




Time Management

Most of us bewail the fact that there are not enough hours in the day to accomplish all the tasks we know need to be done. Often, we find that we have ignored an important task in order to do a less important one. Even when we set goals, we frequently miss them. What is it that causes us to fail so often in the task of time management? In this seminar, we will explore the problems each of us face in managing our time effectively, relating them to his or her own experiences and suggesting a number of practical ways in which leaders can tackle their biggest weaknesses in this area.



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Time Management - General Principles

**John Lenton
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What are your biggest time-wasters?

- **Telephone interruptions**
- **People wanting to see you**
- **Not having someone to delegate tasks to**
- **Too many things to do**
- **E-mail**
- **Paperwork**
- **Something else...**

Your biggest time-waster is...



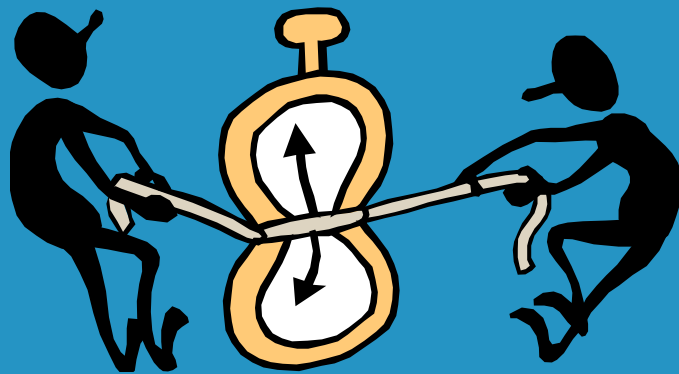
You

**“We have met the enemy - and
they is *us*...”**

- Pogo

Planning...

**...Puts you in control of your day!
Or would you prefer *other people*
to be in control of your day?**



Planning: a 4-stage process...

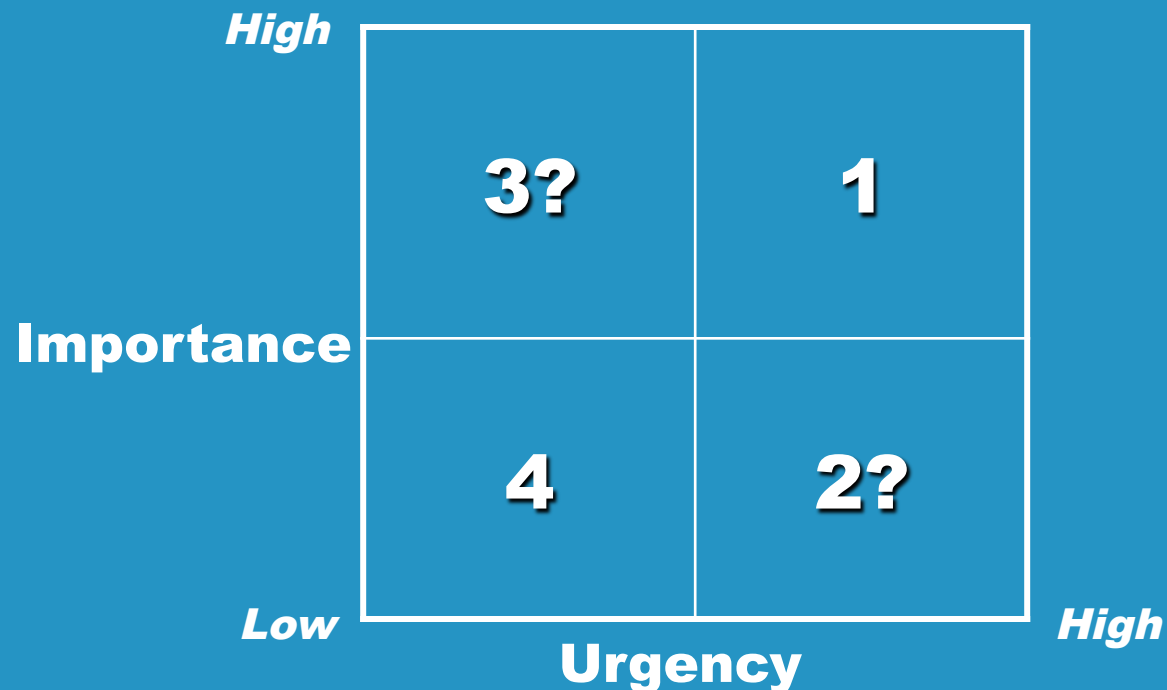


Goals – WHAT shall we focus our time on?

- ***Predetermined results*** to be achieved by a certain time.
- Professional and/or personal goals
- Big goals: break down into Short Term ***objectives...*** “***What must I do to achieve the goal?***”
 - Goal = write book by 31/12;
 - Objective No. 1 = write outline by 28/2;
 - Objective No. 2 = Chapter 1 by 15/3... etc.
- Then break down objectives into ***tasks...*** “***What must I do today to reach objective?***”

Priorities – What should we do *FIRST*?

- **Priorities = objectives/tasks in order of importance/urgency..**





First things *first*: Advice to a busy CEO...

Write down...

- **What you have to do tomorrow**
- **Now number them in order of real importance / urgency**
- **Tomorrow, start on #1: don't stop till you've done everything you can. Then go to #2... do the same; then #3 ... etc.**
- **If you can't finish everything, it's OK... you will have done the most important.**
- **Do this every working day**

The Secret of Good Time Management...

Identify your #1 Priority...

And do it *first*.





Your Ideal Day: WHEN to do which tasks?

Normal day:

- **Regular fixed appointments (classes, church, choir...) – not a choice when we do them.**
- **Everything else: we can choose at what time we do them!**
- **Personal energy cycle: when am I fresher, more energetic, more alert? When am I less effective?**
- **“Ideal Day”: template for Daily Plan**



Inadequate Planning

Plan your day... or events/others will do it for you!

- **Get #1 done first in work day**
 - **Not after clearing desk**
 - **Not after e-mail, newspaper, etc.**
- **Do daily plan one week at a time**
- **Recommended: Do a monthly plan for 18 months ahead, to capture major events/targets**

The Daily Plan

Monday	Tuesday
Goals:	Goals:
Prepare daily plan for week!	Start book outline
0800	0800
Do daily plan for week	Work on book outline
0900	0900
Anul II Etica	
1000	1000

- Prepare weekly; review and action daily

- Goals: What must I achieve today?

- Schedule appointments
- but allocate time to achieve tasks!



Benefits of Daily Plan

- **Enhanced sense of purpose – driven by own priorities, not those of others.**
- **Reduces decisions on “What to do next?”**
- **Increases output of work, improves quality of work**
- **Improved sense of control over time; less frustration.**

**....PROVIDED THAT YOU DO IT AND
THEN STICK TO IT!**



Putting it all together...

- ***Start* with Goals → Short-Term Objectives → Immediate Tasks.**
- ***Link* today's activities to those goals/objectives/tasks**
- ***Assign priorities* to today's tasks**
- ***Schedule* tasks according to priorities and your own ideal day**
- **STAY ON TRACK, using the Plan to guide you through crises & interruptions**



Recommended Reading

***The Time Trap, Alec Mackenzie* [Main source of this material]**

- Paperback 240 pages (July 1, 1997)
- Publisher: Amacom
- ISBN: 081447926X

The Now Habit: Strategic Program for Overcoming Procrastination and Enjoying Guilt-free Play, Neil A. Fiore

- Paperback 224 pages (January 1, 1989)
- Publisher: G P Putnam's Sons
- ISBN: 0874775043

Time Management 24/7: How to Double Your Effectiveness, Simon Phillips

- Paperback 200 pages (August 2002)
- Publisher: McGraw-Hill Education
- ISBN: 007709963X