

# University of Human Development



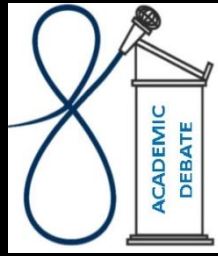
## Academic Debate

### CHAPTER 4 Time Management

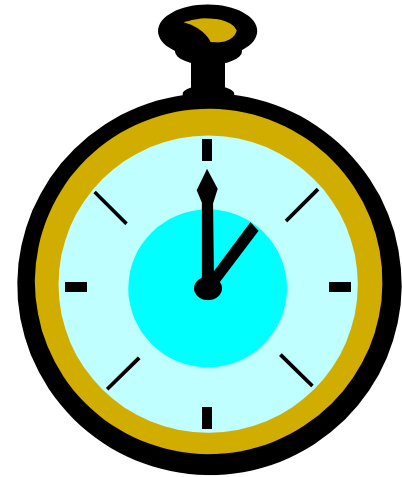
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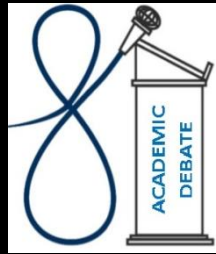
# Presentation Outline



- **Benefits of time management**
- **Obstacles to effective Time Management**
- **Barriers to Effective Time Management**
- **How to overcome the obstacles?**
- **Procrastination**



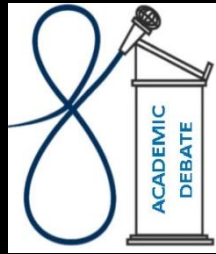
# Benefits of time management



1. **Efficient**, “working in a well-organized and competent way”
2. **Prioritizing** and reprioritizing constantly
3. Avoid missing important **deadlines**
4. **Less stress** and anxiety
5. **Happier and healthier**



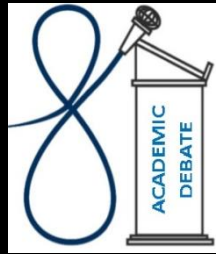
# You will be rewarded in a variety of ways



- You will achieve greater success & will be highly visible
- On a personal level, you will certainly:
  - Feel healthier
  - More energetic
  - And in a generally better mood



# Obstacles to effective Time Management

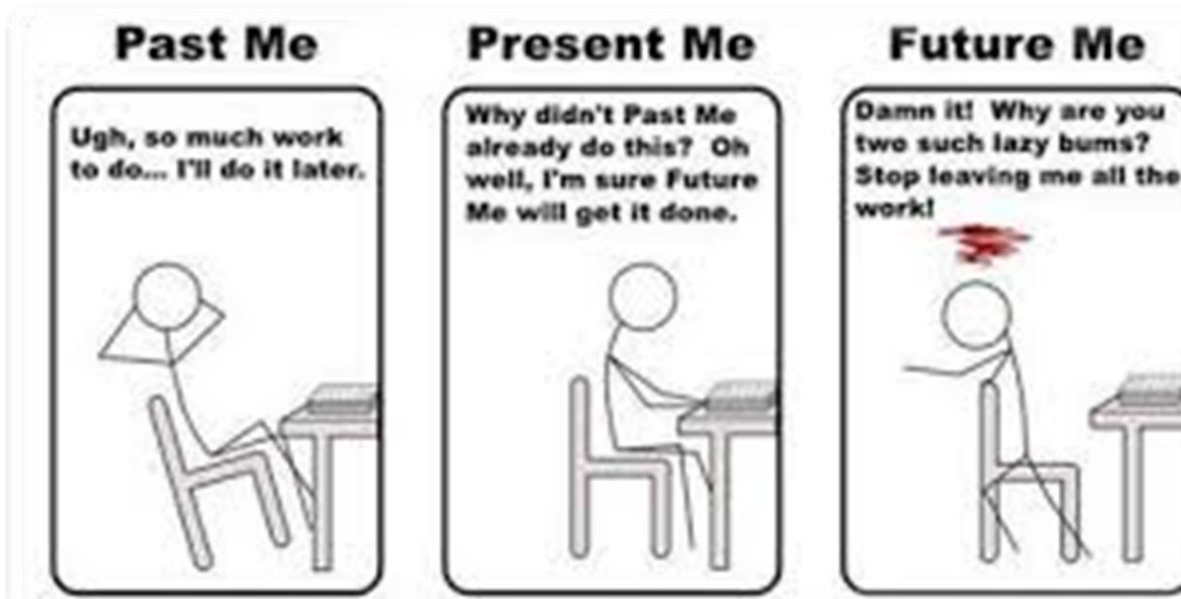
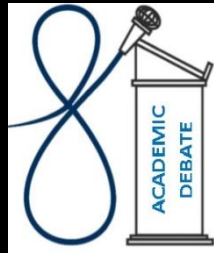


There are a lot of things that make it difficult for us to manage our time effectively. The most common ones:

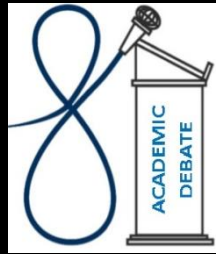
- Unclear objectives: It's hard to hit a target with your eyes closed! Know exactly about what you want to achieve.
- Disorganization: It's easy to see when your desk is too messy, are you taking an organized approach in completing all of your tasks?



# Obstacles to effective Time Management



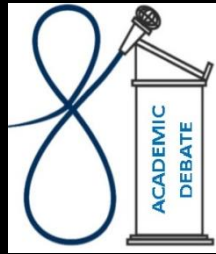
# Obstacles to effective Time Management



- **Inability to say “no”:** We all want to be as helpful as we can when others need us, but this can mean taking time away from other priorities to do something we may not have planned.
- **Interruptions:** Sometimes they interrupt your train of thought and you can’t return to where you were without retracing your steps.



# Obstacles to effective Time Management



- **More Interruptions:** We all like to visit with others, but conversations at inappropriate times can cost us time **when we have to stop what we are doing** and redirect ourselves from our plans.

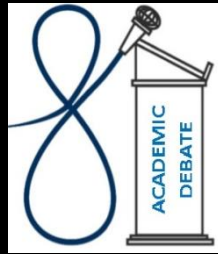


- **Periods of inactivity:** As much as we think we are busy, **there are times in our day when we are not really doing anything.** Recognizing and making use of these times can have a positive effect on our efforts.

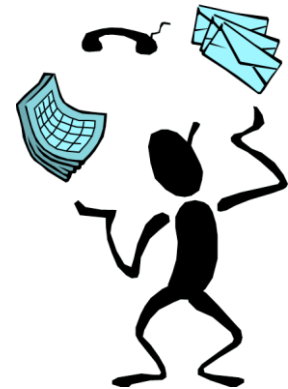




# Obstacles to effective Time Management



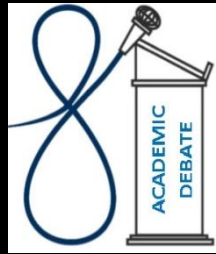
- **Too many things at once:** Many of our tasks are not routines, they require concentration to detail. **When we are attempting to do too many different things at one time, each individual task suffers as a result.**



- **Stress and tiredness:** Too much stress, on the other hand, causes our work to suffer and wears us down physically and mentally. **Dealing with stress is an important part of time management**



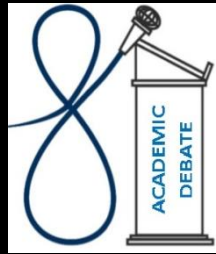
# Obstacles to effective Time Management



- **All work and no play:** Most successful people know how to balance **work and play**. When work takes over your life, you not only give your body little time to re-energize, but **you may end up sacrificing the really important things in life like family and friends.**

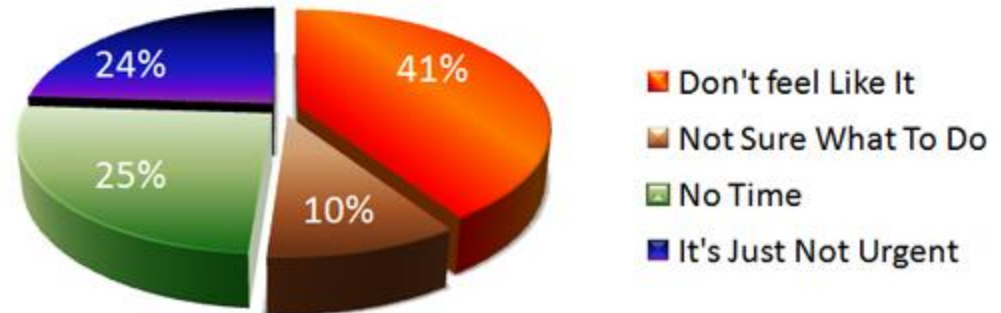


# Barriers to Effective Time Management

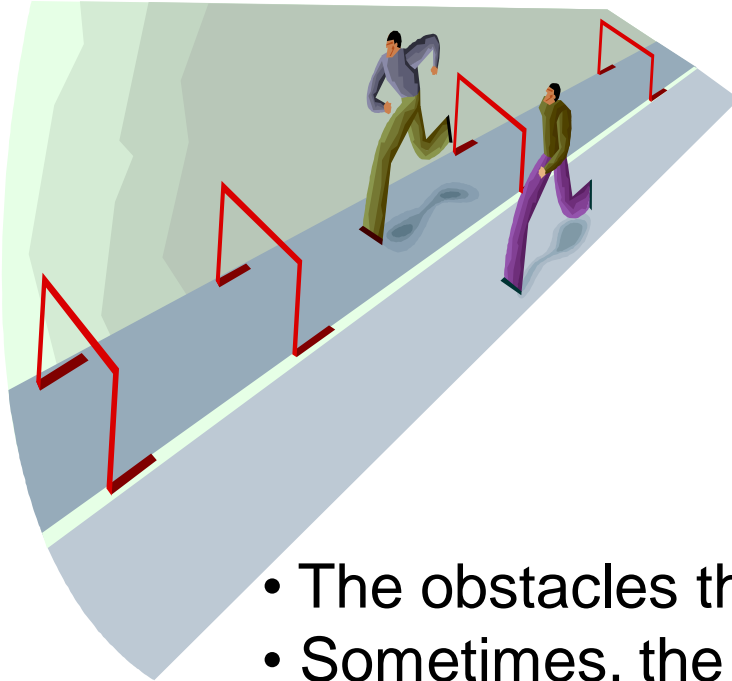
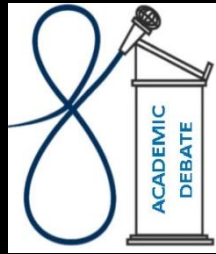


- Distractions
- Interruptions
- Procrastination

Why Do Others Put Things Off?

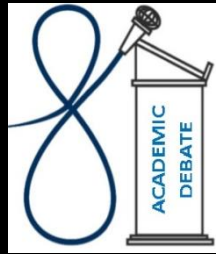


# What can we do? ?



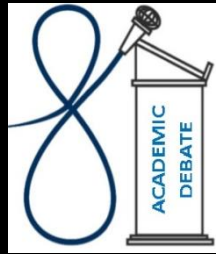
1. Recognize that obstacles exist
  2. Identify them
  3. Employ strategies to overcome
- The obstacles that we face are not impossible
  - Sometimes, the hardest thing to do is to identify them
  - Then, you can begin to overcome them

# Procrastination



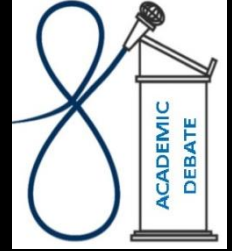
- **Procrastination** is defined as postponing action, especially as a regular practice.
- **Step 1:** Recognize that you're procrastinating; be honest with yourself.
- **Step 2:** Work out WHY you're procrastinating; usually one of two main reasons:
  - You find the task unpleasant, or
  - You find the task overwhelming

# What can we do? ?



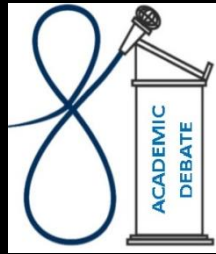
- Eliminate distractions and interruptions to help you make the most of the time you have set aside to complete a certain task. “some are obvious, such as turning off the TV, Closing the door, or filtering noise...”

# What can we do? ?



- Daydreaming and random thoughts that often pop into your head (**What's for lunch? / I need to call a friend**) while we are trying to concentrate also **should be controlled.**

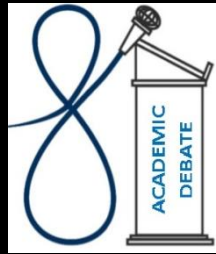
# What can we do? ?



- **Write down these thoughts** quickly on a piece of paper, then return to the task at hand. This way, you will remember these thoughts and can act on them after you have finished with your assigned task.

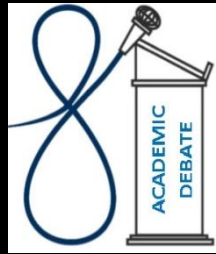


# Get over it!



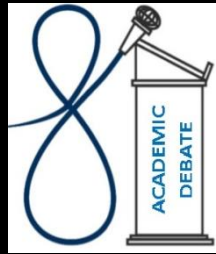
- Do the **worst task first**. “if you get the tasks that you don’t like or want to do out of the way first, **you’ll enjoy the rest of your day more**”!
- **Break things up into bite-sized pieces**. “tackle a project by working on it for an hour or two each day, instead of trying to complete it all at once”.

# Get over it!



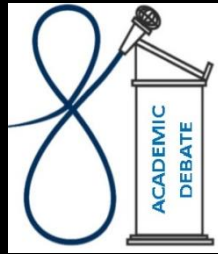
- **Consider your energy level.** “are you a “morning” person, or do you have more energy in the evening”?
- **Use your prime time** for tasks that require the most concentration and time.
- **Save routine tasks** for lower-energy times.
- **During high-energy periods**, reduce or eliminate interruptions.

# Get over it!



- **Reward yourself.** After completing some of your top priorities, reward yourself. For example, tell yourself, “I’ll work on this for two hours, then I’ll watch television.”

# Home work



What are **your four most** distracted habits?

- Write down 4 strategies you can use to overcome those distractions and obstacles...



Thank you 😊

any question?