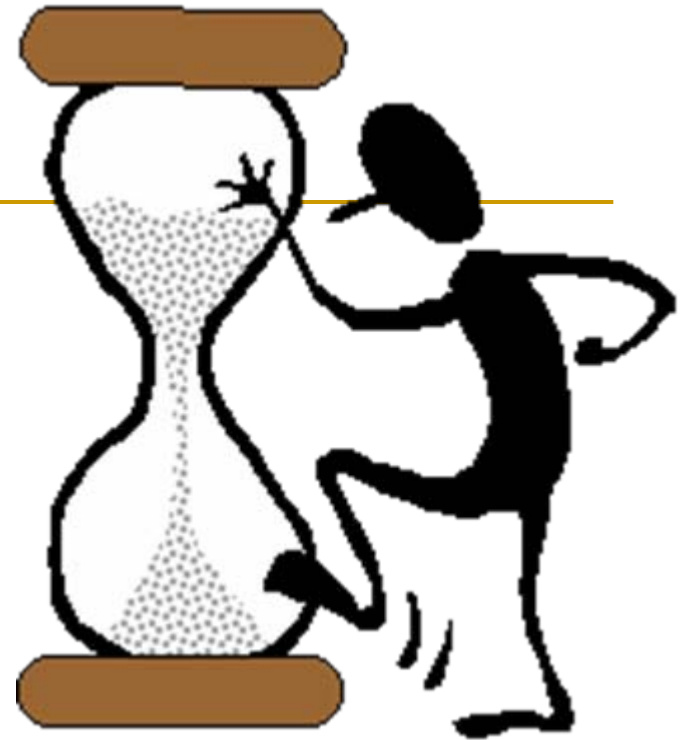


Time Management



What is Time Management?

It is understanding *exactly* how much time we have and how to use it effectively.



Then what is the purpose of *good* time management?

Good time management is a useful personal skill for managing oneself, one's work and the work of others.



- Time is an “ineffable resource” which is finite.
- Time control is a paradox as you can *MANAGE* only yourself in relation to time.



Core Principle of Time Management

*Concentrate on results
and NOT
on being busy*





Your goals and priorities
are the foundation
of professional fulfillment



*Plan for the future
because that's where
you're going to spend the
rest of your life.*

Mark Twain



Personal Goal Setting

"Planning to Live Your Life Your way"

Goal setting is an important method of:

- ❑ Deciding what is important for you to achieve in your work.
- ❑ Separating what is important from what is irrelevant.
- ❑ Motivating yourself to achievement.
- ❑ Increasing your productivity based on measured achievement of goals.



Types of Goals

Rational goals (specific short term)

Directional goals (general goals for long term)

Muddling thru (best option when the environment is in flux)



Exercise: Action Plan

Goal (What do you want to accomplish?)

Driving Forces:

Restraining Forces

Action Plan:

Source: The Big Book of Business Games by John Newstrom & Edward Scannell; 2004



Time Management Grid

Urgency

Quadrant 1
Urgent and Important
"Firefighting"

Quadrant 2
Important but not Urgent
"Quality Time"

Quadrant 3
Urgent but not
Important
"Distraction"

Quadrant 4
Neither Urgent nor
Important.
"Time Wasting"



Four Most Popular Time Robbers

- Phone Interruptions
- Unscheduled Visitors
- Too Much Information
- Travel

Unless you identify the principle culprits (of Time Robbers) and create a plan for eliminating them you will continue wasting time in the same pattern every day for the rest of your life.



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