



Basics of time management



Time Management



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Time management refers to;

- Managing time effectively, so that the **right time** is allocated to the **right activity**.
- Making the **best use of time**, as time is always limited.

**Time is always
in a short supply**



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Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time.



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HOW TO LIVE ON TWENTY- FOUR HOURS A DAY



- Arnold Bennett's book published in 1907.
- Henry Ford gave 500 copies of the book to his managers.
- President of another American motor company issued 18000 copies – one to each employee.



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TIME AWARENESS – TIME TRACKING

- Peter Drucker : “Make sure you know where your time goes.”
- Don't depend on memory. Keep a time log.
- See that your time is spend as per your priorities or your core responsibilities.



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Time Management Includes:



1. Effective Planning
2. Setting goals and objectives
3. Setting deadlines
4. Delegation of responsibilities
5. Prioritizing activities as per their importance
6. Spending the right time on the right activity



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Setting deadlines is important!

- Ask yourself “how much time needs to be devoted to a particular task?”
- Set deadlines for every task, and be committed to.
 - Do not wait for your superiors to ask you every time.
 - Learn to be self driven.





MANAGERS TIME



- Planning is key managerial function but research shows that less than 5% of management time goes on planning.
- Pareto Principle : Twenty percent of your time will produce 80% of your productive output. Can you afford not to manage at-least that 20% ?
- Parkinson's Law : Work expands to fill the time available for it. Beware !



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Prioritizing importance!

- Prioritize tasks as per their importance and urgency.
 - Know the difference between important and urgent work.
- Identify which tasks should be done along the day, and during the month.





TIME MANAGEMENT MATRIX- CLASSIFICATION OF ACTIVITIES

URGENCY/ IMPORTANCE	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4



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Spending right time on your activities!



- Develop the habit of doing the right thing at the right time.
- Work done at the wrong time is not of much use.
- Keep some time separate for your personal calls or checking updates on Face book or Twitter.
 - After all human being is not a machine.



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Time Management Techniques



- Time management refers to the judicious use of time for achieving success in life.
- Time Management helps an individual to make the best possible use of time.
- It is essential for individuals to value time and allocate the right time to the right activity.
- **Let us go through some Time Management Techniques:**



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1- Set Your Priorities



- Prepare a “TO DO” List or a “Task Plan” to jot down tasks you need to complete against the time slot assigned to each activity.



- High priority tasks must be written on top followed by tasks which can be done a little later.
- Make sure you stick to your task list.



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2- Finish Your Assignments on Time



- Tick the tasks you have already finished.



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3- Differentiate Between Urgent and Important



- Important “ ... of great significance or value”
- Urgent “ requiring immediate action or attention”

First, finish off what all is urgent and important.

- Do not begin your day with something which is not so important and can be done a little later.
- Do not wait for your Boss's reminders.



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4- Stay Focused

- While doing an urgent job, do not leave your work station.
- Going for strolls in the middle of an urgent work breaks continuity and makes you loose focus.





5- Add Life to Work



- In your daily schedule, you should include time for:
 - Tea breaks
 - Net surfing
 - Personal calls
- Human being is not a machine who can work at a stretch for eight to nine hours.
- Assign 30:45 minutes to check updates on social networking sites, call your friends or family or go for smoke breaks etc.



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6- Set Realistic Targets

- Know what you need to achieve and in what duration?
- Do not lie to yourself.
- Assigning one hour to a task which you yourself know would require much more time does not make sense.



7- Don't Overload Yourself

- Say a firm “no” to your boss if you feel you would not be able to complete a certain assignment within the assigned deadline.
- Don't worry, he will not feel bad.
- Probably he can assign the same to any of your fellow workers.
- Accept tasks which you are really confident about.



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8- Be Disciplined and Punctual



- Avoid taking unnecessary leaves from work.
- Reach work on time as it helps you to plan your day better.



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9- Be organized



➤ Keep things at their proper places.

- Files must be kept at their respective drawers.
- Staple important documents and put them in a proper folder.
- Learn to be a little more organized, this will save your time which goes on unnecessary searching.

➤ Develop the habit of using an organizer

- It helps you plan things better.
- Keep a notepad and a pen handy.
- Do not write contact numbers or email IDs on loose papers. You will waste half of your time searching them.
- Manage your emails, create separate folders for each client.
- Do not clutter your desktop.



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10- Enjoy your work



- Do not treat your organization as a mere source of money, change your attitude.
- Avoid playing games on computer or cell phones during office hours, it is unprofessional.
- Do not work only when your boss is around, taking ownership of work pays you in the long run.





EFFICIENCY vs EFFECTIVENESS

- Often worst performers are those who seem to be working hardest and longest. They are very busy but not necessarily **effective**.



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MAKE THE TELEPHONE WORK FOR YOU

- Telephone is a great time-saving tool in right hands.
- Plan your calls.
- Set aside a period of time for making and if possible, receiving calls
- Timing for each call.



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**Wish you to
become very well
organized!**



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