Time management
Time management

Try and answer this quiz!

- How old were you five years ago?
- What did you look like at that time?
- What did you do then?
- What has changed ever since?
- What have you achieved in this time?

And……..

- How quickly do you think has the time passed?
You will agree with no hesitation that TIME has passed very quickly!

That is the mystery with this phenomenon called TIME.

It passes very quickly and no one seems to know how!!

Any way like in everybody’s case, in your case also, nothing can be done about the past.

So let us look at the Future – next 5 years!
Time management

- How old will you be 5 years from now?
- What do you think you will look like at that time?
- What do you think you will be doing then?
- What would have changed by then?
- What do you wish to achieve in this time?

And……

- How quickly do you think would the time pass now?

Would it be slower or faster than the last 5 years ??
Time management

NONE OF THESE!
The time would neither be faster nor slower. The clock would move at the same speed, one second at a time. This has never changed and will never change!

What matters is how well YOU keep pace with this speed!
Time management

24 hours is what all have in common.

Yet some achieve SO MUCH in this time and some achieve NOTHING.
DO NOT TRY TO
MANAGE TIME
IT IS IMPOSSIBLE TO MANAGE TIME
TIME MANAGEMENT IS SELF MANAGEMENT
MANAGE YOURSELF IN THE GIVEN TIME
MANAGING TIME IS A HABIT

NOT MANAGING TIME IS ALSO A HABIT
QUADRANTS OF TIME MANAGEMENT

I. URGENT & IMPORTANT
II. IMPORTANT & NOT URGENT
III. URGENT & NOT IMPORTANT
IV. NOT URGENT & NOT IMPORTANT
# Time Management Matrix

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - DO NOW</td>
<td>real major emergencies and crisis issues</td>
<td>planning and preparation</td>
</tr>
<tr>
<td></td>
<td>significant demands for information from</td>
<td>project planning and scheduling</td>
</tr>
<tr>
<td></td>
<td>superiors or customers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>project work with imminent deadline</td>
<td>research and investigation</td>
</tr>
<tr>
<td></td>
<td>meetings and appointments</td>
<td>networking relationship building</td>
</tr>
<tr>
<td></td>
<td>reports and other submissions</td>
<td>thinking and creating</td>
</tr>
<tr>
<td></td>
<td>staff issues or needs</td>
<td>modelling, designing, testing</td>
</tr>
<tr>
<td></td>
<td>problem resolution, fire-fighting, fixes</td>
<td>systems and process development</td>
</tr>
<tr>
<td>2 - REJECT (DIPLOMATICALLY)</td>
<td>trivial and 'off-loaded' requests from others</td>
<td>unnecessary and unchallenged routines</td>
</tr>
<tr>
<td></td>
<td>apparent emergencies</td>
<td>‘comfort’ activities; computer games, net surfing, excessive cigarette breaks</td>
</tr>
<tr>
<td></td>
<td>ad-hoc interruptions</td>
<td>chat and gossip face-to-face and phone</td>
</tr>
<tr>
<td></td>
<td>misunderstandings appearing as complaints</td>
<td>social and domestic communications</td>
</tr>
<tr>
<td></td>
<td>irrelevant distractions</td>
<td>silly emails and text messages</td>
</tr>
<tr>
<td></td>
<td>pointless routines or activities</td>
<td>daydreaming and doodling</td>
</tr>
<tr>
<td></td>
<td>dealing with accumulated unresolved trivia</td>
<td>interrupting others</td>
</tr>
<tr>
<td></td>
<td>duplicated effort</td>
<td>reading nonsense or irrelevant material</td>
</tr>
<tr>
<td></td>
<td>unnecessary double-checking</td>
<td>unnecessary adjusting, tidying, updating equipment, systems, screensavers, etc.</td>
</tr>
<tr>
<td></td>
<td>boss's whims or tantrums</td>
<td>over-long breaks, canteen, kitchen visits</td>
</tr>
</tbody>
</table>
Time Matrix - Results

1. Urgent Important
   - Stress
   - Burnout

2. Not Urgent Important
   - Vision
   - Perspective
   - Control
   - Balance

3. Urgent Not Important
   - Out of Control
   - Short-Term Focus
   - Feel Victimized

4. Not Urgent Not Important
   - Irresponsibility
   - Dependence on Others
Time management

Get “SMART” with TIME

SMART is Simple Measures that Ascertain Resourceful usage of Time
Time management

Getting SMART with time
Some of the measures are:

- To do list
- Goal setting
- Proactiveness
- Priorities (ABC)
- Understanding others
- Improving yourself
Time management - Getting SMART with time

Let us look at each of these in detail

Todo list
A todo list is a standard tool in time management. It usually is a flat list of tasks that a person needs to complete. To increase the efficiency of the ordinary todo list, prioritize the tasks in four different categories:

1. important and urgent,
2. important and not urgent,
3. not important and urgent,
4. not important and not urgent.
Effective time management is learning to say *No* to tasks in categories 3 and 4 to make more time for tasks in categories 1 and 2.

Freeing yourself from doing the unimportant tasks leaves more time to focus on the important matters.

Hence PRIORITISE your tasks and LEARN to SAY *NO* to certain tasks

But if You still need to do those under cat 3&4, then how to proceed?
Time management- Getting SMART with time

- Set some time apart everyday to do such things (say evening 5 to 5.30 ?)
- See whether You can Delegate them to your subordinates
- Do not get immersed in these tasks just because the Boss wants it! The Mantra is PRIORITISE
Goal setting:

Set Rational specific short term goals – short term could be a week, a day or even an hour

Set Directional goals – general direction for long term – say “in one year I should be the HR person here”. This directional goal should answer a question You have to ask Yourself – “What do I want to be 3 years from now?”
Time management- Getting SMART with time

Goal setting:

Once the goals are set, GO for it

Deviate only if the basic premise (circumstances) change

Prioritise Your tasks based on the goals

Set apart some time everyday for Your Directional Goal (Long term) also.
Time management- Getting SMART with time

Proactiveness:

Get proactive in your discussions.

Ask and force Colleagues (including Boss) to explain what they want in one Go! (like the PM in the story).

Then PRIORITIZE the jobs
Time management- Getting SMART with time

Understanding Others

Extremely important in Your job

Understand thoroughly what are the expectations from You.

Ask, clarify, ask again (if you are not clear) before you start the job
Time management - Getting SMART with time

Improving Yourself:

Do a SWOT analysis of Yourself (with no inhibitions)

S – Strength
W – Weakness
O – Opportunity
T – Threats
How do you do a SWOT of yourself?

**Strengths:**

- What advantages do you have?
- What do you do well?
- What relevant resources do you have access to?
- What do other people see as your strengths?
Time management- Getting SMART with time

Weaknesses:

- What could you improve?
- What do you do badly?
- What should you avoid?
- Are You not qualified fully for the future opportunities?

Opportunities:

- Where are the good opportunities facing you?
- What are the interesting trends you are aware of?

Useful opportunities can come from such things as:
Your immediate boss quitting
Alternate portfolio in a related field
Time management- Getting SMART with time

**Threats:**

- What obstacles do you face?
- Are the required specifications for your job changing?
- Is changing technology threatening your position?
- Could any of your weaknesses seriously threaten your job?
- Is there any threat to you which will force you not to take the “Opportunity” when it comes along?
Time management- Getting SMART with time

Chalk out a strategy to overcome your W’s and T’s.

Constantly work towards improvement

It has to be an Everyday affair, not to be accumulated for a week and done at the end of the week.

Put little bit of time apart EVERYDAY for this and You will see the improvement for Yourself very fast
Time management - Getting SMART with time

Carrying out a personal SWOT Analysis is an important step in finding life and career direction.

Working towards minimising your W’s and T’s is the next Most important step.

Remember that improvement is an EVERYDAY affair!
Finding that *EXTRA* hour for improvement is the next most important task.

For improvement, may be, You would need to do some Part time learning.

Here are a few simple steps to find that extra hour for all these.
Time management- Finding that extra hour

*Early or Late* – Get up an hour earlier than usual and / or Go to sleep an hour later than usual. Difficult task of course, but necessary in today’s World

*Delegate and Distribute* – Another way of gaining little extra time – Of course easier said than done – but needs to be done ruthlessly.

*Take quick decisions* – Do not keep pondering over an issue. A timely decision, even if it is not the best one, would provide far better output than a Wonderful decision taken after the time is past!
Time management - Finding that extra hour

Little drops of Water
And Little Grains of Sand
Make the mighty Ocean
And the Pleasant land

So the little Minutes
Humble thought they be
Make the mighty Ages
Of Eternity

This is the Time
This is the Place
This is your Life
This is your Opportunity

Seize the Day
Use this Moment

ACT NOW
Final Tips for Effective Time Management

**Spend time in Planning and Organizing:**
- Think and Plan
- Organize in a way that makes sense to you

**Set Goals:**
- Decide what you want to do
- Take a “SMART” approach
- Goals give you required direction

**Prioritize:**
- Prioritize and identify what you value
- Flagging/Highlighting can be very helpful
- Once prioritize, concentrate on those that would add value

**Use a to do list:**
- Find out what is urgent and important
- Put them in order of preferences
- One completed delete them from your list

**Be Flexible:**
- Allow time of interruptions and distractions
- Save larger block of time for priorities
- Ask yourself questions and get back to your goal

**Consider your Biological Time:**
- Find out which is the best time for you study
- Are you a morning person?
- A night owl?
- Late Afternoon?

**Do Right Things Right:**
- Doing things right is Effectiveness
- Doing things right is Efficiency
- Focus first for Effectiveness
- Concentrate on Efficiency

**Eliminate the Urgent:**
- Urgent tasks have short term Consequences
- Important tasks are long term and goal related
- Flagging and or highlighting items are important
- Attach deadline to each of the items

**Conquer Procrastination:**
- Learn to say “NO”
- Reward Yourself
“The bad news is that time flies.

The good news is that you’re the pilot.”

- Michael Altshuler
Today we learnt

- Through this programme you now understand:
  - Why...?????? Time Management....
  - Need or proper Utilization of Managing time
  - Time Management Model
  - Urgent & Important Quadrant
  - To do list
  - Delegation - to enhance the Action Plan...
  - Ineffective Delegation.....Causes / Solutions
  - SMART – Goal Setting
  - SWOT Analysis
  - Benefits of Time Management.....!!!!!!
Thank you!