


# Simple way to Manage your time



Thoughts collected by  
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***Plan your future  
because  
that's where  
you are going to spend  
the rest of your life"***

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# What is Time Management

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- Time management is the art of managing our time in such a way that we concentrate on value adding activities.
  - It is the art of getting organised to realise our life time goals, the art of understanding what activities need not be done by us and eliminating them from our daily schedule.
  - In short, time management is self management for effective time use.
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# Macro Time Management

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- Stage 1: This consists of where your time goes at present.
  - Stage 2: Having understood where your time goes, the next stage is to plan where it should go.
  - Stage 3: Identifying your goals and pursuing activities towards realising your goals.
  - Stage 4: Satisfying yourself mentally by reaching your goals and evaluating the same.
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# Tips for effective time management

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- Set your priorities. List your major goals for the next few months. Rate each goal. Ask, “what are the most important things for me to do”.
  - List what needs to be done this week in order to reach your top priority goals. Rate each activity.
  - Observe how you spend your time.
  - Make a master schedule of fixed activities for the week.
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# Tips for effective time management

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- Keep a running list of assignments – things you need to get done for the week.
  - Make a “to be done list” for every day.
  - Follow your daily “to be done list”.  
Reward yourself.
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# Tips to deal with high pay-off activities

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- Build your day around high pay-off activities and schedule less important items for the time left over.
  - Stay focused. Put off distractions aside and keep the end results in mind.
  - Set specific deadlines.
  - Use your prime time effectively.
  - Reward and motivate yourself whenever you do a value adding activity to reinforce your positive behaviour.
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# Tips to deal with low pay-off activities

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- Delegate to some one who will enjoy it. What is low pay-off to you may be interesting to someone else.
  - Systematize.
  - Ignore them.
  - Outsource .
  - Group them.
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# Procrastination

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- Procrastination is the habit of postponing an important task or activity endlessly without any reason.
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# Why do we procrastinate

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- Overwhelming tasks
  - No fixed deadline or the deadline is too far away
  - Fear of failure
  - Perfectionism
  - Self put down and self labeling
  - Helplessness
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# How to set priorities

+ Urgent

IV	<b>QUICK AREA</b>  + Urgent - Important	I.	<b>CRISES AREA</b>  + Urgent + Important
III	<b>WASTE AREA</b>  - Urgent - Important	II	<b>PLANNING</b>  - Urgent +Important

- Important  
+Important

- Urgent

# How to set priorities

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- **Crisis area:** In this area you have activities which are both urgent and important. The problem in such activities is that you cannot do them effectively. All of us spend a lot of our time in this area.
  - **Planning area:** In this area you have activities which are not urgent but important. You have lot of time to plan for these activities. Successful people spend lot of their time in planning.
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# How to set priorities

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- **Waste areas:** The activities in this area are neither important nor urgent. It is complete waste of time to do these activities.
  - **Quick Areas:** Activities in this area are not important and do not contribute to our life time goals. But they are urgent
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# Beware of time thieves

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- Long winding telephone calls
  - Unexpected visitor
  - Long unproductive meetings
  - Habit of not setting priorities and deadlines
  - Accepting too many tasks
  - Communication bottlenecks
  - Lack of delegation
  - Inability to say 'no'
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# Time saving action plan

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- Control telephone calls
  - Expect idle time to crop up when you least expect it.
  - Increase the extent of your delegation
  - Avoid activities that offer low pay-off
  - Check your time estimates
  - Don't over commit your time
  - Make the habit of deciding quickly on small matters
  - Form the completion habit
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# Time saving action plans

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- Keep your work area neat and organised
  - Cultivate the habit of reading fast
  - Brief and crisp while discussion
  - Have concern for others time
  - Make effective use of traveling and waiting time.
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Stick a Simple sticker in your  
cabin or work station :

“If YOU don't have anything to  
do, Don't do it here”

Nitesh Thakur