate them.

Time Management

Scheduling Guidelines

(2 of 2)

Schedule in time blocks of 20 minutes for important work.

Use in between and waiting time.

Allow for flexibility – use the minus 3 principle.

Keep an accurate record of what you planned and actually accomplished.

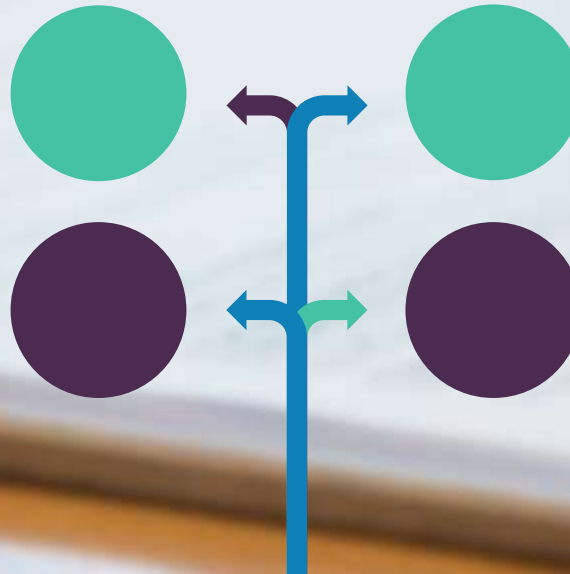
Time Management

Daily To Do Lists

(1 of 2)

Make one list, and do not use scraps of paper.

Consider everything: routine tasks, activities, anticipated projects, unexpected events.



Update it twice a day.

Prioritize each item.

10 Ways to Clear Your Desk

Have an A, B, C folder.

9

10

Have a 31 day follow system.

Control Paper Handling

Time Management
(4 of 8)

Paper can be sorted into three groups.

- Needs your personal attention.
- Can be re-routed to someone else for attention.
- Dispose of without action.



Control Paper Handling

Time Management
(5 of 8)

Your screener can also keep a log of important memos, letters, reports, and other documents that have been received, as well as a record of paperwork sent to others for action (with the date it was sent).



Time Management
T.R.A.F System

T

Trash it.



R

Refer it.



A

Act on it.



F

File it.



Time Management Management by Crisis Chart

1. Review the past 30 days' crises on a regular basis.

2. Ask the question, "What can go wrong?"

3. Change your time estimates by about 20%

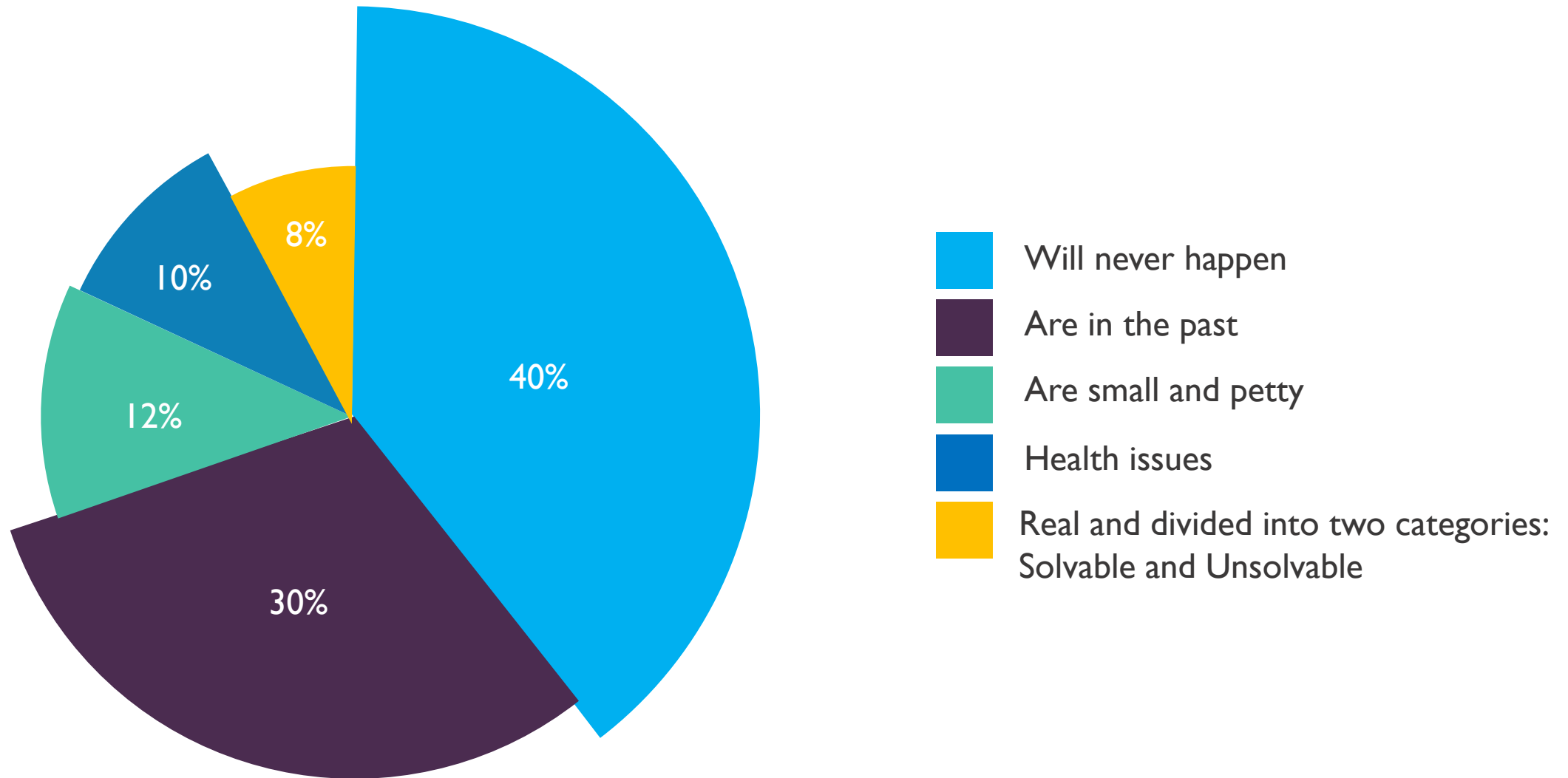
4. Establish Crisis protocol.

5. After a crisis, schedule a meeting, and discuss it.

6. Don't get involved if you don't need to.

Time Management

The W O R R Y Graph



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