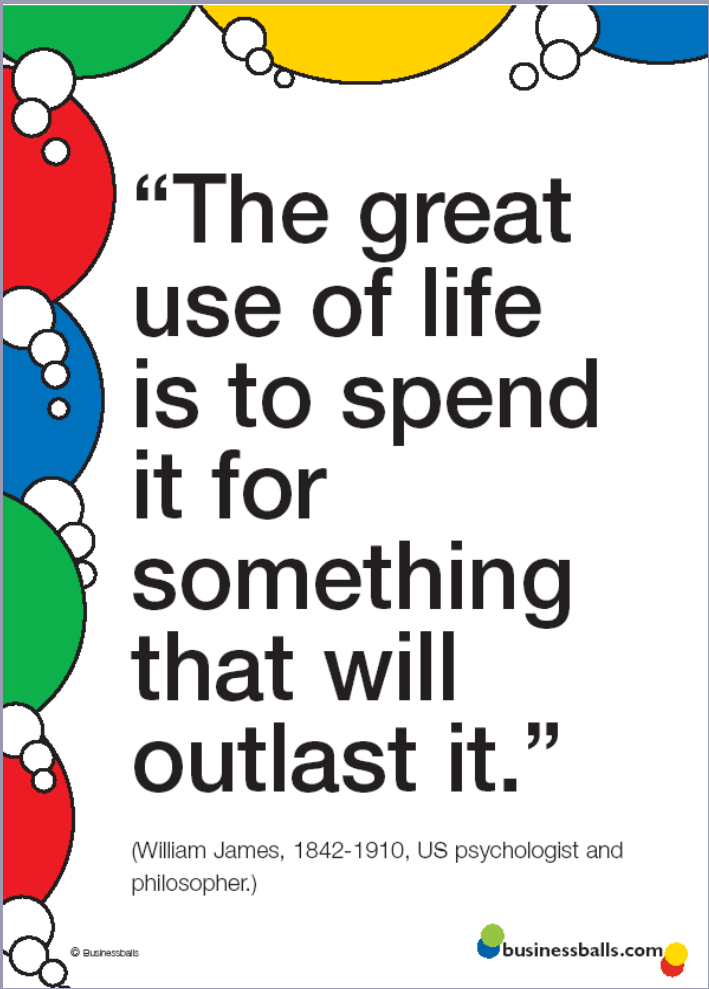


Time Management



“The great use of life is to spend it for something that will outlast it.”

(William James, 1842-1910, US psychologist and philosopher.)

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How best Do you manage your time??????

Answer in YES/NO

- 1. I think daily planning guides are a waste of time.**
- 2. My academic goals are pretty clear to me.**
- 3. Leaving assignments until the last minute is big problem for me.**
- 4. I organize time very well.**
- 5. I wish I were more motivated.**
- 6. It's easy for me to cut short visits with people who drop by when I'm studying.**
- 7. Visitors should feel free to see me whenever they want.**
- 8. I know which activities in my life are important and which ones aren't.**
- 9. I'm a perfectionist in everything I do.**
- 10. I have enough time for leisure activities.**

Odd Numbered Statements 1 pt. for each YES

Even Numbered Statements 1 pt. for each NO

1-2 You're on top but can still improve

3-4 You're treading water

5-7 Managing time well is a problem

8-10 You're on the verge of chaos!

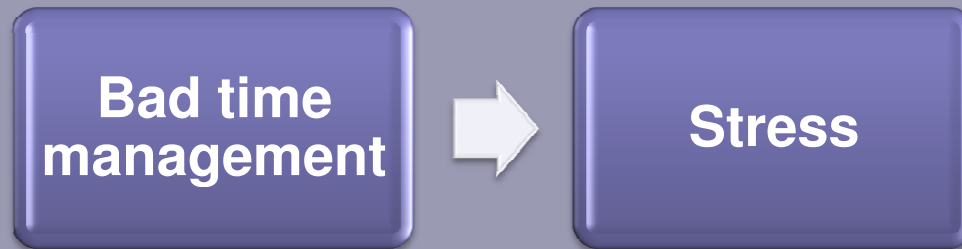
**It is not time which needs to
be managed;**

it is ourselves.

Goals



The Relation Between Stress and Time Management



What Do We Do With Our Lives

Spend :

- 27 years sleeping
- **3.3 years eating**
- 5 months waiting at traffic lights
- 1 year looking for misplaced objects
- 2 years attempting to return phone calls
- 4 years doing housework
- 5 years waiting in lines
- 13.8 years working

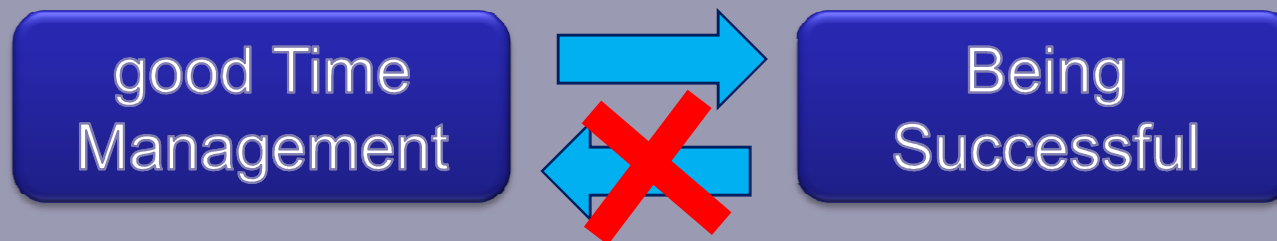
Two hours wasted per day

- **Messy desk**
- **Can't find things**
- **Miss appointments**
- **Unprepared for meetings**
- **Tired/unable to concentrate**



“**Don't** say you don't have enough **Time**. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo de Vinci, Thomas Jefferson, and Albert Einstein.”

“ H. Jackson Brown “



- ✓ Being successful doesn't make you manage your time well.
- ✓ Managing your time well makes you successful.

Goals, Priorities, and Planning

- ✓ Why am I doing this? What is the goal?
- ✓ Why will I succeed?
- ✓ What happens if I chose not to do it?



One of the very worst uses of time is to do something very well that need not be done at all .

Brian Tracy

Doing things right **vs.** doing the right things

The 80/20 Rule

Pareto's principle:

A small number of causes (20%) is responsible for a large part of the effect (80%)

“the vital few and the trivial many”

Some examples :

- *20% of a person's effort generates 80% of the person's results;*
- *80% of your success comes from 20% of your efforts ;*
- *80% of a problem can be solved by identifying the correct 20% of the issues*
- *80% of the decisions made in meetings come from 20% of the meeting time*

Planning

“Planning is bringing the future into the present so you can do something about it now .”

Alan Lakein

“Action without planning is the cause of every failure .”

Alex MacKenzie

It takes 15 minutes to plan but this small invest of time will save you at least 2 hours in wasted time

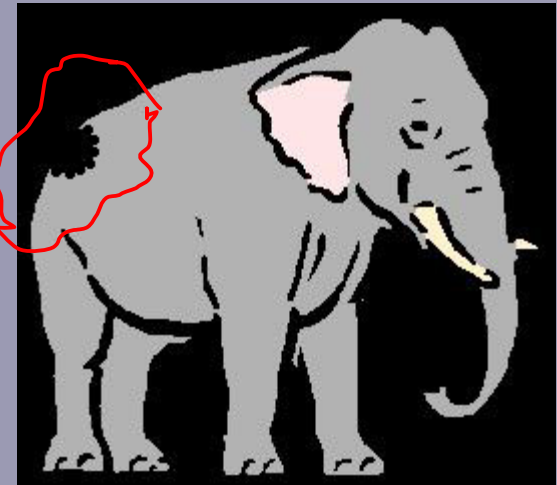
- ✓ Plan Each Day, Each Week, Each Semester
- ✓ You can always change your plan, but only once you have one!

TO DO Lists

Break things down into small steps (Like a child cleaning his/her room)

Question: How do you eat an elephant?

Answer: One bite at a time !

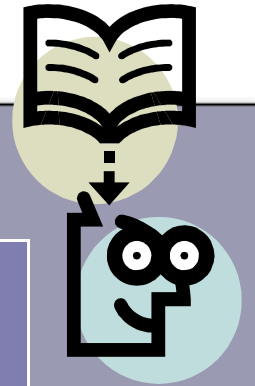


How do you eat your biggest ,ugliest frog?

You break it down into specific *step-by-step activities* and then you start on the first one .

Do the ugliest thing first - If you have to eat a frog .don't spend a lot of time look at it first ! if you have to eat 3 of them . Don't start with the small one !

Covey's four-quadrant TODO



	Due Soon	Not Due Soon
Important	Upper Left	Upper Right
Not Important	Lower Left	Lower Right

Covey's four-quadrant TODO

	Due Soon	Not Due Soon
Important	1	Upper Right
Not Important	Lower Left	Lower Right

Covey's four-quadrant TODO

	Due Soon	Not Due Soon
Important	1	Upper Right
Not Important	Lower Left	4

Covey's four-quadrant TODO

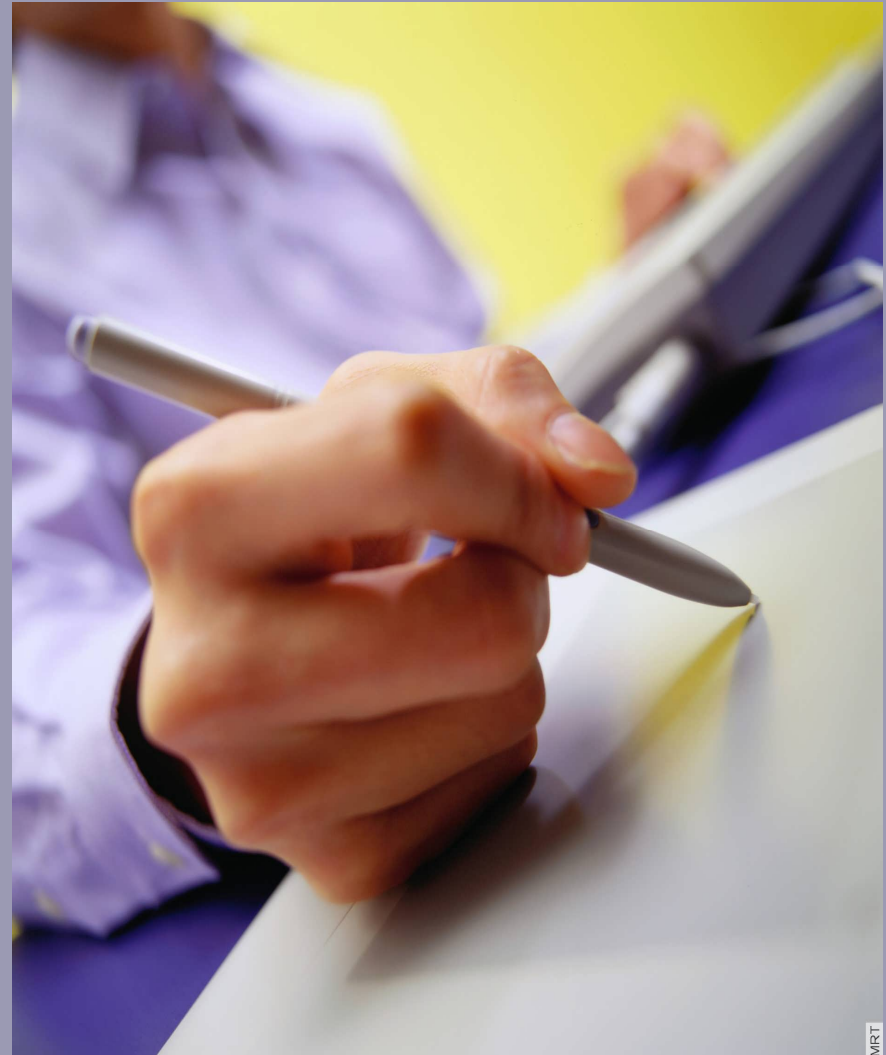
	Due Soon	Not Due Soon
Important	1	2
Not Important	3	4

Think on paper

✓ Clarity is the most important concept in personal productivity.

7- steps method for clarifying is :

1. Decide exactly what you want .
2. Write it down .
3. Set a deadline on your goal .
4. Make a list of everything you should do to achieve your goal .
5. Organize the list into a plan.
6. Take action on your plan immediately.
7. Resolve to do sth every single day that moves you toward your major goal.



How to Perform these stuff ?



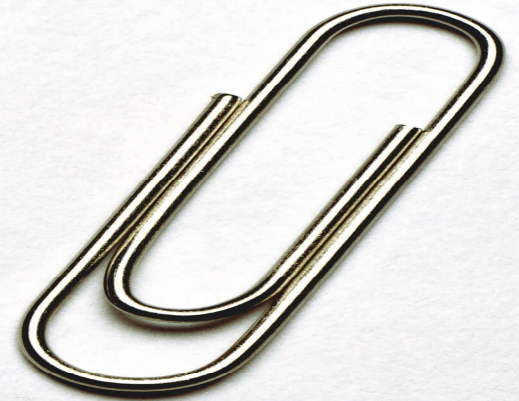
Practice ABCDE Method Continually

“The first law of success is **concentration** , to bend all the energies to one point, and to go directly to that point, looking neither to the right nor to the left .”

“William Mathews”

- A powerful priority-setting technique
- So simple and effective
- It can make you one of the most efficient and effective people in your field

Let's Practice



Right now !

To Do List

To Do List

Friday, November 14, 2008

12:30 PM



Example

To Do List

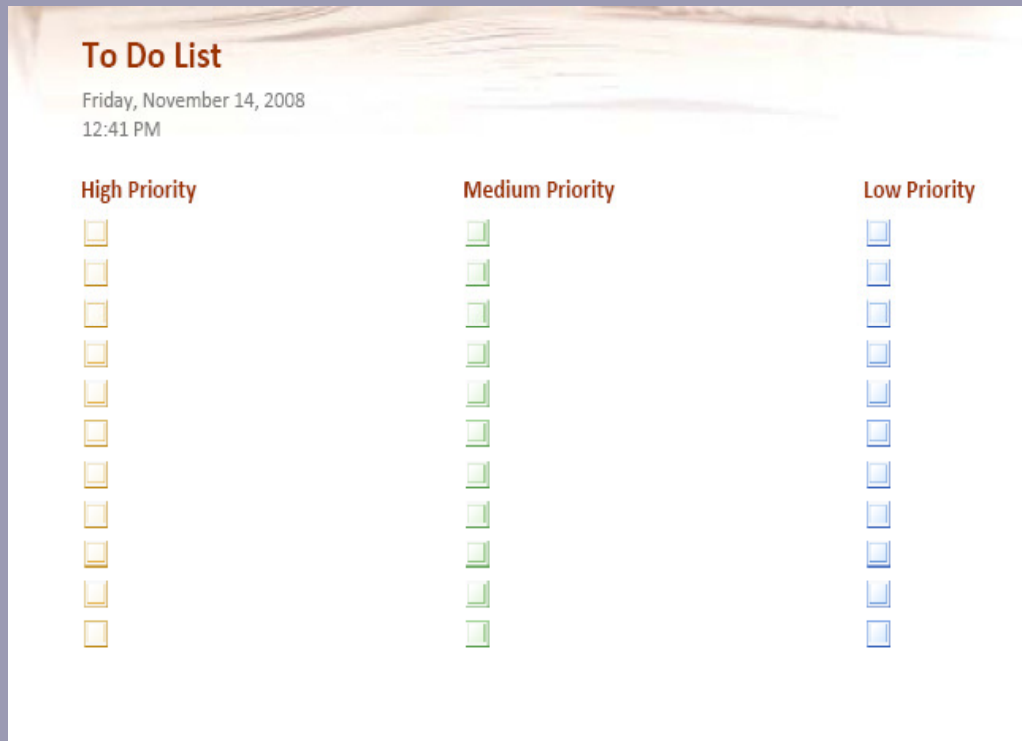
Friday, November 14, 2008
11:58 AM

- Go shopping
- Visiting my uncle
- Exercising
- Preparing my marketing project (Part 1)
- Studying Organizational behavior
- Calling my friends
- Doing work project (Part 3)

Some Examples of Setting Priority

Type	Task	Type	Task	Type	Task	Type	Task
A1	...	A1	...	A	...	A1	...
A2	...	A2	...	B1	...	A2	...
B	B	B2	B
C	...	C	...	C	...	C	...
D1	...	D	...	D	...	D1	...
D2	...	E	...	E	...	D2	...
E	F	F	E

Just as an Example



Type	Task
A1	Doing Work Project (Part 1)
A2	Preparing my marketing project (Part 1)
B	Exercising (Jogging for 30 Mines)
C	Studying Organizational behavior
D1	Go shopping
D2	Visiting my uncle
E	Calling my friends

Some Tips

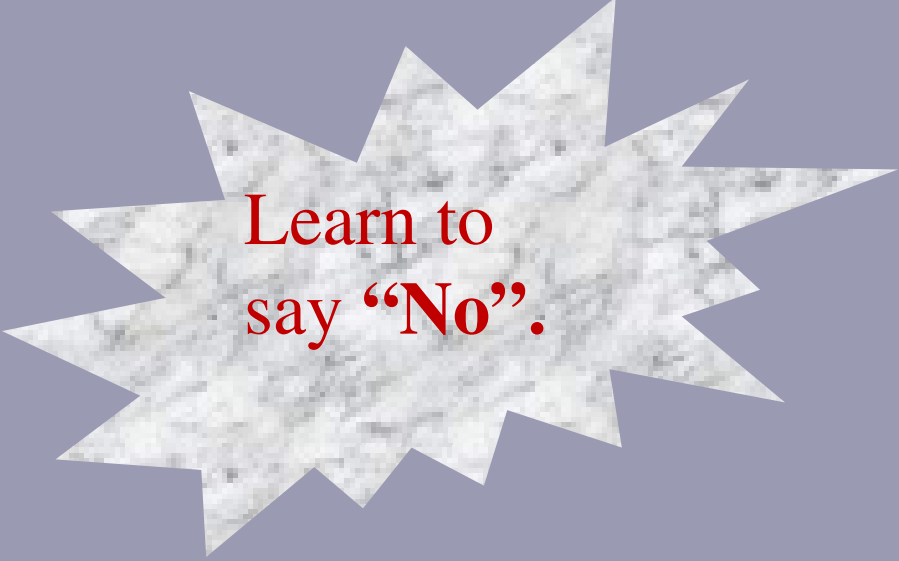
Telephone

- ✓ Keep calls short; stand during call
- ✓ Start by announcing goals for the call
- ✓ Call people right before the lunch or right before the end of the day
- ✓ Do it with other work simultaneously



Scheduling Yourself

✓ You don't find time for important things, you make it .



Learn to
say “No”.

Gentle No's :

“I’ll do it if nobody else steps forward” or “I’ll be your deep fall back,” but you have to keep searching.

Everyone has Good and Bad Times

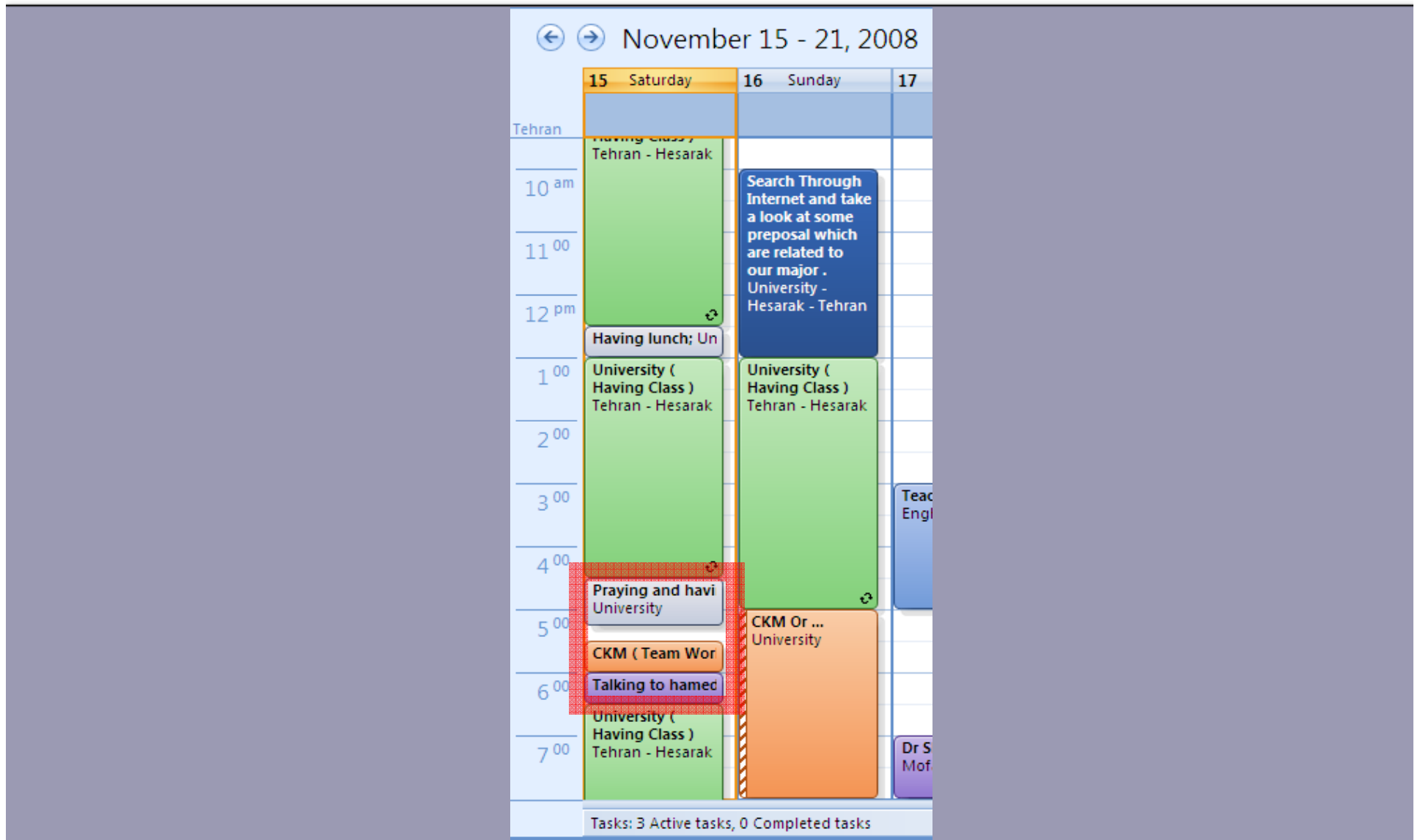
Find your creative/thinking time.

Defend it ruthlessly, spend it alone, maybe at home.

”All I can do is all I can do”

Find your dead time.

Gaps



- ✓ What can someone else do?
- ✓ How am I wasting other people's time?
- ✓ Deadlines are really important: establish them yourself!



Delegation

- You can accomplish a lot more with help .
- Grant authority with responsibility.
- To the worst job yourself
- Give them **Specific thing** to do
 - Specific date/time
 - Specific penalty
 - Or reward
 - for THEM !!
- Give objectives, not procedures
- Tell the relative importance of each task

Meeting and Team work

Prepare: there must be an agenda

an efficient way to keep track of decisions made in a meeting:

who is responsible for what by when?



Important Advice

- Kill your television – 28 hours/week = 3 quarters of full time job
- Eat , Sleep and Exercise . Above all else!
- Feedback loops: ask in confidence.

Conclusion

Action Items

- 1. Get a day-timer or PDA**
- 2. Put your TODO list in priority order**
- 3. Make a note in your day-timer to revisit this talk in 30 days.
Ask "What have I changed?"**

Time is all we have and you may
find one day you have less than
you think ...