

TIME MANAGEMENT



TIME MANAGEMENT DEFINITION

“TIME MANAGEMENT” IS THE PROCESS OF ORGANIZING AND PLANNING HOW TO DIVIDE YOUR TIME BETWEEN SPECIFIC ACTIVITIES. GOOD TIME MANAGEMENT ENABLES YOU TO WORK SMARTER – NOT HARDER – SO THAT YOU GET MORE DONE IN LESS TIME, EVEN WHEN TIME IS TIGHT AND PRESSURES ARE HIGH. FAILING TO MANAGE YOUR TIME DAMAGES YOUR EFFECTIVENESS AND CAUSES STRESS.



IT SEEMS THAT THERE IS NEVER ENOUGH TIME IN THE DAY. BUT, SINCE WE ALL GET THE SAME 24 HOURS, WHY IS IT THAT SOME PEOPLE ACHIEVE SO MUCH MORE WITH THEIR TIME THAN OTHERS? THE ANSWER LIES IN GOOD TIME MANAGEMENT.



**THE HIGHEST ACHIEVERS
MANAGE THEIR TIME
EXCEPTIONALLY WELL. BY
USING THE TIME-
MANAGEMENT TECHNIQUES
IN THIS SECTION, YOU CAN
IMPROVE YOUR ABILITY TO
FUNCTION MORE
EFFECTIVELY – EVEN WHEN
TIME IS TIGHT AND
PRESSURES ARE HIGH.**



**GOOD TIME MANAGEMENT REQUIRES AN IMPORTANT
SHIFT IN FOCUS FROM ACTIVITIES TO RESULTS:**

BEING BUSY ISN'T THE SAME AS BEING EFFECTIVE.

**(IRONICALLY, THE OPPOSITE IS OFTEN CLOSER TO THE
TRUTH.)**





SPENDING YOUR DAY IN A FRENZY OF ACTIVITY OFTEN ACHIEVES LESS, BECAUSE YOU'RE DIVIDING YOUR ATTENTION BETWEEN SO MANY DIFFERENT TASKS. GOOD TIME MANAGEMENT LETS YOU WORK SMARTER – NOT HARDER – SO YOU GET MORE DONE IN LESS TIME.

WHAT IS TIME MANAGEMENT?

**“TIME MANAGEMENT”
REFERS TO THE WAY THAT
YOU ORGANIZE AND PLAN
HOW LONG YOU SPEND
ON SPECIFIC ACTIVITIES.**



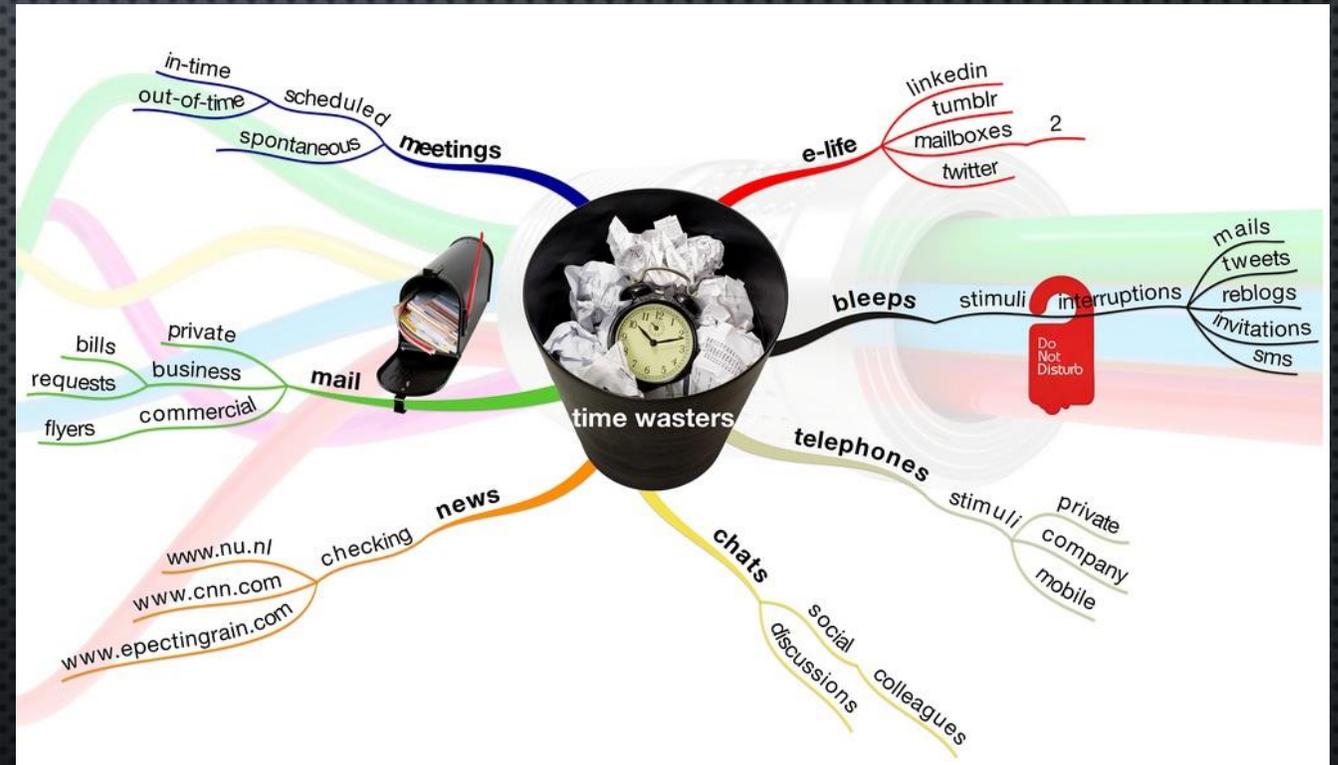
IT MAY SEEM COUNTER-INTUITIVE TO DEDICATE PRECIOUS TIME TO LEARNING ABOUT TIME MANAGEMENT, INSTEAD OF USING IT TO GET ON WITH YOUR WORK, BUT THE BENEFITS ARE ENORMOUS:

- **GREATER PRODUCTIVITY AND EFFICIENCY.**
- **A BETTER PROFESSIONAL REPUTATION.**
- **LESS STRESS.**
- **INCREASED OPPORTUNITIES FOR ADVANCEMENT.**
- **GREATER OPPORTUNITIES TO ACHIEVE IMPORTANT LIFE AND CAREER GOALS.**



FAILING TO MANAGE YOUR TIME EFFECTIVELY CAN HAVE SOME VERY UNDESIRABLE CONSEQUENCES:

- MISSED DEADLINES.
- INEFFICIENT WORK FLOW.
- POOR WORK QUALITY.
- A POOR PROFESSIONAL REPUTATION AND A STALLED CAREER.
- HIGHER STRESS LEVELS.



**SPENDING A LITTLE TIME
LEARNING ABOUT TIME-
MANAGEMENT TECHNIQUES
WILL HAVE HUGE BENEFITS
NOW – AND THROUGHOUT
YOUR CAREER.**



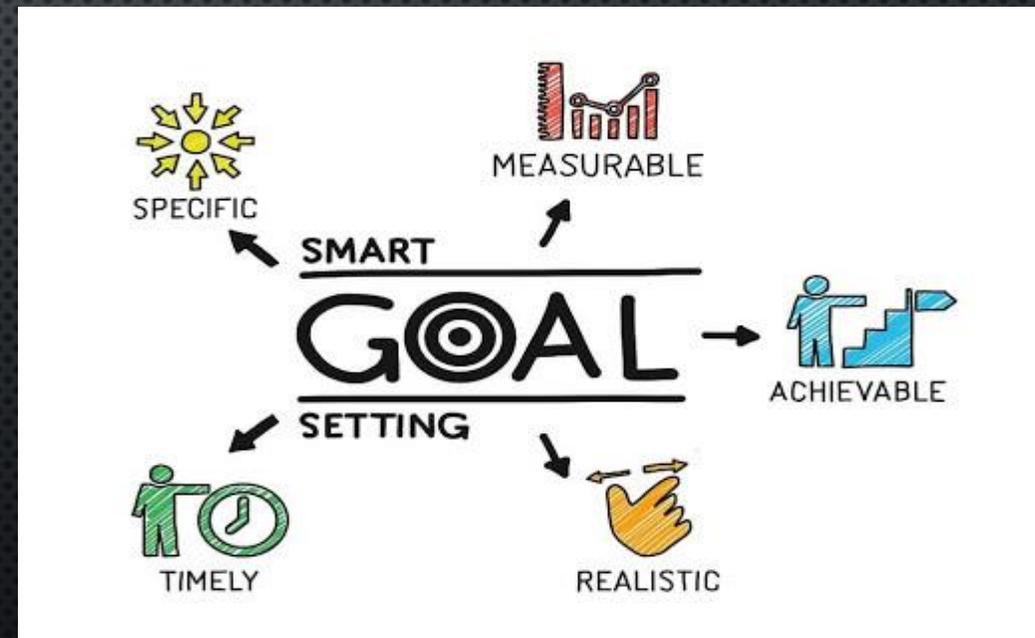
LIST OF TIPS FOR EFFECTIVE TIME MANAGEMENT

AFTER CONSIDERING THE BENEFITS OF TIME MANAGEMENT, LET'S LOOK AT SOME WAYS TO MANAGE TIME EFFECTIVELY:



1. SET GOALS CORRECTLY

SET GOALS THAT ARE ACHIEVABLE AND MEASURABLE. USE THE SMART METHOD WHEN SETTING GOALS. IN ESSENCE, MAKE SURE THE GOALS YOU SET ARE **S**PECIFIC, **M**EASURABLE, **A**TTAINABLE, **R**ELEVANT, AND **T**IMELY.



2. PRIORITIZE WISELY



PRIORITIZE TASKS BASED ON IMPORTANCE AND URGENCY. FOR EXAMPLE, LOOK AT YOUR DAILY TASKS AND DETERMINE WHICH ARE:

- **IMPORTANT AND URGENT: DO THESE TASKS RIGHT AWAY.**
- **IMPORTANT BUT NOT URGENT: DECIDE WHEN TO DO THESE TASKS.**
- **URGENT BUT NOT IMPORTANT: DELEGATE THESE TASKS IF POSSIBLE.**
- **NOT URGENT AND NOT IMPORTANT: SET THESE ASIDE TO DO LATER.**

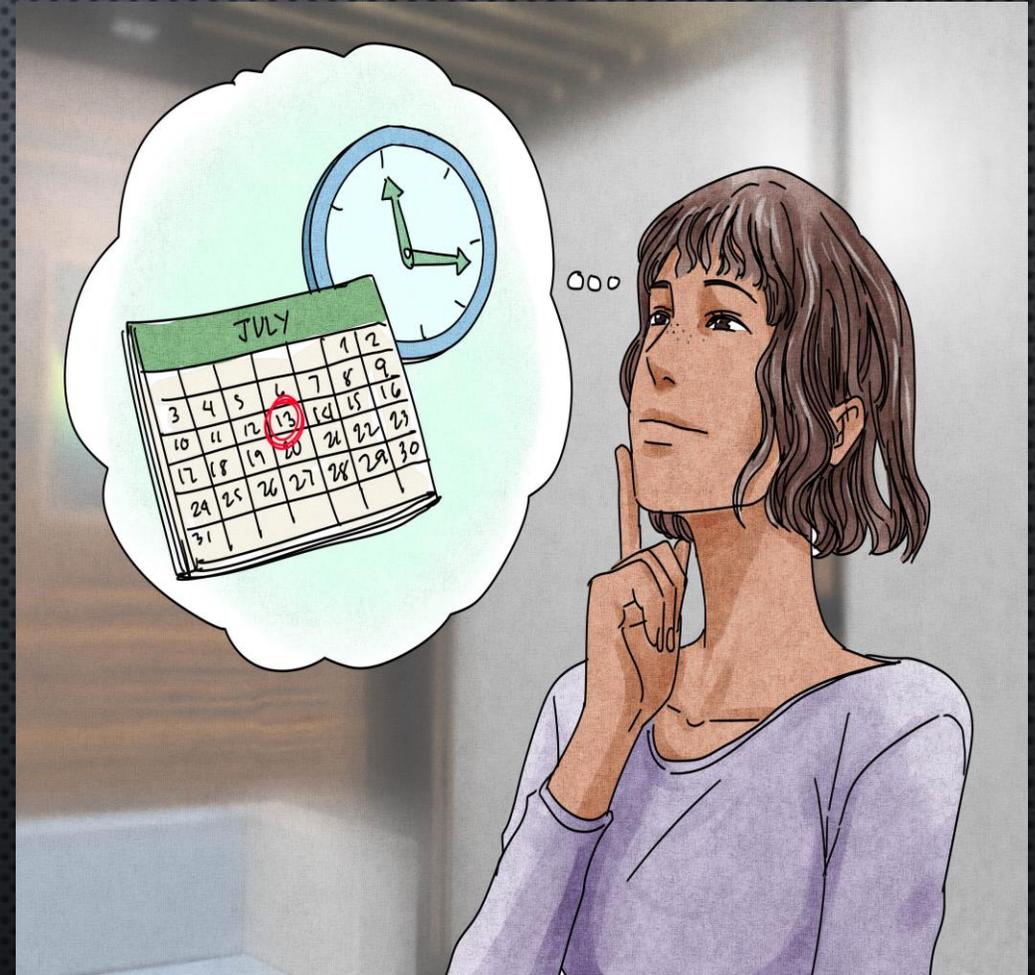
3. TAKE A BREAK BETWEEN TASKS

WHEN DOING A LOT OF TASKS WITHOUT A BREAK, IT IS HARDER TO STAY FOCUSED AND MOTIVATED. ALLOW SOME DOWNTIME BETWEEN TASKS TO CLEAR YOUR HEAD AND REFRESH YOURSELF. CONSIDER GRABBING A BRIEF NAP, GOING FOR A SHORT WALK, OR MEDITATING.



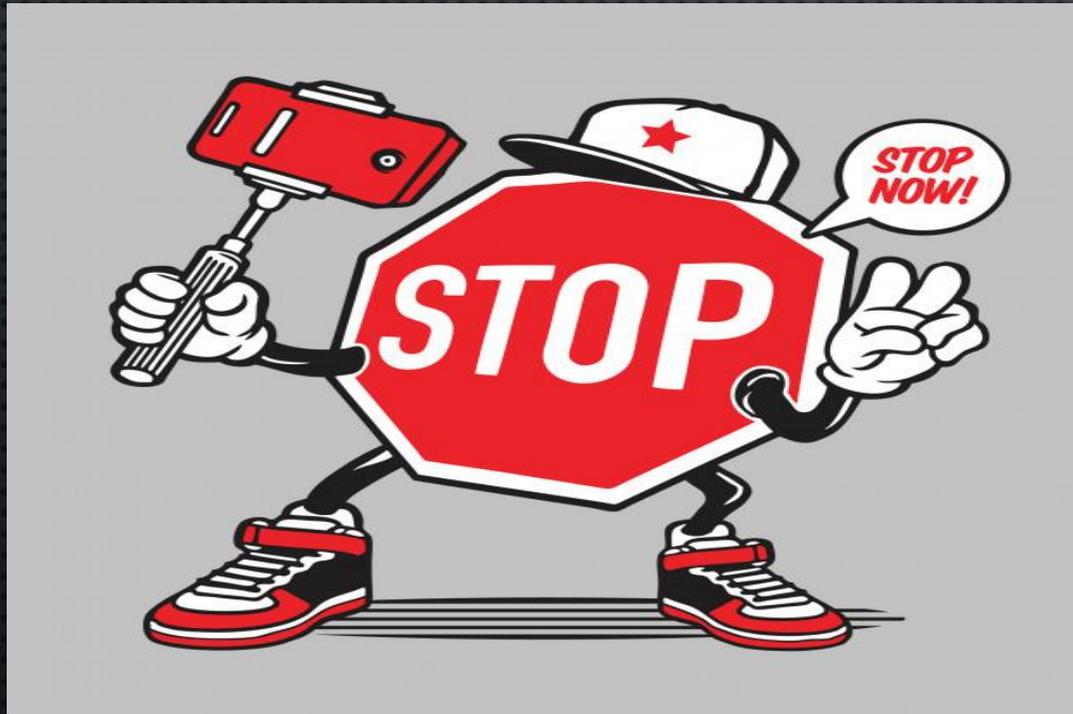
4. ORGANIZE YOURSELF

UTILIZE YOUR CALENDAR FOR MORE LONG-TERM TIME MANAGEMENT. WRITE DOWN THE DEADLINES FOR PROJECTS, OR FOR TASKS THAT ARE PART OF COMPLETING THE OVERALL PROJECT. THINK ABOUT WHICH DAYS MIGHT BE BEST TO DEDICATE TO SPECIFIC TASKS. FOR EXAMPLE, YOU MIGHT NEED TO PLAN A MEETING TO DISCUSS CASH FLOW ON A DAY WHEN YOU KNOW THE COMPANY CFO IS AVAILABLE.



5. REMOVE NON-ESSENTIAL TASKS/ACTIVITIES

IT IS IMPORTANT TO REMOVE EXCESS ACTIVITIES OR TASKS. DETERMINE WHAT IS SIGNIFICANT AND WHAT DESERVES YOUR TIME. REMOVING NON-ESSENTIAL TASKS/ACTIVITIES FREES UP MORE OF YOUR TIME TO BE SPENT ON GENUINELY IMPORTANT THINGS.



6. PLAN AHEAD

MAKE SURE YOU START EVERY DAY WITH A CLEAR IDEA OF WHAT YOU NEED TO DO – WHAT NEEDS TO GET DONE THAT DAY. CONSIDER MAKING IT A HABIT TO, AT THE END OF EACH WORKDAY, GO AHEAD AND WRITE OUT YOUR “TO-DO” LIST FOR THE NEXT WORKDAY. THAT WAY YOU CAN HIT THE GROUND RUNNING THE NEXT MORNING.



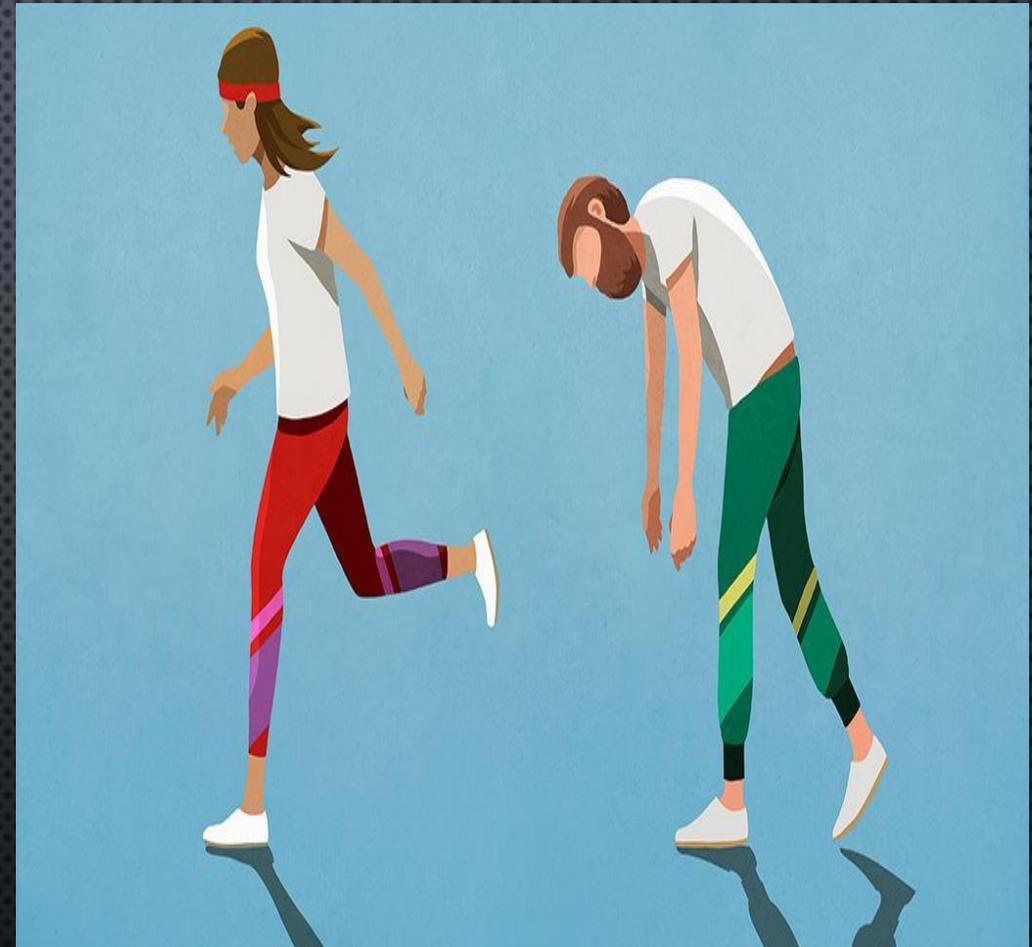
IMPLICATIONS OF POOR TIME MANAGEMENT

LET'S ALSO CONSIDER THE CONSEQUENCES OF POOR TIME MANAGEMENT.



1. POOR WORKFLOW

THE INABILITY TO PLAN AHEAD AND STICK TO GOALS MEANS POOR EFFICIENCY. FOR EXAMPLE, IF THERE ARE SEVERAL IMPORTANT TASKS TO COMPLETE, AN EFFECTIVE PLAN WOULD BE TO COMPLETE RELATED TASKS TOGETHER OR SEQUENTIALLY. HOWEVER, IF YOU DON'T PLAN AHEAD, YOU COULD END UP HAVING TO JUMP BACK AND FORTH, OR BACKTRACK, IN DOING YOUR WORK. THAT TRANSLATES TO REDUCED EFFICIENCY AND LOWER PRODUCTIVITY.



2. WASTED TIME

POOR TIME MANAGEMENT RESULTS IN WASTED TIME. FOR EXAMPLE, BY TALKING TO FRIENDS ON SOCIAL MEDIA WHILE DOING AN ASSIGNMENT, YOU ARE DISTRACTING YOURSELF AND WASTING TIME.



**WASTED
TIME!**

3. LOSS OF CONTROL

BY NOT KNOWING WHAT THE NEXT TASK IS, YOU SUFFER FROM LOSS OF CONTROL OF YOUR LIFE. THAT CAN CONTRIBUTE TO HIGHER STRESS LEVELS AND ANXIETY.



4. POOR QUALITY OF WORK

POOR TIME MANAGEMENT TYPICALLY MAKES THE QUALITY OF YOUR WORK SUFFER. FOR EXAMPLE, HAVING TO RUSH TO COMPLETE TASKS AT THE LAST MINUTE USUALLY COMPROMISES QUALITY.



5. POOR REPUTATION

IF CLIENTS OR YOUR EMPLOYER CANNOT RELY ON YOU TO COMPLETE TASKS IN A TIMELY MANNER, THEIR EXPECTATIONS AND PERCEPTIONS OF YOU ARE ADVERSELY AFFECTED. IF A CLIENT CANNOT RELY ON YOU TO GET SOMETHING DONE ON TIME, THEY WILL LIKELY TAKE THEIR BUSINESS ELSEWHERE.





THANKS FOR YOUR ATTENTION!

