

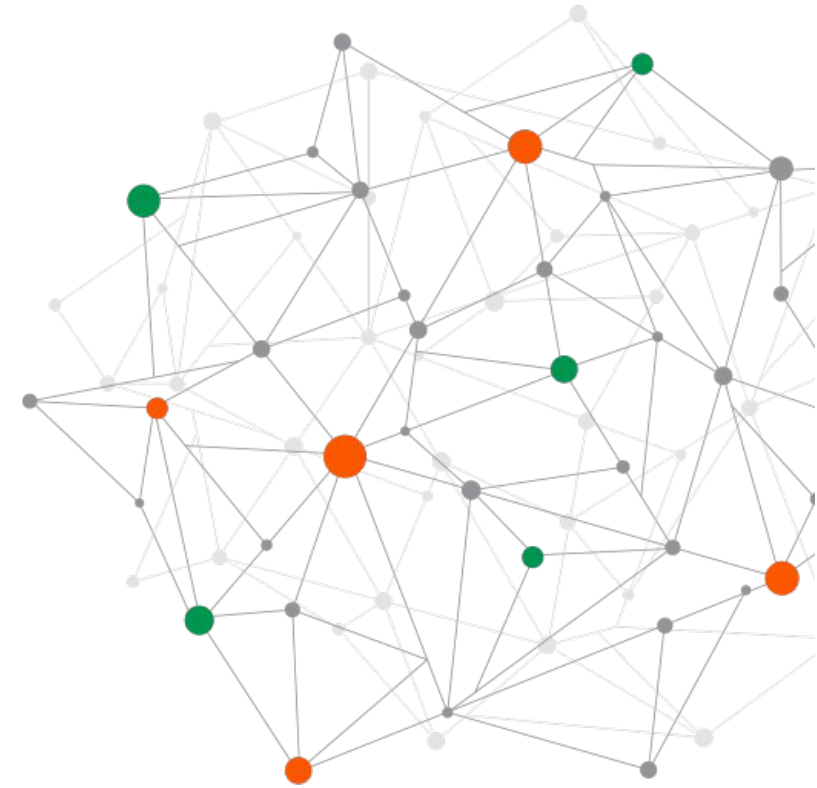
WE: Corporate Skills

Session 4:

Time Management

**"The key is in not spending time, but in investing it."
-Stephen R Covey**

June 2023





WIIFM

1. Analysing Your Day
2. The Pareto Principle
3. Misunderstandings in Time Management
4. Prioritizing
5. Time And Culture
6. Procrastination



What does a typical day in your life look like?

When do you wake up everyday?

Hour by hour, list what your daily activities are.



My Day



7:00 AM - 8:00 AM	WAKE UP
8:00 AM - 9:00 AM	COFFEE, WALK ELLIE
9:00 AM - 10:00 AM	CLOCK IN
10:00 AM - 11:00 AM	ORGANISE WORKDAY
11:00 AM - 12:00 PM	MEETINGS
12:00 PM - 1:00 PM	COOK
1:00 PM - 2:00 PM	HAVE LUNCH

2:00 PM - 3:00 PM	MEETINGS
3:00 PM - 4:00 PM	EVALUATIONS / BREAK
4:00 PM - 5:00 PM	OFFICE HOURS
5:00 PM - 6:00 PM	BREAK
6:00 PM - 7:00 PM	CLASS PREP
7:00 PM - 8:00 PM	WE CLASS
8:00 PM - 9:00 PM	WE CLASS
9:00 PM - 10:00 PM	CLOCK OUT
10:00 PM - 11:00 PM	DINNER, FAMILY TIME
11:00 PM - 12:00 AM	SLEEP



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**"EITHER RUN
THE DAY
OR
OR THE DAY
RUNS YOU"**

-JIM ROHN

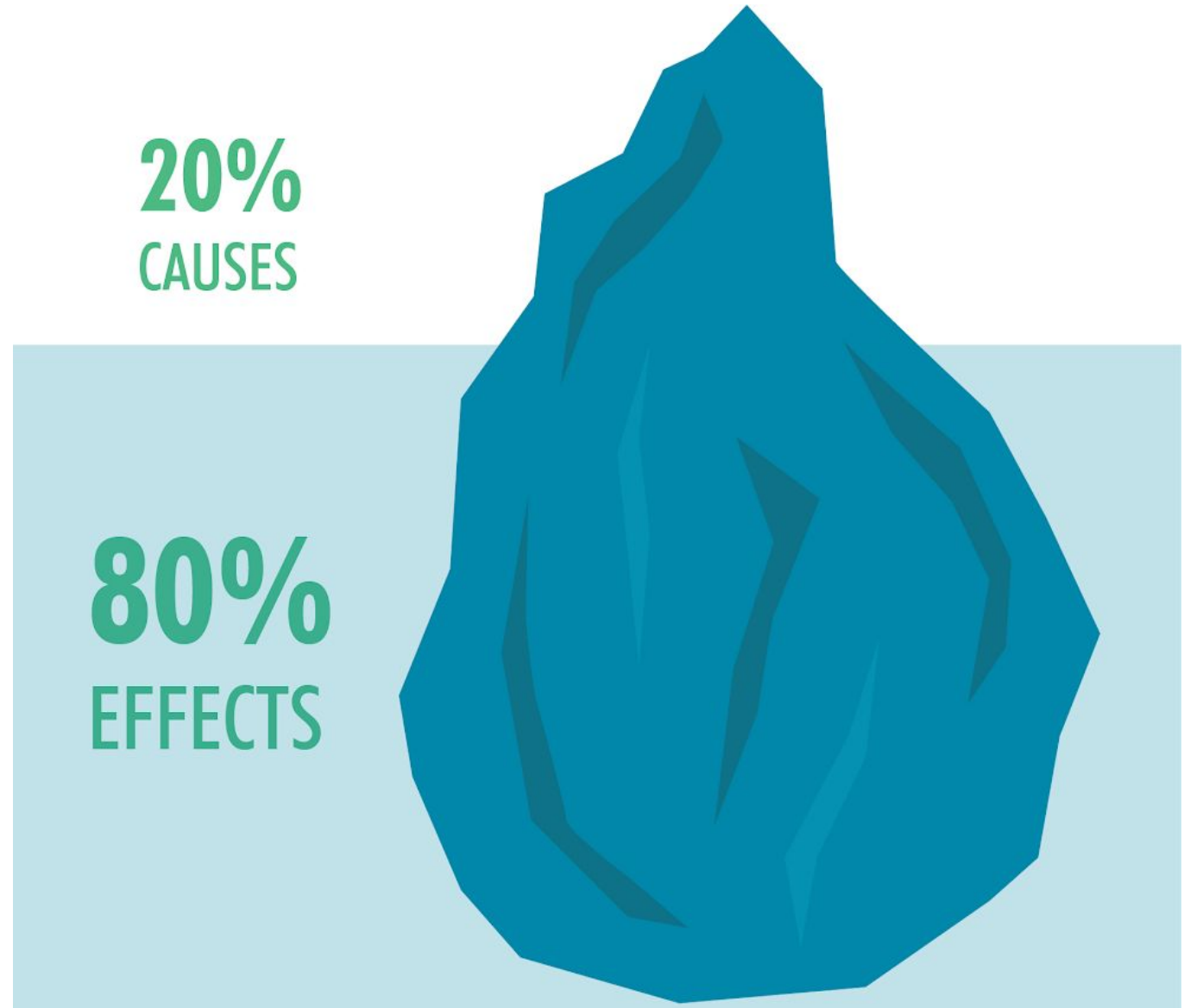


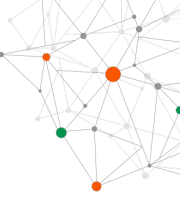
criteriaforsuccess [making sales success a habit.]



The Pareto Principle

- The Pareto principle states that for many outcomes *roughly 80% of consequences come from 20% of the causes.*
- Therefore, 20% of sincere effort = 80% work done





Why should we manage our time?

- Save time
- Reduce stress
- Function efficiently
- Increase work
- Decrease time wastage
- Control work, not the other way around



Give it a thought...

Busy vs. Productive
and
Urgent vs. Important



Busy vs. Productive

BUSY

1. Numerous fleeting priorities
2. Says "YES" to everything
3. Door always open
4. Keep talking about how busy they are
5. Multitaskers
6. Asks for advice from everyone, but doesn't actually accept any

PRODUCTIVE

1. Fixed decided priorities
2. Knows when to say "NO"
3. Closed doors
4. Work silently; no advertising
5. One thing at a time
6. Does not seek advice from everyone, but takes advice seriously when asked



Prioritization

- Prioritization is the activity that arranges items or activities in order of importance relative to each other.
- Discerning between what is important and what isn't can be quite a task. *The Eisenhower Matrix* is one of the best guidelines to help do so.
- Use the 1-3-5 rule to pace yourself

The Eisenhower Matrix





Pace Yourself

- “We write our to-do lists for a mythical version of ourselves that’s never not productive.”
-Haley Goldberg, Writer, Shine
- “On any given day, assume that you can only accomplish one big thing, three medium things, and five small things.”
- Alex Cavoulacos, Writer, The Muse



The Mother Document

- List everything that you have to do
- Run them through the Eisenhower Matrix
- Rate them in order of urgency
- Keep it real
- Go for 1-3-5



The 1-3-5 Rule

1. Big

1.1.

2. Medium

2.1.

2.2.

2.3.

3. Small

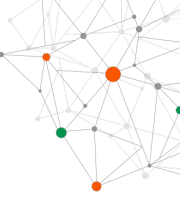
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3.2.

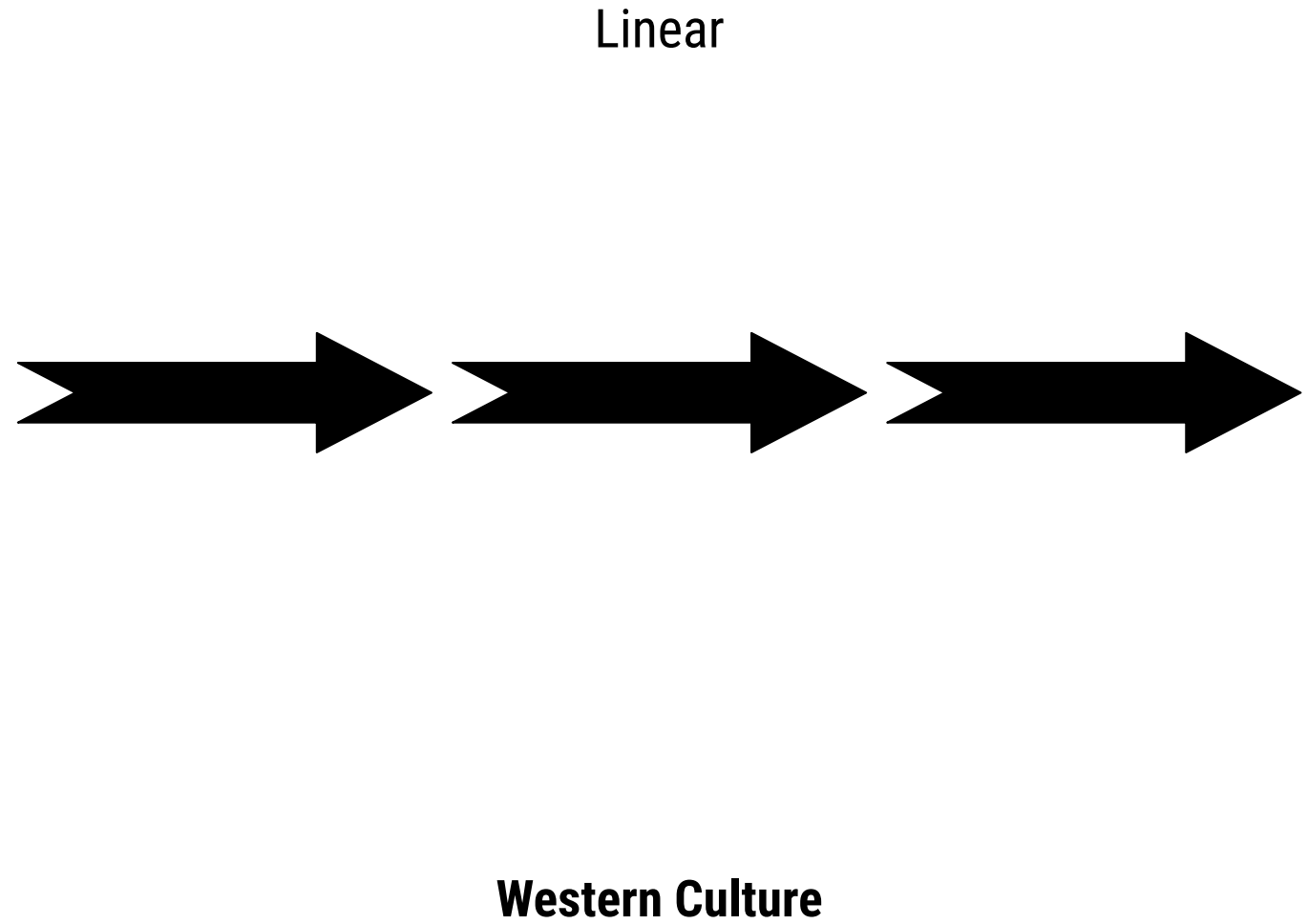
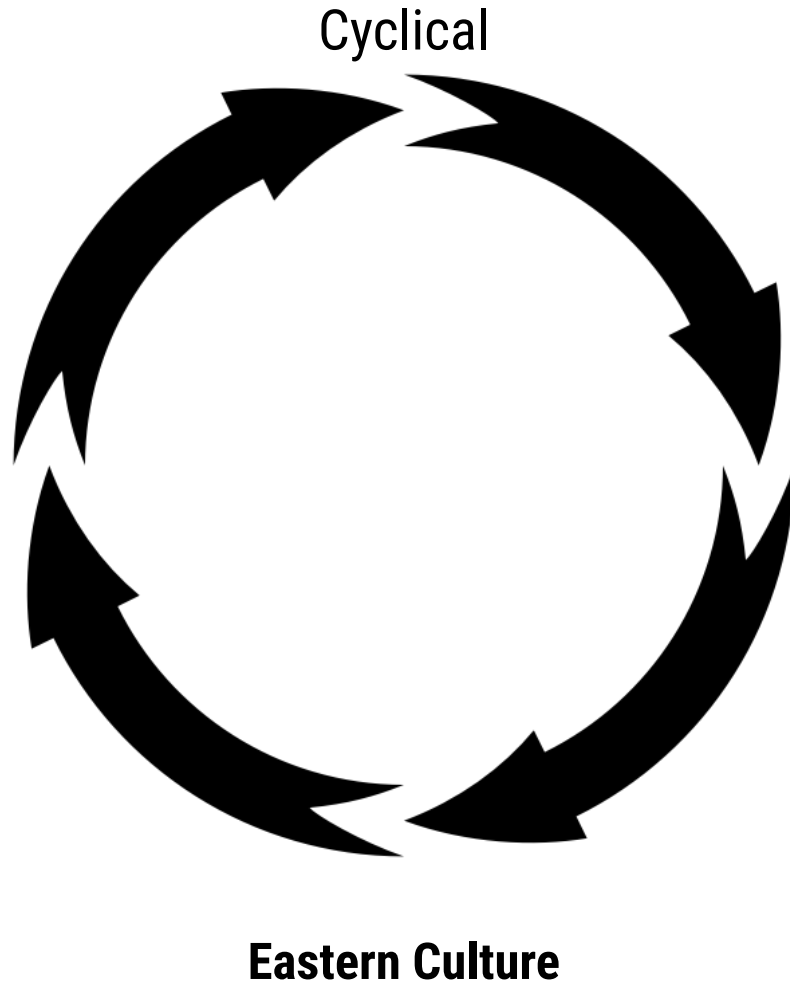
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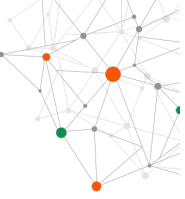
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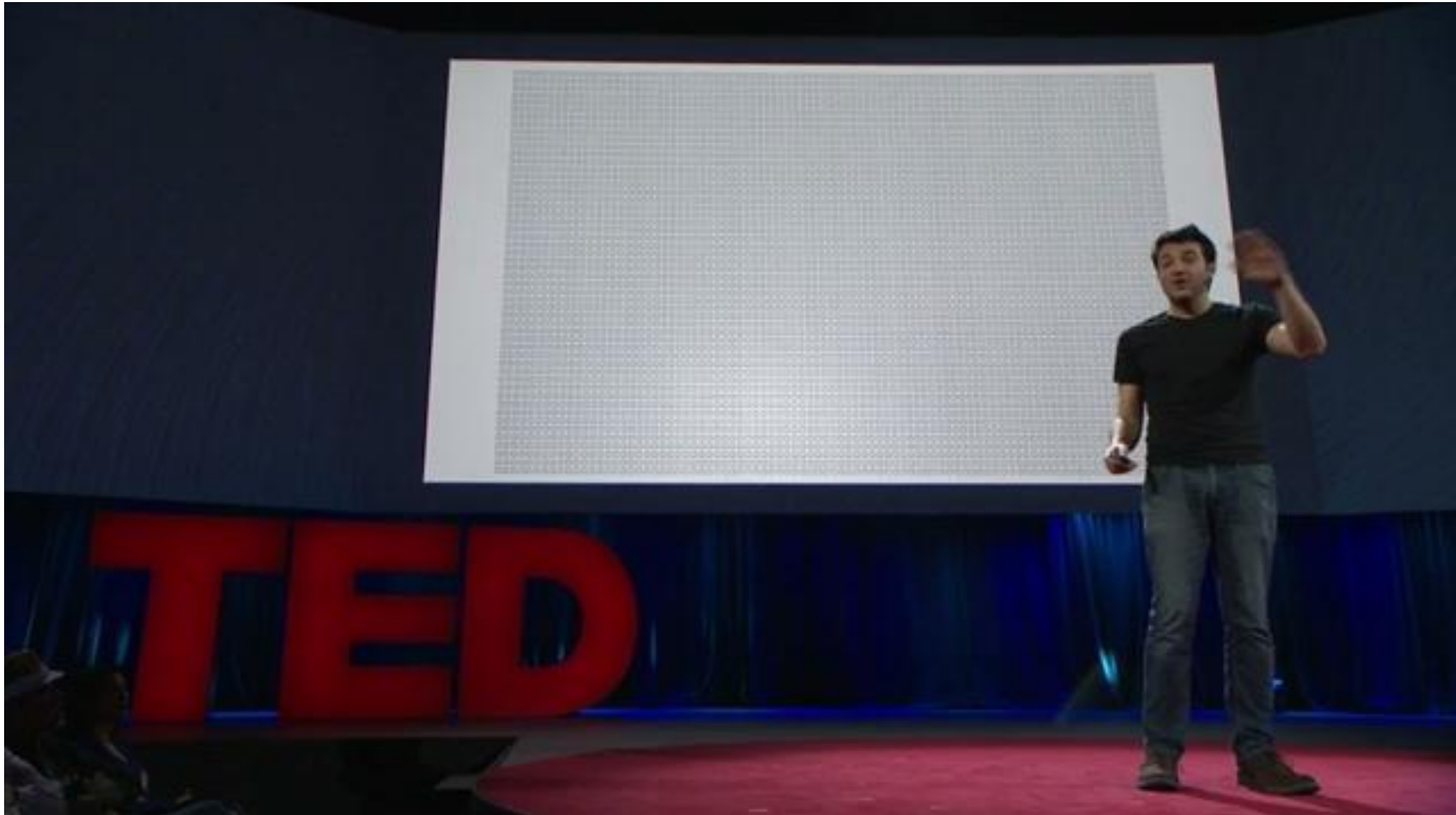


Time and Culture





Understanding Procrastination





Procrastination and how to avoid it

Procrastination: To put off intentionally the doing of something that should be done

Procrastinator	Efficient worker
<ul style="list-style-type: none"> ● Lazy, inattentive ● Always late or just in time ● Shabby presentation ● Bad posture ● No designated work area ● No schedule 	<ul style="list-style-type: none"> ● Attentive, mentally active ● Punctual ● Neat and tidy ● Good posture ● Creates a designated work space ● Creates and sticks to their timetable



Activity

Rewrite your daily timetable implementing everything you've learnt about time management.

Thank You



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