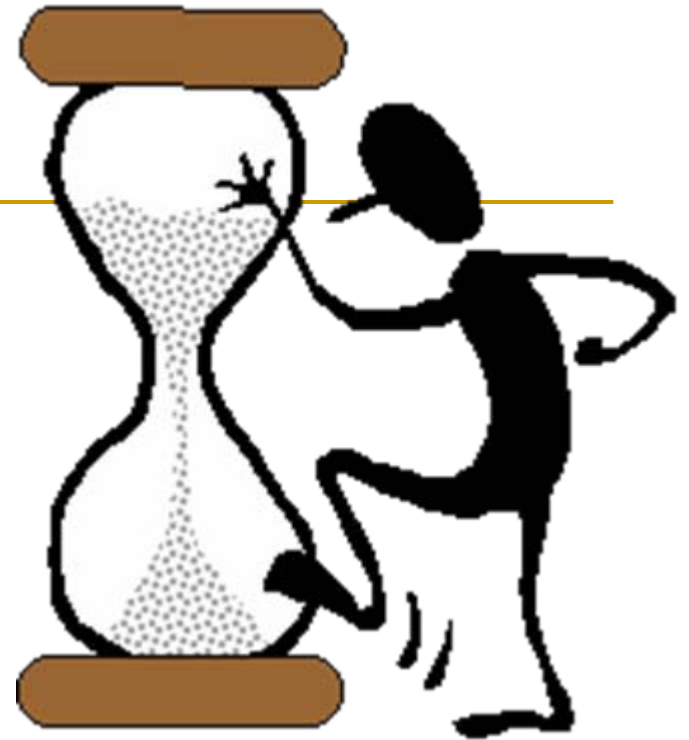


# Time Management



# 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*



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Your goals and priorities  
are the foundation  
of professional fulfillment



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*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.*



# Contact Information

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