

Time Management



“Remember Time is Money”



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Introduction

Time management is the act or **process of planning and exercising conscious control** over the amount of time spent on specific activities, especially to increase **effectiveness, efficiency or productivity.**

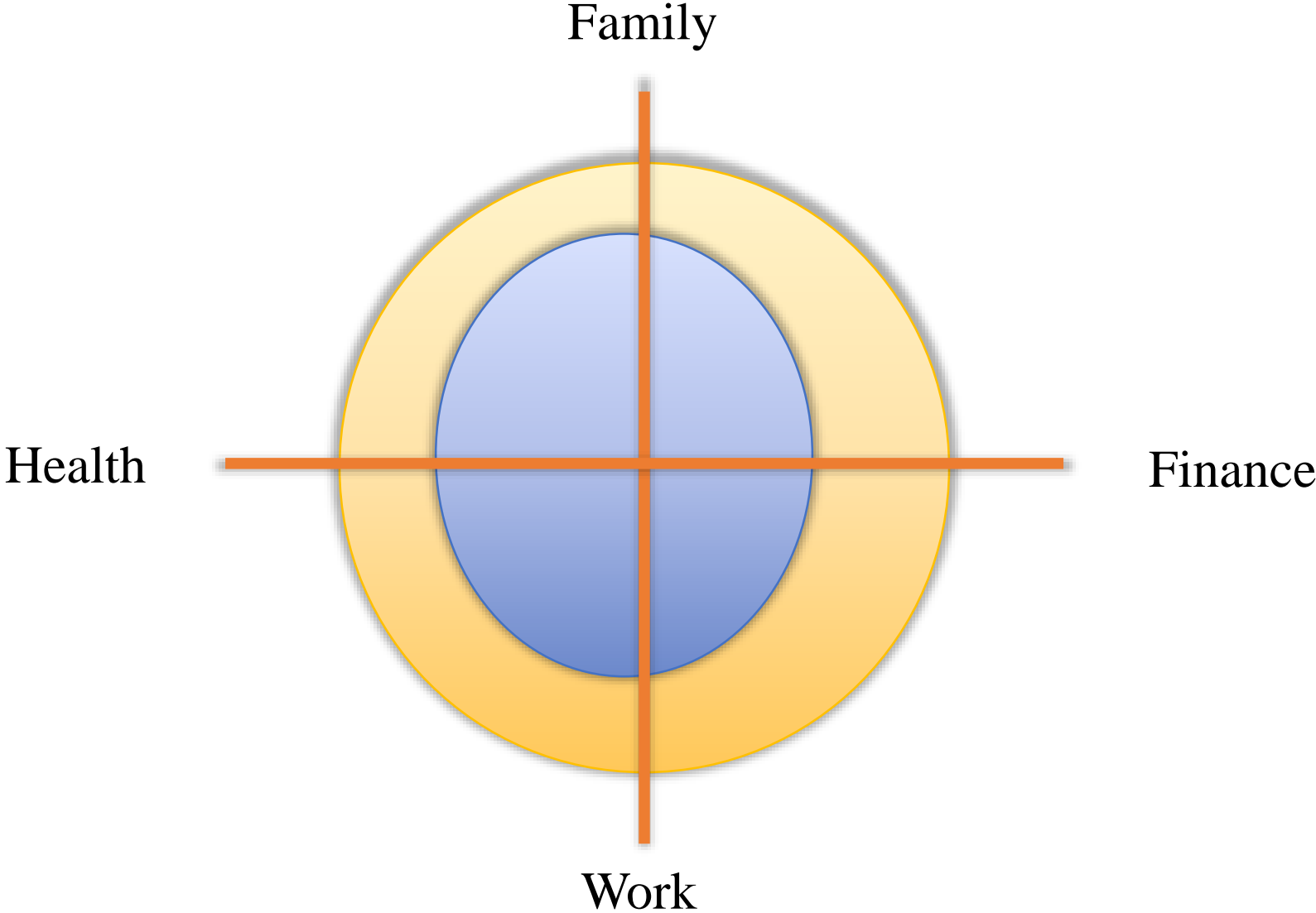
Why Time Management Is Important?

1. Bad time management = stress
2. Time is a special resource that you cannot store or save for later use.
3. Wise time management can help you find the time for what you desire to do or need to do.
4. Time management will help you set up your priorities.
5. Time management helps you make conscious choices, so you can spend more of your time doing things that are important and valuable to you.
6. To avoid damage to our personal life.
7. It keeps you healthy and stress free.

Do you need Time Management?

1. Burnt out, stressed out, rundown and tired?
2. Out of balance; out of control?
3. Frustrated with wheel spinning?
4. Too much to do; not enough time for my family and me.
5. I'm not able to get it all done.
6. Interruptions throw me off track.
7. I procrastinate important items.
8. Less satisfied with what I'm doing now than a few years ago.
9. Too many priorities; often feel unprepared and pressured?

Balance your Life



Time Management What it is?

1. Doing the Right things and not doing things right (efficiency).
2. In control of life not driven by circumstances.
3. Enjoying Journey of life: every day of it, not a perfect day in future.
4. Have a right balance in wheel of life.



Time is a Non Renewable Resource

Once it is gone, it is gone.

**You will never see this moment
again.**

Eighty Six Thousand Four Hundred

Picture this:

1. Each day your bank deposits **\$86,400** in your bank account.
 2. There's just one catch.
 3. You have to spend it all in one day.
 4. You can't carry over any money to the next day.
1. DUH?
 2. You'd spend it all, Right?



Eighty Six Thousand Four Hundred

$$\begin{array}{r} 24 \text{ hours per day} \\ \times \\ 60 \text{ minutes per hour} \\ \times \\ 60 \text{ seconds per minute} \\ = \end{array}$$



86,400 Seconds

Every Seconds Count

1. Spend every second in an efficient and productive way
2. If you fail to use the day's deposits, the loss is yours.

Yesterday is History, Tomorrow's a Mystery

But Today is a Gift, That's Why They Call it



The Present

Urgent vs. Important Matrix

The judgment as to whether activities are urgent, important, both or neither, is crucial for good time management.

Most **inexperienced people**, and **people who are not good at time management, nor in managing their environment**, tend to spend most of their time in **boxes 1 and 3**.

Poor time managers tend to prioritize tasks (and thereby their time), according to who shouted last and loudest (interestingly, loudness normally correlates to seniority, which discourages most people from questioning and probing the real importance and urgency of tasks received from bosses and senior managers).

Any spare time is typically spent in box 4, which comprises only aimless and non-productive activities. Most people spend the least time of all in box 2, which is the most critical area for success, development and proactive self-determination.

Urgent vs. Important Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>DO NOW</p> <ol style="list-style-type: none">1. planned tasks or project work now due2. demands from superiors or customers3. meetings and appointments4. reports and other submissions5. staff issues or needs6. problem resolution, fixes	<p>PLAN TO DO</p> <ol style="list-style-type: none">1. planning, preparation, scheduling2. research, investigation, designing, testing3. networking relationship building4. thinking, creating, designing5. systems and process development6. anticipation and prevention7. developing change, direction, strategy
NOT IMPORTANT	<p>REJECT AND EXPLAIN</p> <ol style="list-style-type: none">1. trivial requests from others2. apparent emergencies3. ad-hoc interruptions and distractions4. misunderstandings appearing as complaints5. pointless routines or activities6. accumulated unresolved trivia	<p>RESIST AND CEASE</p> <ol style="list-style-type: none">1. 'comfort' activities, computer games, net surfing, excessive cigarette breaks2. chat, gossip, social communications3. daydreaming, doodling, over-long breaks4. reading nonsense or irrelevant material5. unnecessary adjusting equipment etc.6. embellishment and over-production

Urgent vs. Important Matrix

DO FIRST

Important – Urgent

Subject to confirming the importance and the urgency of these tasks, do these tasks now. Priorities according to their relative urgency.

LESS URGENT

Important – Not Urgent

Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.

DELEGATE

Not Important – Urgent

Scrutinize and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.

DON'T DO

Not Important – Not Urgent

Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimize or cease altogether. Plan to avoid them.

Balancing Act – The 80/20 Rule

This may come as a surprise, but despite all the talk about life balance, you can benefit tremendously from introducing a little imbalance into your day. I'm referring to the 80/20 rule of time management, which is rooted in what is known as the **Pareto Principle**.



Balancing Act – The 80/20 Rule

Vilfredo Pareto, an Italian economist, “discovered” this principle in 1897 when he observed that 80% of the land in England (and every country he subsequently studied) was owned by 20% of the population.

Pareto's theory of predictable imbalance has since been applied to almost every aspect of modern life. Given a chance, it can make a difference in yours.



Recognizing your 20 percent

Simply put, the 80/20 rule states that the relationship between input and output is rarely, if ever, balanced. When applied to work, it means that approximately 20 percent of your efforts produce 80 percent of the results.

Learning to recognize and then focus on that 20 percent is the key to making the most effective use of your time.

Here are two quick tips to develop 80/20 thinking:

Take a good look at the people around you:

Twenty percent of your colleagues, probably give you 80 percent of the support and satisfaction you need. They are your true advocates. Take good care of them.

Likewise, you can probably name several friends and family members who would be there for you under any circumstances. Try not to put them on the back burner.

Examine your work:

Ask yourself, “*What do I really want to do with my life and my time? What 20 percent of my work should I be focusing on?*”

Implementing the 80/20 rule

Even if you're skeptical, follow the 80/20 principle for a few days just to see what happens. You can start by implementing these “20-percent” tasks right now:

Read Less:

Identify the 20 percent of the journals you get that are most valuable. Read them and trash the rest.

Keep Current:

Make yourself aware of new technological innovations. At the very least, you may be moved to challenge established routines that could be shifting your focus away from your 20 percent.

Remember the Basics:

As you grow your practice, remember your ethics and values. Let them guide your decision making, and you're bound to end up focusing on your 20 percent.

80 percent or 20 percent?

Here are some signs that will help you to recognize whether you're spending your time as you should:

You're in your **80 percent** if the following statements ring true:

1. You're working on tasks other people want you to, but you have no investment in them.
2. You're frequently working on tasks labeled “urgent.”
3. You're spending time on tasks you are not usually good at doing.
4. Activities are taking a lot longer than you expected.
5. You find yourself complaining all the time.

80 percent or 20 percent?

You're in your **20 percent** if:

1. You're engaged in activities that advance your overall goals life (assuming you know what that is —and you should!).
2. You're doing things you have always wanted to do or that make you feel good about yourself.
3. You're working on tasks you don't like, but you're doing them knowing they relate to the bigger picture.
4. You're hiring people to do the tasks you are not good at or don't like doing.
5. You're smiling.

Techniques for Effective Time Management

Plan Each Day:

Planning your day can help you accomplish more and feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.

Prioritize Your Tasks:

Time-consuming but relatively unimportant tasks can consume a lot of your day. Prioritizing tasks will ensure that you spend your time and energy on those that are truly important to you.

Say No To Nonessential Tasks:

Consider your goals and schedule before agreeing to take on additional work.

Delegate:

Take a look at your to-do list and consider what you can pass on to someone else.

Techniques for Effective Time Management

Take The Time You Need To Do A Quality Job:

Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.

Break Large, Time-Consuming Tasks Into Smaller Tasks:

Work on them a few minutes at a time until you get them all done.

Practice The 10-Minute Rule:

Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.

Evaluate How You're Spending Your Time:

Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.

Techniques for Effective Time Management

Limit Distractions:

Block out time on your calendar for big projects. During that time, close your door and turn off your phone, pager and email.

Get Plenty Of Sleep, Eat A Healthy Diet And Exercise Regularly:

A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.

Take a Break When Needed.

Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation to rest and re-energize.

To Realize the Value of:

1. **ONE YEAR**, ask a student who failed a grade.
2. **ONE MONTH**, ask a mother who gave birth to a premature baby.
3. **ONE WEEK**, ask the editor of a weekly newspaper.
4. **ONE DAY**, ask a daily wage laborer with kids to feed.
5. **ONE HOUR**, ask the lovers who are waiting to meet.
6. **ONE MINUTE**, ask a person who missed the train.
7. **ONE SECOND**, ask a person who just avoided an accident.
8. **ONE MILLISECOND**, ask the person who won a silver medal in the Olympics.

Habits which can help

Habit 1: Be Proactive

Being proactive means taking initiative, rather than waiting for others to act first or to make decisions for you. The opposite of proactive is **reactive**; reactive people tend to react to whatever is going on around them. Proactive people, on the other hand, act based on principles and purpose.

Habit 2: Begin with the End in Mind

Remember the carpenter's rule: "Measure twice, cut once." Applied to a professional's life, this means thinking things through, planning your work, and setting realistic goals.

Habit 3: Put First Things First

Make sure to distinguish the goals that are **truly** important (e.g. Milestone / Task) from those that may **seem** urgent but are really not important (e.g. talking to friend). Don't spend too much time doing busy work, or work that appears productive but in reality only keeps you occupied.

Habits which can help

Habit 4: Look Ahead

An essential part of being proactive — as opposed to reactive — is looking ahead. One way to effectively accomplish this goal is to keep a calendar for each month. Fill out each calendar carefully and make note of the targets / task that will likely be difficult for you.

Keeping a weekly schedule can also be very helpful. First, enter all your fixed activities. This means work, family time, friends, meals, chores, and sleep. Also be sure keep an eye on deadlines, due dates, etc. Use this as a master schedule, and make a copy for each week.

Then at the end of each week, enter necessary tasks and shifting activities on the **following week's schedule**. That way, you'll be able to take a look ahead to the coming week and see not only what you must do, but also any available blocks of free time.

Is the Jar Full?



"Okay. Let's find out."



Is the Jar Full?

Seems like
Gravel can
make it space in
that Full Jar...



Is the Jar Full?

Is it Full Now?



"Okay. Let's find out."



Is the Jar Full?

Seems like Sand
can make it
space in that
Full Jar...



Is the Jar Full?

Is it Full Now?



"Okay. Let's find out."



Is the Jar Full?

Seems like
Water can make
it space in that
Full Jar...

What's The Point?



Is the Jar Full?

If you are thinking

“There are gaps, and if you work really hard you can always fit some more things into your life.”

You are Wrong

Is the Jar Full?

The point is this:

**Put the
Big Rocks
in First**



50 Time Saver Techniques

1. Write things down

A common time management mistake is to try to use your memory to keep track of too many details leading to information overload. Using a system to write things down is a great way to take control of your projects and tasks and keep yourself organized.

2. Prioritize your list

Prioritizing your to-do list helps you focus and spend more of your time on the things that really matter to you. Rate your tasks into categories using the ABCD prioritization system described in the Get More Done course.

3. Plan your week

Spend some time at the beginning of each week to plan your schedule. Taking the extra time to do this will help increase your productivity and balance your important long-term projects with your more urgent tasks. All you need is fifteen to thirty minutes each week for your planning session.

50 Time Saver Techniques

4. Carry a notebook

You never know when you are going to have a great idea or brilliant insight. Carry a small notebook with you wherever you go so you can capture your thoughts. If you wait too long to write them down you could forget. Another option is to use a digital recorder.

5. Learn to say no

Many people become overloaded with too much work because they over-commit; they say yes when they really should be saying no. Learn to say no to low priority requests and you will free up time to spend on things that are more important.

6. Think before acting

How many times have you said yes to something you later regretted? Before committing to a new task, stop to think about it before you give your answer. This will prevent you from taking on too much work.

50 Time Saver Techniques

7. Continuously improve yourself

Make time in your schedule to learn new things and develop your natural talents and abilities. For example, you could take a class, attend a training program, or read a book. Continuously improving your knowledge and skills increases your marketability, can help boost your career, and is the most reliable path to financial independence.

8. Think about what you are giving up to do your regular activities

It is a good idea to evaluate regularly how you are spending your time. In some cases, the best thing you can do is to stop doing an activity that is no longer serving you so you can spend the time doing something more valuable. Consider what you are giving up in order to maintain your current activities.

9. Use a time management system

Using a time management system can help you keep track of everything that you need to do, organize and prioritize your work, and develop sound plans to complete it. An integrated system is like glue that holds all the best time management practices together.

50 Time Saver Techniques

10. Identify bad habits

Make a list of bad habits that are stealing your time, sabotaging your goals, and blocking your success. After you do, work on them one at a time and systematically eliminate them from your life. Remember that the easiest way to eliminate a bad habit, is to replace it with a better habit.

11. Don't do other people's work

Are you in the habit of doing other people's work because of a 'hero' mentality? Doing this takes up time that you may not have. Instead, focus on your own projects and goals, learn to delegate effectively, and teach others how to do their own work.

12. Keep a goal journal

Schedule time to set and evaluate your goals. Start a journal and write down your progress for each goal. Go through your goal journal each week to make sure you are on the right track.

50 Time Saver Techniques

13. Don't be a perfectionist

Some tasks don't require your best effort. Sending a short email to a colleague, for example, shouldn't take any more than a few minutes. Learn to distinguish between tasks that deserve to be done excellently and tasks that just need to be done.

14. Beware of “filler” tasks

When you have a to-do list filled with important tasks, be careful not to get distracted by “filler” tasks. Things such as organizing your bookcase or filing papers can wait until you tackle the items that have the highest priority.

15. Avoid “efficiency traps”

Being efficient doesn't necessarily mean that you are being productive. Avoid taking on tasks that you can do with efficiency that don't need to be done at all. Just because you are busy and getting things done doesn't mean you are actually accomplishing anything significant.

50 Time Saver Techniques

16. Utilize “productive procrastination”

Procrastination doesn't necessarily have to be a bad thing if you use it to delay working on low priority tasks that may not need to be done at all. Wait until a task becomes important enough to deserve your time before you work on it.

17. Ask questions

Asking questions can be an effective tool to help keep you on track. Whenever you are unsure of what to do next, just ask yourself “What is the most valuable use of my time right now?”

18. Apply the 80/20 rule

The 80/20 rule states that 20% of your tasks account for 80% of the value in your to-do list. Some tasks have a much greater return on your investment of time and energy than others. Use prioritization to identify and focus your time on these high payoff tasks.

50 Time Saver Techniques

19. Avoid attempting to do too much

While it is good to balance important long-term projects with urgent tasks, you can take this too far. If you spread your time and energy over too many different projects, you may not be able to make meaningful progress on any of them. Good time management often requires that you focus your time on a smaller set of objectives.

20. Use your energy cycles

We all have times in our day when we feel productive and other times when we feel sluggish. Use these highs and lows to your advantage. Get complex and mentally challenging tasks done during your energy highs. During the lows, take care of low priority, routine, or non-challenging tasks.

21. Avoid saving too much stuff in your files

Experts estimate that between 60 and 80 percent of items that people file they never look at again. Learning what to save and what to throw out is the first step in creating an effective filing system.

50 Time Saver Techniques

22. Urgent vs. Important tasks

A key principle in time management is that important things are not always urgent, and urgent things are not always important. Learning to distinguish between the two is essential for effective time management. Weekly planning helps you maintain a balance between projects with long-term importance and your more pressing matters.

23. Make time for important projects

Schedule regular time each week to work on important long-term projects. If a project is important and not urgent, you run the risk of neglecting it unless you make regular time for it.

24. Clean your desk

When you have too many things on your desk, it can be distracting. Only keep things on your desk that are necessary. When you eliminate unnecessary distractions, you will find that you use your time more wisely.

50 Time Saver Techniques

25. Learn to relax

Working hard is important, but you also need to take time off to relax and enjoy yourself. When you do, you will find that you use your time more wisely while you are at work. The extra time off renews your energy and gives your brain much needed rest.

26. Avoid wishful thinking

Wishful thinking can ruin any well-laid plan. Avoid this by identifying risks and learning how to place realistic expectations on your projects. Make sure to schedule room for error and unexpected problems when creating a timeline.

27. Don't over schedule

When you over schedule your days, it can cause unnecessary stress. When creating your weekly plan and scheduling appointments, always create room for error.

50 Time Saver Techniques

28. Learn to group your tasks

In order to use your time wisely, try to perform certain tasks in batches. For example, sort out the papers on your desk and file at the same time, or process several emails in your Inbox at the same time. Related tasks don't take as long when you do them all at once.

29. Don't automate email

Some email programs have a timer so your email gets checked on a certain schedule. Turn this feature off. Handling emails as they come in as a distraction and it wastes time. Depending on your needs, use 3 to 5 predefined times during the day to check your email.

30. Don't file an item that still requires an action on your part

Avoid filing an item that still needs your attention before you record it in your time management system. Otherwise, you might easily forget about that item and the associated work that you still need to do. The same rule applies to emails and paper documents.

50 Time Saver Techniques

31. Balance your time

When you have a lot of different types of activities, you can create a better sense of balance by giving each week a specific focus. For example, you can focus one week on your finances and your home, and the next week on relaxation and fun.

32. Weekly planning routine

Setting up a weekly planning routine will help you manage your time better. Make time to write and prioritize your pending projects and tasks, reconnect to your mission and goals, and create a plan for the upcoming week.

33. Practice easy-reach filing

Trying to find frequently used files in a complex filing system can be frustrating and time consuming. Instead of filing them far away, keep them organized within easy reach. The filing drawers in your desk are a great place to keep frequently used items.

50 Time Saver Techniques

34. File folders and labels

Keeping a supply of file folders and labels nearby can help encourage organization. Instead of keeping papers in piles on top of your desk, you can immediately create an appropriate file for them.

35. Record your favorite shows

Are you addicted to certain television programs? Instead of making your schedule revolve around them, record them so you can view them at your convenience.

36. Learn to speed read

Speed reading is a valuable skill, especially if you spend most of your day reading documents. You can take a class, watch a how-to program, or read a book on the subject.

37. Backup your work

How often do you back up your work? You never know when you will have computer problems. Back up your files frequently to prevent unnecessary stress later.

50 Time Saver Techniques

38. Schedule according to your energy

When do you have the most energy? Learning when you are most energetic will help you use your time more effectively. Perform tasks that require a lot of energy when you have the most of it.

39. Give each item a “home”

One of the key principles in organization is to make sure each item has a home where it naturally belongs. This alone can dramatically increase the organization in your home and office.

40. Sort your magazines and toss out the ones you don't need

To help reduce clutter, throw away any old magazines and newspapers you no longer read. This will help free up space for other items and will help you stay organized.

41. Make checklists for repeat tasks

Are there tasks you need to complete on a routine basis? Making a checklist is an easy way to make sure you finish the task without forgetting anything important.

50 Time Saver Techniques

42. Baby steps to time management

Learning how to manage your time is an art. Make one small change at a time to foster lasting change. Remember that it takes at least a few weeks to form a new habit.

43. Write in a journal

Keeping both a personal and professional journal can help you grow. Use it as a way to review your days and weeks. Think about what you did right, what you would have changed, and how you could have done better.

44. Goals in small steps

Effective goal planning includes a list of smaller tasks that will help you achieve it. When you create a plan of action and take smaller steps, you increase your chances of success.

45. Find a role model

Is there someone who has achieved the same goal as you? Make this person your role model or mentor and follow in their steps. A role model can inspire you and boost your morale when it is low.

50 Time Saver Techniques

46. Just begin!

When you have a goal to achieve or a task to complete, just begin. Once you start, you can use the momentum you develop to help you finish what you start.

47. Organize your workspace

When your workspace is disorganized, it can distract you and make you less productive.

48. Get active

An active body leads to a sharper mind. Develop a consistent exercise routine to help you stay in shape and increase your mental capacity. If you don't have a lot of time to spend, take a few ten minute activity breaks throughout your day.

50 Time Saver Techniques

49. Get enough sleep

If your mind is well rested, you will be more productive. Make sure you get enough sleep every night. When you are over tired, it becomes nearly impossible to perform your best.

50. Have fun

What is life without a little fun? Make time to spend with your friends and loved ones. Having fun will help you feel more satisfied with both life and do your job.

Top 10 Mistakes

1. Keeping too many things in your head
2. Doing whatever grabs your attention next
3. Not spending enough time on your top priorities
4. Doing very efficiently that which needs not be done at all
5. Poor planning
6. Working in a disorganized and distracting work environment
7. Lack on Inflow Management
8. Attempting to do too much
9. Always saying Yes
10. Not managing your inflows
11. Confusing Activity with Productivity

Tick When I Should Tock

Am I trying to Tick when my Body Wants to Tock?

Circadian Rhythms

- 1. Circadian rhythms are internal biological clocks that regulate many functions and activities, including sleep, temperature, metabolism, alertness, blood pressure, heart rate and hormone levels and immunities.**
- 2. About every 24 hours our bodies cycle through metabolic and chemical changes.**
- 3. These Circadian Rhythms are reset by sunlight each morning.**
- 4. Whether you are a “Morning Person” or a “Night Owl” is determined by these cycles.**

Maximize your Efficiency
Work With Your Body Cycles-not Against Them

If we learn to listen to our bodies, we can work with these natural rhythms instead of fighting them.

We can make more efficient use of our time by scheduling certain activities at certain times of the day.

Cognitive Tasks

8am - 12 noon*

Cognitive, or mental, tasks such as reading, calculating, and problem solving are performed most efficiently in the morning.

Short term memory

6 am - 10 am

Short term memory tasks such as last minute reviewing for tests are best performed early in the morning.

**If you are a Night Owl, shift these times about 3-4 hours later in the day.*

Long term memory

1 pm - 4pm*

Longer term Memory tasks such as memorizing speeches and information for application are best performed in the afternoon.

Manual Dexterity

2 pm to 6 pm*

You are most efficient at tasks involving the use of your hands such as keyboarding and carpentry in the afternoon and early evening.

**If you are a Night Owl, shift these times about 3-4 hours later in the day.*

Physical Workouts

4 pm to 9 pm *

Because of Circadian Rhythms it is best to engage in physical activity in the evening when your large muscle coordination is at its peak.

Studies show you will *perceive* the workout to be easier in the evening.

Exercising about 5 hours before bedtime improves the quality of sleep.

**If you are a Night Owl, shift these times about 3-4 hours later in the day.*



*If you fail to Plan
You are Planning to Fail*



Thank You