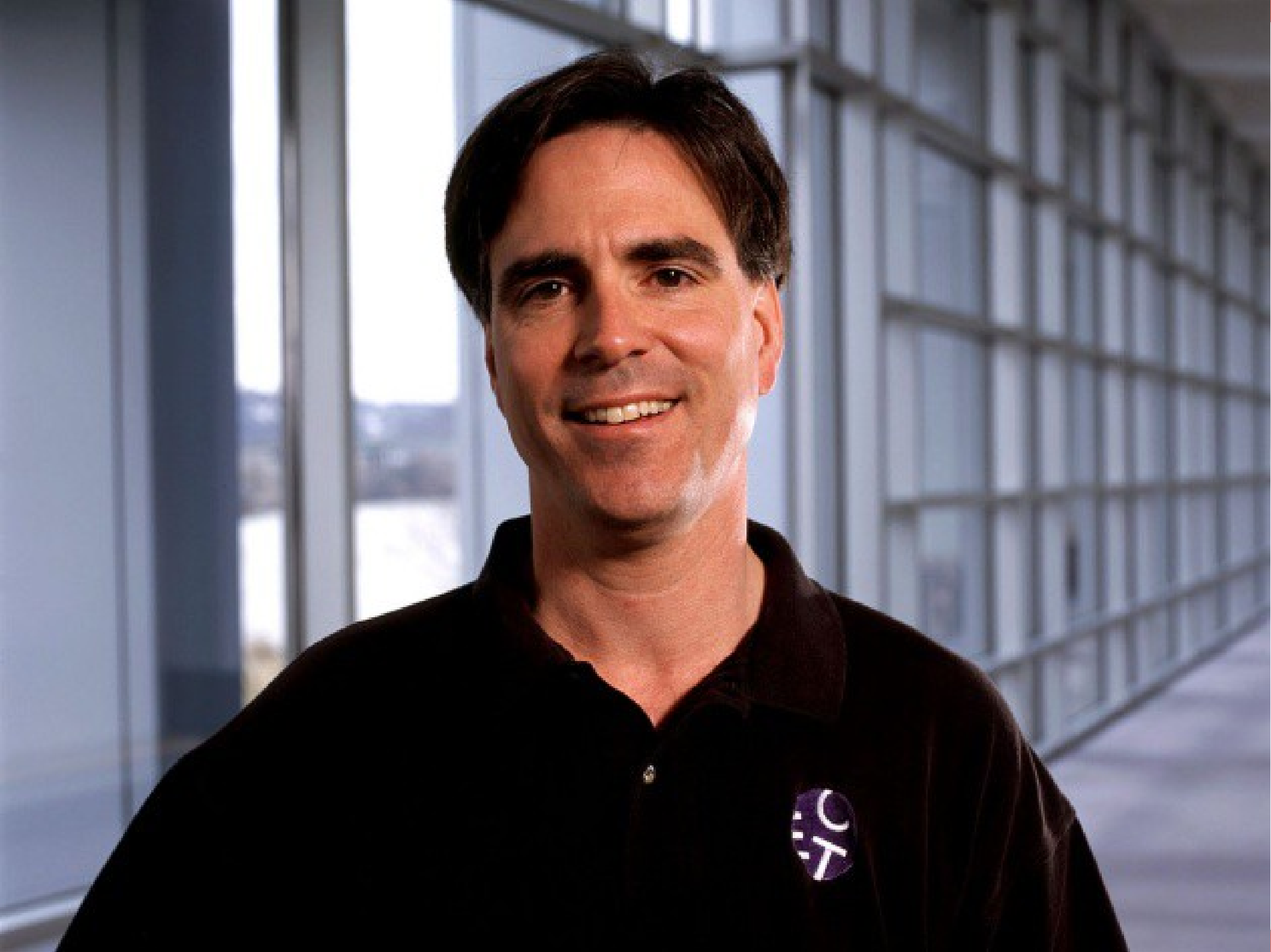




Time Management









Definition

Time management is a set of principles, practices, skills, tools, and systems that work together to help you **get more value out of your time** with the **aim of improving the quality of your life**.



Assumptions about Time Managers

How I spend my Day



How I wish I'd spend my Day



**There's always time.
Time is priorities.**



Obstacles in Time Management



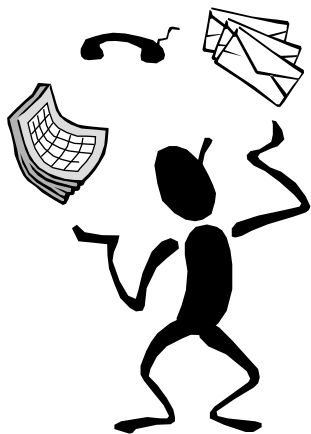
Unclear Objectives



Procrastination



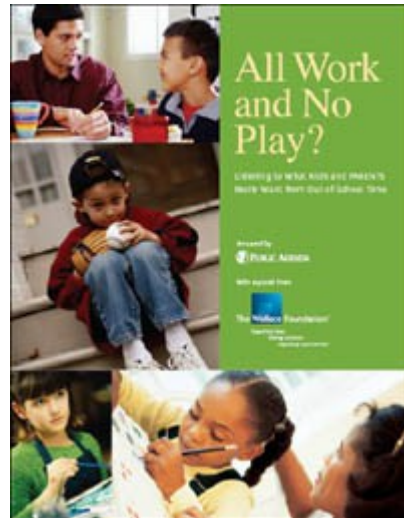
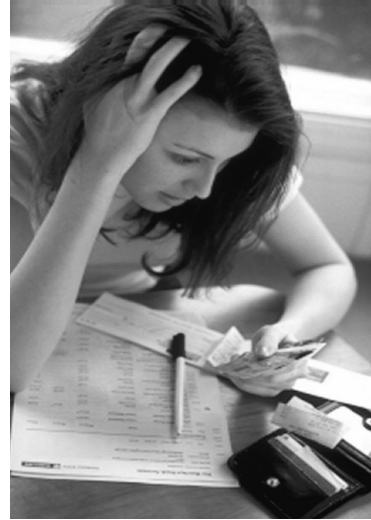
Interruptions



Too Many things at once



Stress



All work and No Play



Inability to say “NO”





Benefits of Time Management



Reduces frustration



Sense of achievement



Open yourself to more satisfaction



Motivates our performance



Quality of time



Peace of mind



Solutions



Solutions



Goals



Do it now



Organise



Prioritise



Use your waiting time

- On public transportation
- At the doctor's office
- Waiting for your plane
- When you are early





Celebrate your success





Concentrate on the task at hand

Focus on your goal



Tune out interruptions





Balance Your Life

- Family
- Health care
- Hobbies
- Social Service





Matrix Activity



TIME MANAGEMENT MATRIX- CLASSIFICATION OF ACTIVITIES

**URGENCY/
IMPORTANCE**

URGENT

NOT URGENT

IMPORTANT

DO NOW

PLAN TO DO

**NOT
IMPORTANT**

**REJECT
AND
EXPLAIN**

**RESIST
AND
CEASE**



URGENCY/ IMPORTANCE

URGENT

NOT URGENT

IMPORTANT

- Planned tasks or Project work now due
- Meetings and Appointments
- Emergencies, Complaints and Crisis issues
- Demands from Superiors or Customers
- Reports and other Submissions
- Staff Issues or Needs
- Problem Resolution, Fire-Fighting, fixes

- Planning, Preparation, scheduling
- Research, Investigation, designing, testing
- Networking Relationship Building
- Thinking, Creating, Modelling, Designing
- Systems and Process development
- Anticipation and Prevention

NOT IMPORTANT

- Trivial requests from others
- Apparent emergencies
- Ad-hoc interruptions and distractions
- Misunderstandings appearing as complaints
- Pointless routines or activities
- Accumulated unresolved trivia

- 'comfort' activities, computer games, net surfing, excessive cigarette breaks
- Chat, gossip, social communications
- Daydreaming, doodling, over-long breaks
- Reading nonsense or irrelevant material



Never let yesterday use today





Thank
You

