



Managing time

“ The key is in not spending time, but in investing it”
Stephen R. Covey



This is a half day workshop focused on time

Time management is about more than just managing our time; it is about managing ourselves, in relation to time. It is about setting priorities and taking charge. It means changing habits or activities that cause us to waste time. It means being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time. The important part of today is not just taking part in the workshop but using the training to take action in our lives for a successful future where we take back control of time.

By the end of our workshop delegates will be able to:

- Understand the time management principles
- Identify what stops us from managing time
- Prioritise
- Adopt structure, planning and control

“Time is what we want most, but what we use worst”

William Penn

My personal time management issues

Time management principles

These are the 10 Time Management Principles to help enable you manage your time with a clear focus on performance and results.

1. Develop a personal sense of time

2. Identify long term goals

3. Make middle term plans

4. Plan the day

5. Make best use of your best time

6. Organise office work

7. Manage Meetings

8. Delegate effectively

9. Make use of committed time

10. Manage your health

The 80 – 20 rule

What does this mean for you on a daily basis?

Time bandits

What are yours?

Ready, Fire, Aim...

Procrastination

There are many reasons why we tend to procrastinate, including:

- No clear deadline
- Inadequate resources available (time, money, information, etc.)
- Don't know where to begin
- Task feels overwhelming
- No passion for doing the work
- Fear of failure or success

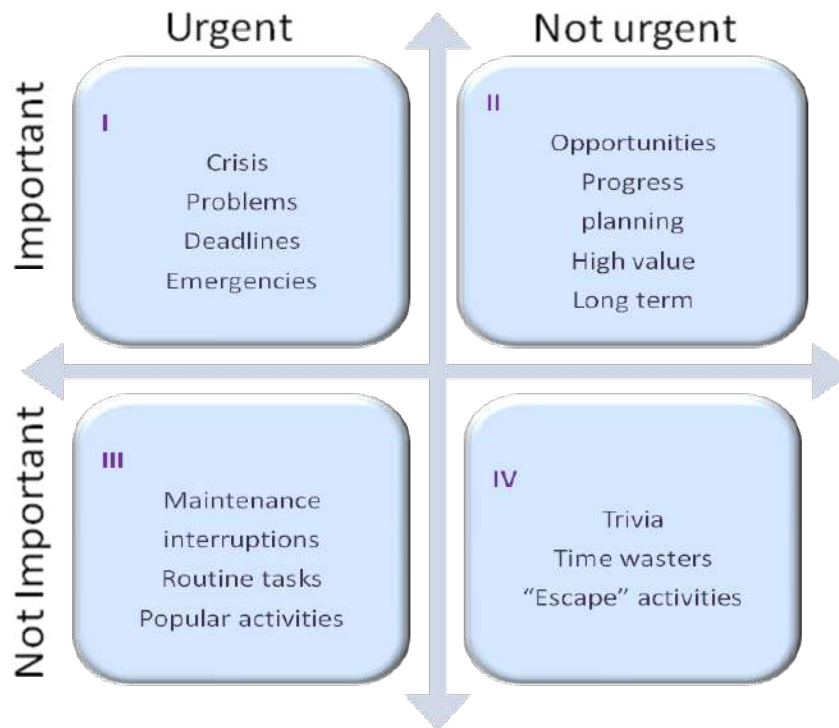
What makes you procrastinate???

Prioritising

How well do you do this?

The Urgent/Important Matrix

Great time management means being effective as well as efficient. Managing time effectively, and achieving the things that you want to achieve, means spending your time on things that are important and not just urgent. To do this, you need to distinguish clearly between what is urgent and what is important:



- **URGENT AND IMPORTANT:** Activities in this area relate to dealing with critical issues as they arise and meeting significant commitments. *Perform these duties now.*
- **IMPORTANT, BUT NOT URGENT:** These success-oriented tasks are critical to achieving goals. *Plan to do these tasks next.*
- **URGENT, BUT NOT IMPORTANT:** These chores do not move you forward toward your own goals. Manage by delaying them, cutting them short and rejecting requests from others. *Postpone these chores.*
- **NOT URGENT AND NOT IMPORTANT:** These trivial interruptions are just a distraction, and should be avoided if possible. However, be careful not to mislabel things like time with family and recreational activities as not important. *Avoid these distractions altogether.*

	urgent	not urgent
important	<p>1 - DO NOW</p> <ul style="list-style-type: none"> • emergencies, complaints and crisis issues • demands from superiors or customers • planned tasks or project work now due • meetings and appointments • reports and other submissions • staff issues or needs • problem resolution, fire-fighting, fixes <p>Subject to confirming the importance and the urgency of these tasks, do these tasks now. Prioritise according to their relative urgency.</p>	<p>2 - PLAN TO DO</p> <ul style="list-style-type: none"> • planning, preparation, scheduling • research, investigation, designing, testing • networking relationship building • thinking, creating, modelling, designing • systems and process development • anticipation and prevention • developing change, direction, strategy <p>Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.</p>
not important	<p>3 - REJECT AND EXPLAIN</p> <ul style="list-style-type: none"> • apparent emergencies • ad-hoc interruptions and distractions • misunderstandings appearing as complaints • pointless routines or activities • accumulated unresolved trivia • boss's whims or tantrums • chat, gossip, social communications <p>Scrutinise and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.</p>	<p>4 - RESIST AND CEASE</p> <ul style="list-style-type: none"> • trivial requests from others • 'comfort' activities, computer games, net surfing, excessive cigarette breaks • daydreaming, doodling, over-long breaks • reading nonsense or irrelevant material • unnecessary adjusting equipment etc. • embellishment and over-production <p>Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimise or cease altogether. Plan to avoid them.</p>

Planning and structure to maintain control

How do you plan:

Your day

Your week

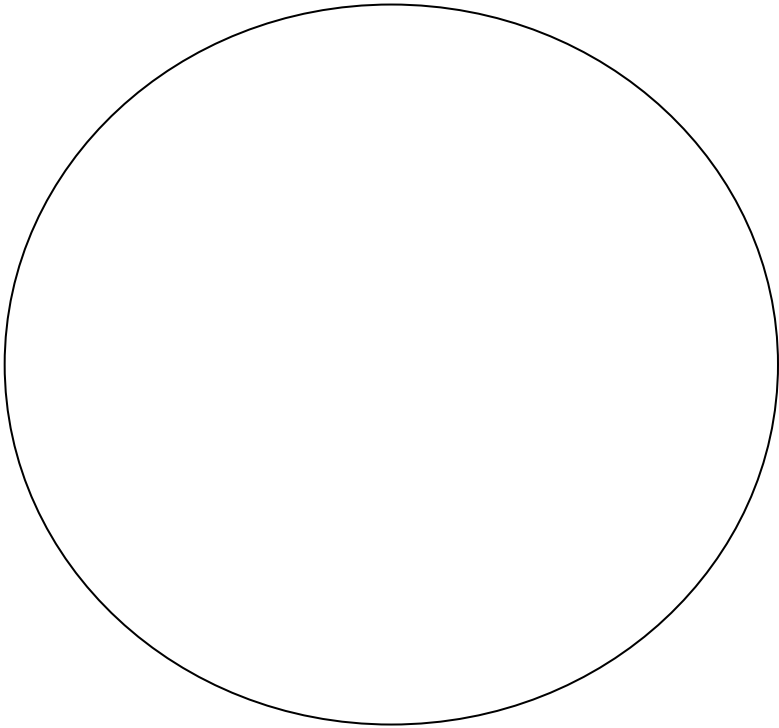
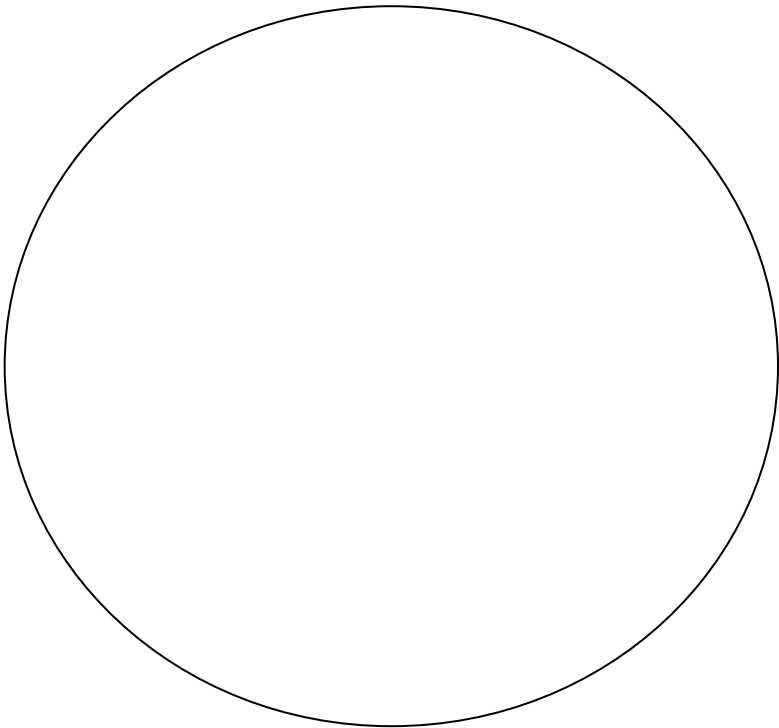
Your month

How will you implement your structure?

What is important is seldom urgent and what is urgent is seldom important.
Dwight D. Eisenhower



Structure and planning - CONTROL



If training is to be effective in the working environment you have to know what you would like to do with the topics that have been discussed. It's easy to go away from a course with good intentions, but your ideas can be quickly forgotten when you are back to the day to day rush of your job. Write down any ideas you have identified that you could use to your benefit and intend you use on the job.

Name
Name of Workshop: Managing time

What I have gained from this workshop

- 1
- 2
- 3
- 4
- 5

I am now going to	Which will improve

Signed..... Date:.....

