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Planning and Time Management

Chapter 3 lecturer-2

MGM111

Principle of Management

Time Management



Learning outcomes

- * Time Define***
- * Value of Time***
- * Time Management Skills***
- * Time Management System***
- * Time management techniques***
- * Time preferences – planning***
- * Project Time Management Processes***

Time Define

- * Time is the period between two events or during which something exists, happens or acts.
- * Time is finite, instant, constant and, in a sense, an illusion.
- * *“The only reason for time is so that everything does not happen at once.”* Albert Einstein

What is Time Management?

- *The act or process of exercising conscious control over the amount of time spent on specific activities, especially to increase productivity and efficiency.**



Value of Time

- * Time is the greatest management resource.
- * All other resources can be increased, but time is fixed.
- * What is your time worth in ?
- * Ironically, good managers of time are often given *more* to do...



Goals and Time Management

- * **Goals** are the *heart* of time management.
- * They should:
 - Be written in specific terms
 - Have a time frame
 - Be measurable, important and in line with agencies organizational goals
 - Be challenging yet achievable.



Stephen Covey Approaches Habits of Highly Effective People

First Generation	Clocks, watches, computers to let you know when task is completed
Second Generation	Planning & preparation based on calendar and appointment books; setting goals
Third Generation	Planning, prioritizing, controlling (using personal organizer, other paper-based objects, or computer or PDA-based systems) activities on a daily basis
Fourth generation	Being efficient and proactive using any of the above tools; places goals and roles as the controlling element of the system and favors the importance of urgency.

Time Management Skills

❑ At the heart of time management is an important shift in focus:

- * Concentrate on results, not on being busy.

❑ 80 : 20 Rule

- * Summed up in Pareto Principle
 - * Typically 80% of unfocused time effort generates only 20% of results
 - * Remaining 80% of results are achieved with only 20% of effort.



How Good is Your Time Management?

- * How often do you find yourself running out of time?**
 - * Weekly**
 - * Daily?**
 - * Hourly?**
- * For many there just doesn't seem to be enough time to accomplish everything that has to be done.**

(Time Management Survey)



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Time Management System

- * A time management system is a designed combination of processes, tools, techniques, and methods



Ten Common Time Management Mistakes

1. Failing to keep a To-Do list.
2. Not setting personal goals
3. Not prioritizing
4. Failing to manage distractions
5. Procrastination
6. Taking on too much
7. Thriving on “Busy”
8. Multitasking
9. Not taking breaks
10. Ineffectively scheduling tasks



The "Three Ps" of Effective Time Management

Developed by Andrew Berner

1.Planning.

2.Priorities.

3.Procrastination.

Ten Myths about Time

1. **Myth:** Time can be managed.
2. **Myth:** The longer or harder you work the more you accomplish.
3. **Myth:** If you want something done right, do it yourself.
4. **Myth:** You aren't supposed to enjoy work.
5. **Myth:** We should take pride in working hard.

Ten Myths about Time

6. **Myth:** You should try to do the most in the least amount of time.
7. **Myth:** Technology will help you do it better, faster.
8. **Myth:** Do one thing at a time.
9. **Myth:** Handle paper only once.
10. **Myth:** Get more done and you'll be happier.

Time Wasters

- * Attempting too much.
- * Not saying no.
- * Incomplete information.
- * Management by crisis, fire fighting.
- * Interruptions.



External time wasters

☐ Be aware of ways others or the environment waste your time:

- ☐ Interruptions, especially email
- ☐ Office socializing
- ☐ Too many meetings
- ☐ Unscheduled visitors
- ☐ Poor work environment
- ☐ Unclear goals
- ☐ Trying to get other's cooperation
- ☐ Bureaucratic "red tape"
- ☐ Others you can think of

Internal time wasters

- ☐ ***Be aware of ways in which you waste your own time:***

- ☐ Procrastination
- ☐ Lack of planning
- ☐ Lack of priorities
- ☐ Indecision
- ☐ Slow reading skills
- ☐ Physical or mental exhaustion
- ☐ Not being able to say “no”
- ☐ Messy work areas
- ☐ Low motivation
- ☐ Others you can think of

Making the Best Use of Time

- * Decide that you don't *have* to please everyone.**
- * Let go—don't be a perfectionist.**
- * Resist the temptation to do small, insignificant tasks too well.**
- * Outsource what you can.**



Timing

**Knowing when
not to work is as
important as
knowing when to
work.**

**Save the easiest tasks
for the end of the
day.**

Time management techniques

- * **What do you currently use?**
- Are they effective/not effective?
- What are their advantages and/or disadvantages?



Time preferences - planning

☐ Do you plan or go with the flow?

- * **Planners** – how do you feel when you have to leave things undecided or make changes at the last minute?
- * **Go with the flow** – how do you feel having to account to others for what you are doing and when?

Time preferences

- Your preference will influence how you want to spend your time
- Both planning and going with the flow have their strengths but you need to be aware that working with others you need to be flexible
- Pressure to be planners and planning is a key task in time management
- If you need to be responsive to others you may not be able to plan you whole day ahead of time
- Having a fixed plan can sometimes make it difficult to take advantage of new opportunities



In order to manage our time effectively we need to know what we have to do

Urgent/Important	Not urgent/Important
Crises Fire fighting Unplanned activities	Major projects Planned tasks
Urgent/Not important	Not important/Not urgent
Emails Interruptions Other expectations	Socialising Pleasant distractions

Another way of looking at this...



And one more way!

Urgent

Not urgent

Important

NECESSITY

Your key action

Manage

Activities

- Crisis
- Deadline driven activities
- “True emergencies”
- Pressing problems
- Last minute preparation

QUALITY & PERSONAL LEADERSHIP

Your key action

Focus

Activities

- Preparation and planning
- Empowerment
- Relationship building
- Delegation

Not important

DECEPTION

Your key action

Use caution or avoid

Activities

- Meeting other people’s priorities and expectations
- Frequent interruptions
- Most emails, some calls
- Urgency masquerading as importance

WASTE

Your key action

Avoid

Activities

- Escapist activities
- Busy work
- Junk mail
- Some emails
- Some calls



Time Management Summary

Key Issues:

- **Goal Setting**
- **Prioritization**
- **Managing Interruptions**
- **Procrastination**
- **Scheduling**

Key Points:

- **Time management is an essential skill that helps keep your work under control, at the same time that it helps you keep stress to a minimum**

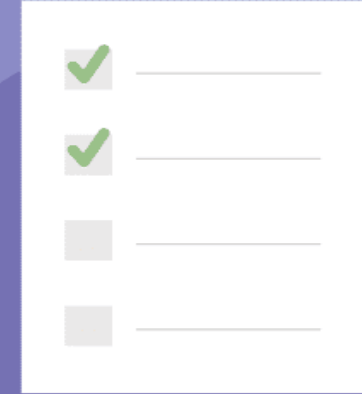
TOP TIME MANAGEMENT SKILLS



Prioritizing



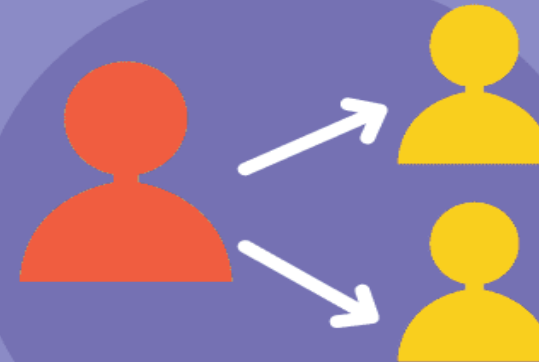
Scheduling



Keeping a To-Do List



Resting



Delegation

Time Management Tips

1. Set goals correctly

2. Prioritize wisely

3. Set a time limit

4. Take breaks between tasks

5. Organize yourself

6. Remove non-essential tasks

7. Plan ahead



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Project Time Management Processes

- 
- 1. Define Activities***
 - 2. Sequence Activities***
 - 3. Estimate Activity Resources***
 - 4. Estimate Activity Durations***
 - 5. Develop Schedule***
 - 6. Control Schedule***



THANKS