

Time Management

Workshop 3

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MODULE COHERENCE

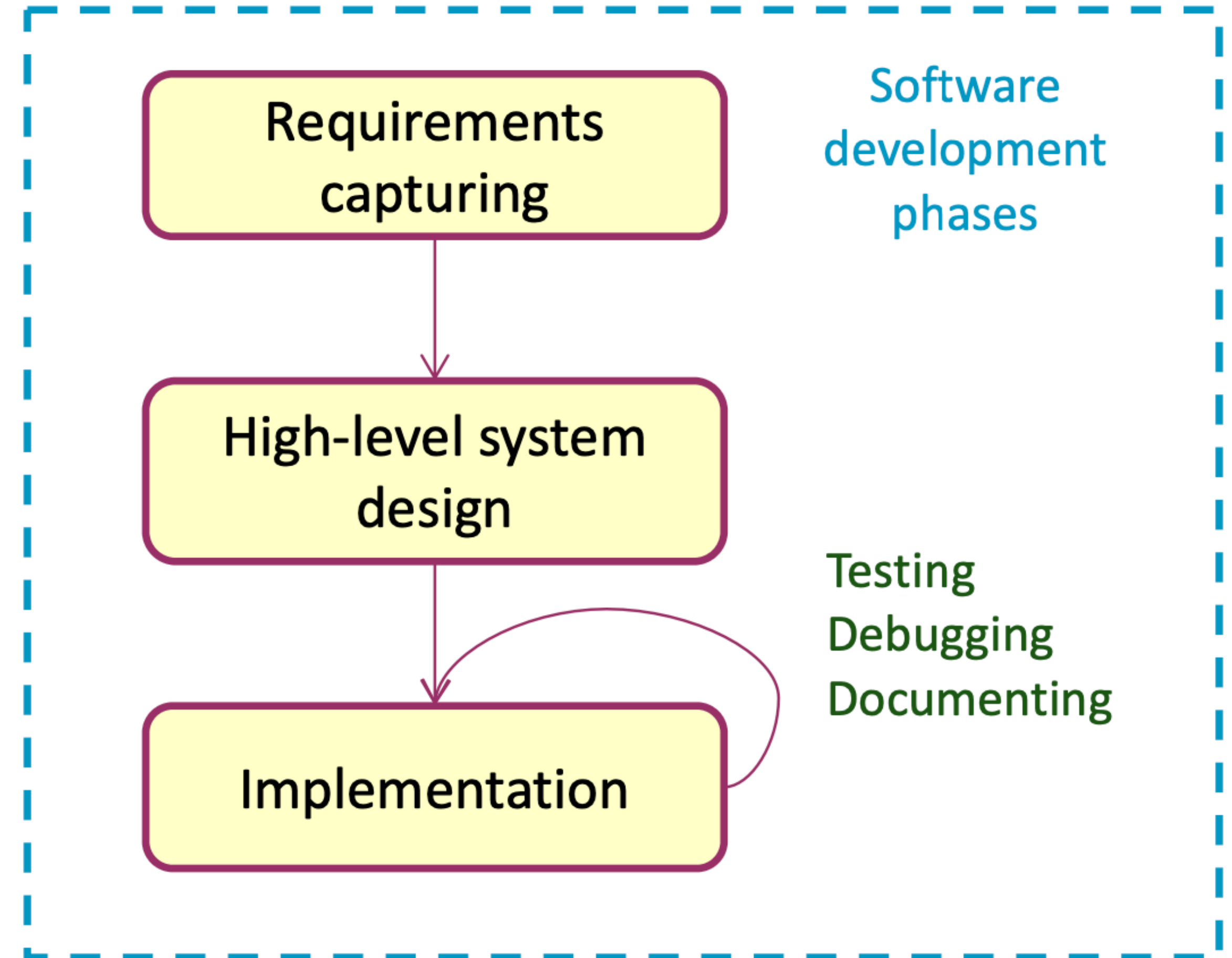
Skills

Managing a software development team



Programming thread

Design thread



Time Management

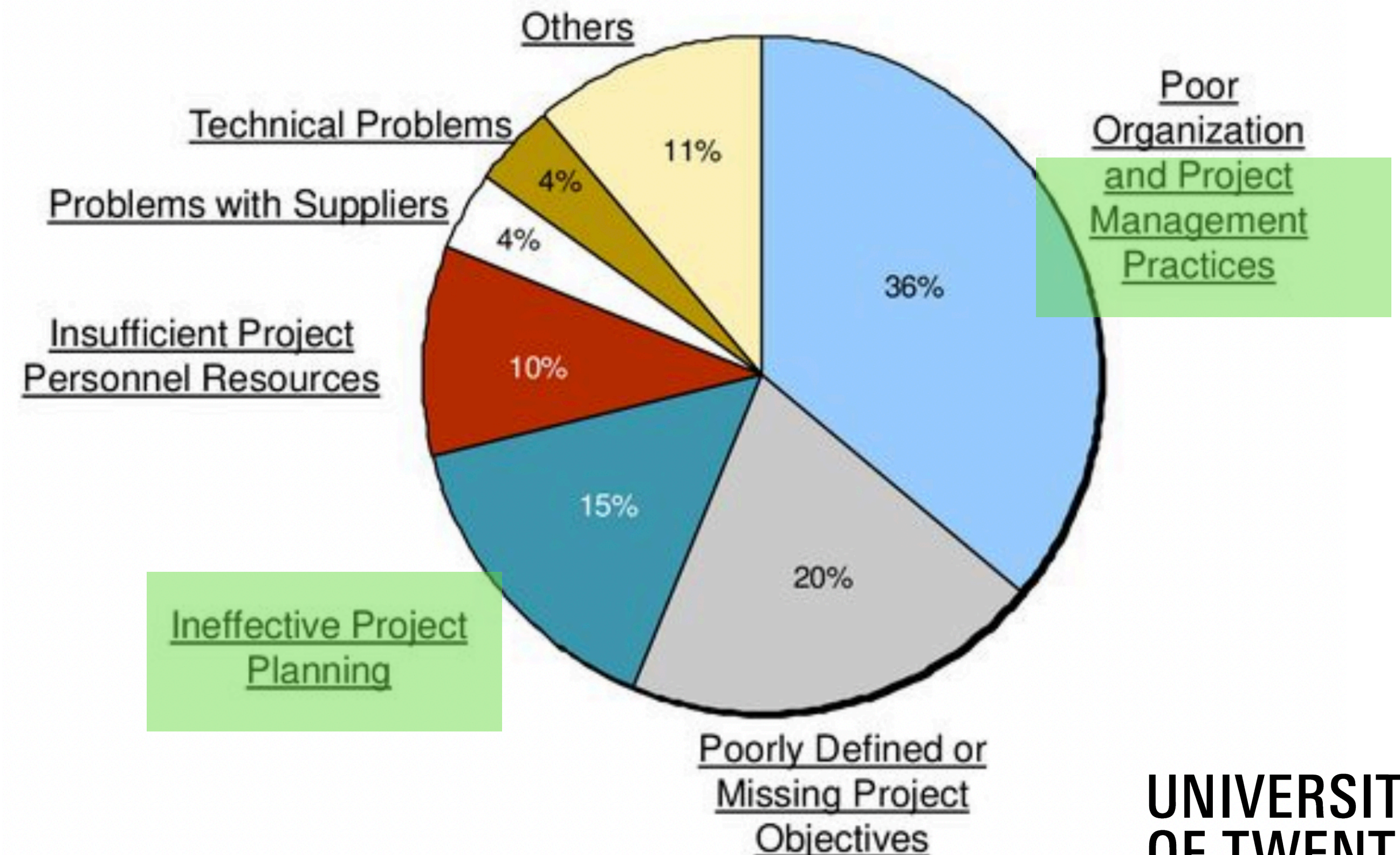
Overview

- **Importance**
- **Procrastination**
- **Task Planning**
 - **Eisenhower Matrix**
 - **Task Distribution & Delegation**
- **Project Planning: Gantt Charts**
- **Assignment**

Importance of Time Management

In Software Development

- Standish Group International - Survey from 2500 personnel attending project management training:
 - **Why projects / programs fail**



Poor Time Management Causes

- Not Having Clear **Goals**
- Poor **Planning Skills**
 - 82% of people don't have a time management system. They just use a list or their email inbox
 - Less than 1 in 5 people (18%) have a **proper/effective time management system**
 - **Effective:** figure out what **needs** to be done, **prioritise** and **schedule** the activities, and execute them within the defined **timeframes**
- Failing to Set **Priorities**
 - The **Eisenhower matrix** is the most successful time management technique
- Being Bad at **Estimating Time**
 - **Gantt charts** for project timeline
- **Procrastination**