

Secrets of Time Management



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What is time management?

According to Steven Covey:

- **1st Generation of TM – use of notes and checklists - reactive**
- **2nd Generation – use of calendar and planning books – looking ahead, planning, scheduling**
- **3rd Generation – Clarifying values, then goal setting, prioritizing, weekly and daily projects and tasks**
- **4th Generation – not a matter of managing time, rather managing ourselves**

4th Generation Time Management Super Secret

- Be your own “CEO” – **observe** yourself, **measure** yourself, and hold yourself **accountable**
- Keep your **commitments**
- Find an **accountability partner** (if necessary)

Sydney Smiles

“The shortest way to do many things is to do only one thing at a time.”

QUALITIES OF A POOR TIME MANAGER

- **Inability to meet deadlines**
- **Working in excess of 50 – 60 hours per week**
- **Losing sight of individual objectives and priorities**
- **Making hasty decisions (without considering the ramifications)**
- **Stress**
- **Insufficient time spent with family (little or no social life)**
- **Inability to prioritize**
- **Inherent fear of delegation**
- **Messy Desk**

QUALITIES OF A GOOD TIME MANAGER

- **Clarity of thinking**
- **Decisiveness**
- **Single-mindedness**
- **Good memory**
- **Determination**
- **A methodical approach**
- **Punctuality**
- **Calmness**
- **Objectivity**
- **Rationality**

Where to start?

Understand what hurts our performance:

- **Multitasking** – email, blackberry, phone
 - Each interruption costs us 20 mins. to recover. On average we waste 2 hours each day on interruptions at work
 - 80/20 rule in play. 80% of the accomplishments come from 20% of the effort. Now imagine, if you applied that same efficiency to 100% of your time
- **Distractions and interruptions**
- **Nuisance factors** – emotional, environment, resources
- **Taming the “monkey”**

Here is how to do it

- 1. Clean Focus** – focus on one thing, and one thing only at a time
- 2. Be persistent, from day to day** (Napoleon Hill advice)
- 3. Be clear about your goals and values**
- 4. Create Routines** – same thing, same time, everyday
- 5. Work in time blocks (1-2 hours minimum)**
- 6. Set aside time for renewal**

Projects vs Tasks

- **Create Projects rather than tasks**
- **Have 5 or 6 Projects (max) at a time, they may have several tasks within each**
- **Examples of Projects:**
 - Do shopping
 - Spend time with family
 - Write reports
- **Examples of tasks:**
 - Go to Safeway
 - Go to Macys
 - Attend school baseball league game

Calendar

June 05, 2003

June 2003						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Calendars

- Calendar
- Project Schedule

Other Calendars

- Alex Hankin
- Chris Gray
- Dave Natsuhara
- Jane Clayton
- Sandra Martinez
- Vadim Sazanovich

Open a Shared Calendar...

Share My Calendar...

Mail

Calendar

Contacts

Tasks

Calendar	Alex Hankin	David Natsuhara
Wednesday, June 05		
Ryan's Birthday		
7 am		
8:00		
9:00	Work on paper license for Adventure Works	Discuss this morning's agenda items (Conf Room 18/2198 (12))
10:00	How many widgets can we ship in a single box? (Bldg. 18 - Willow Room 13/A)	
11:00		Visit the barber shop
12 pm	Working lunch about future plans (Cafe 16)	Lunch?
1:00		
2:00	Executive Review of April Project (Executive Boardroom 3)	
3:00	Work out (Fitness club)	Talk about skydiving equipment (Don's Office)
4:00	Part 2: Product reviews and capitalization (Riana Room - Conference Center A)	
5:00		
6:00		
7:00		
8:00		

How to prioritize between important and urgent tasks

	Due Soon	Not Due Soon
Important	1	2
Not Important	3	4

What is implied in the previous slide?

You must take care of **URGENT AND IMPORTANT** items **FIRST**.

You must place the **LESS IMPORTANT AND LESS URGENT** items **LAST**

That much is clear – just common sense

Think of **URGENT** as “tactical”
Think of **IMPORTANT** as “strategic”

Next, allocate more time to quadrant #2, items that are **STRATEGICALLY IMPORTANT BUT LESS URGENT**,

ahead of

Quadrant #3, items that are **TACTICALLY IMPORTANT AND LESS IMPORTANT**



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 prioritized, focus first on those items that add value

Use a to do list:

- Determine what is urgent (tactical) and what is important (strategic)
- Put them in order of preferences
- One completed delete them from your list

Be Flexible:

- Allow time for interruptions and distractions
- Carve out large blocks of time for priorities (important stuff)
- If distracted, ask yourself questions and get back to your goal



More Tips for Effective Time Management

Get to know your Biological (Energy) Clock:

- Find out which is the best time for you to be productive
- Are you a morning person?
- A night owl?
- Late Afternoon person? Then schedule tough tasks for the late afternoon.

Do First Things First:

- Doing things right is Effectiveness
- Doing things in proper order increased your 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" to every interruption
- Renew and reward Yourself to inspire greater accomplishments

Weekly Time Management Grid

Time	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

Quarterly Planning Grid

Date	Week	Monday	Tuesday	Wed.	Thurs.	Friday	Sat.	Sunday
	1 st							
	2 nd							
	3 rd							
	4 th							
	5 th							
	6 th							
	7 th							
	8 th							
	9 th							
	10 th							
	Finals							

Daily Time Management

Projects to do list

Date: Monday __/__/__

1. _____

Priority

High Medium Low

2. _____

Priority

High Medium Low

3. _____

Priority

High Medium Low

4. _____

Priority

High Medium Low

5. _____

Priority

High Medium Low

6. _____

Priority

High Medium Low

Date: Tuesday __/__/__

1. _____

Priority

High Medium Low

2. _____

Priority

High Medium Low

3. _____

Priority

High Medium Low

4. _____

Priority

High Medium Low

5. _____

Priority

High Medium Low

6. _____

Priority

High Medium Low

Time Management Grid

Date: Day ___/___/___	
Plan	Monitor
7:00	7:00
7:15	
7:30	Email
7:45	
8:00	Staff Meetings
8:15	
8:30	
8:45	
9:00	
9:15	
9:30	
9:45	Return Phone Calls
10:00	
10:15	
10:30	Flexible
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	
12:15	
12:30	Email
12:45	

1:00	1:00
1:15	Lunch, Rest, Recovery
1:30	
1:45	
2:00	Return Phone Calls
2:15	
2:30	
2:45	Reports, Memos, Reviews
3:00	
3:15	
3:30	
3:45	
4:00	
4:15	Flexible
4:30	
4:45	
5:00	5:00
5:15	Email
5:30	
5:45	
6:00	Tidy up desk, plan for tomorrow
6:15	
6:30	
6:45	
7:00	7:00