



Effective time management (In workplace & Personal life

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Outline

- What is time management.
- Why do we need time management.
- How to use time effectively.
- The process of Time Management.
- Consequences of bad Time Management.
- Conclusion.

Time Management Questions?

- How much time do you have?
- What are your goals?
- Does free time really mean free time?
- Do you have a schedule?
- Are you equipped with Time?
- Management Tips?

Time Management refers to.....

- Managing time effectively so that the right time is allocated to the right activity.
- Making the best use of time, as time is always limited.

How much time do you have?

- There are 24 hours in a day.
- 7 days in a week (168 hours).
- 365 days in a year(8760 hours).
- An extra day during leap year(8784 hours).

Why time Management

- **Saves Time**

Planning and sequencing the activities

- **Reduces Stress**

Prioritizing and allocation of time accordingly

- **Function effectively**

Doing things in an effective manner

- **Increase output**

Improves productivity/efficiency

- **Better Control**

Urgent/Important schedule

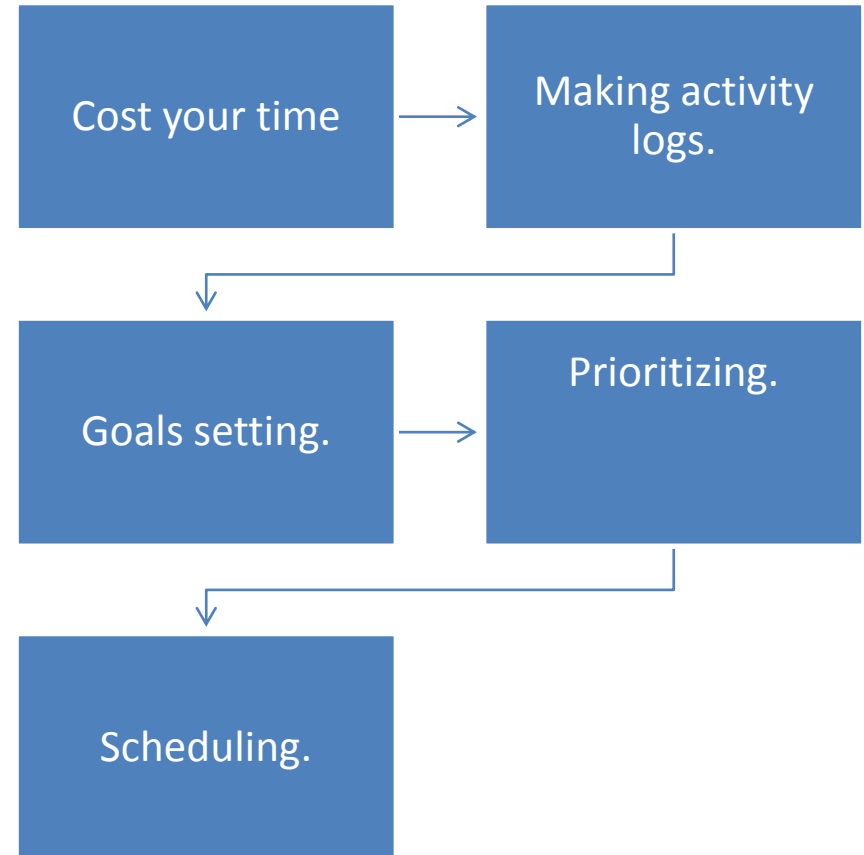
Spending the right time on right activity

- Develop the habit of doing the right thing at the right time.
- Keep some time separate for your personal calls or checking updates .



The Process of time management starts with

- Cost your time.
- Making activity logs.
- Goals setting.
- Prioritizing.
- Scheduling.



What are your goals?

- Make your goals specific and concrete.
- Set long-term and short-term goals?
- Set a deadline for your goals.
- Monitor your goals.
- Change goals if needed.

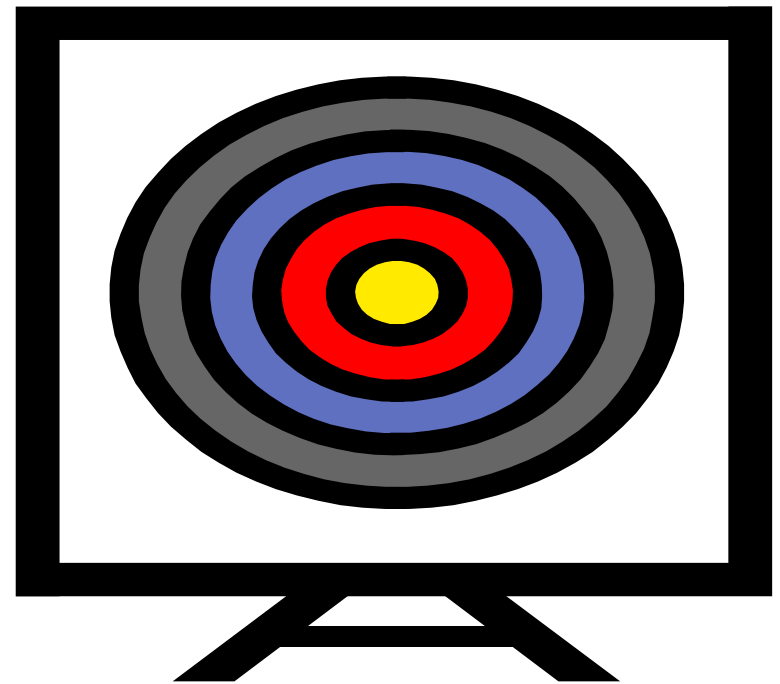
Setting Goals & Objectives

- Working without goals and targets in an organization would be similar to a situation where the ship loses his way in the sea.
- Set targets for yourself and make sure they are realistic and achievable



Set goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-based



Goal setting

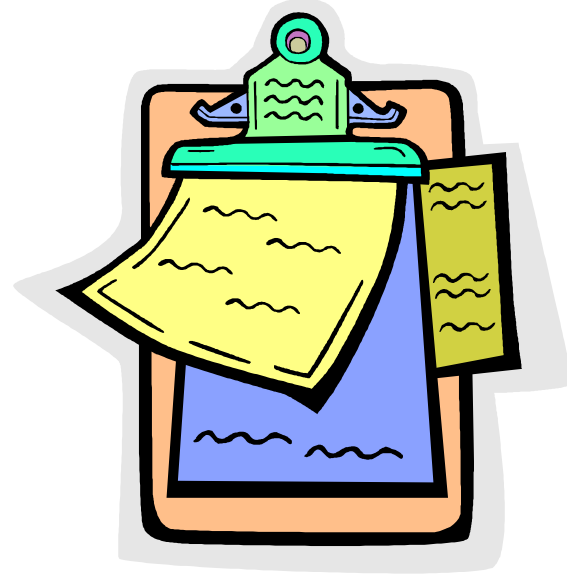
- Setting lifetime goals help to chart your life course and your career.
- Breakup your lifetime goal in smaller goals.
- Make a daily To-Do list.
- Revise and update your list on daily basis and judge your performance.

Time Management tips at work to achieve your goals:

- Wake up early — Make your day longer.
- Set SMART goals — Don't just wish, do.
- Keep mornings for MITs — Most important tasks.

Prioritize

- Do
- Delegate
- Delay
- Delete



The 4 Ds of Time Management

Category

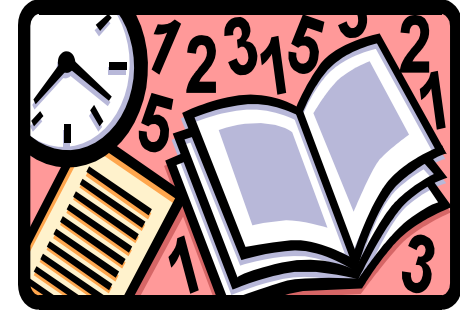
- Do
- Defer(Delay)
- Delegate
- Delete

Action

- Work on tasks that only take a few minutes to complete.
- Temporarily pause a task doesn't need to be handled right away.
- Reassign an essential task to someone else.
- Remove unnecessary tasks from your schedule and move on.

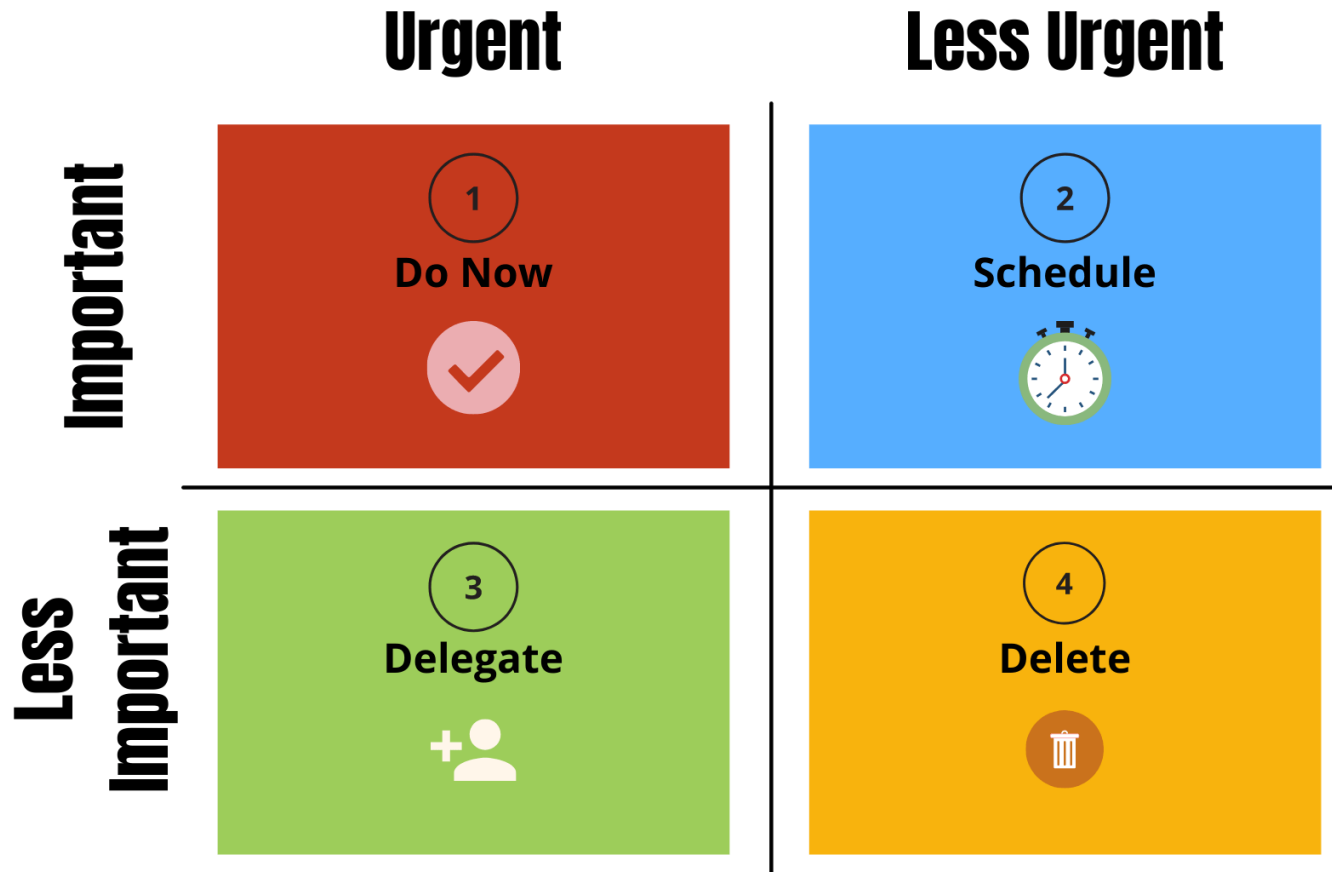
Creating TO DO Lists

- Your daily list of tasks.
 - Tasks that take you towards your goals
- One Sheet a Day.



- Tasks with defined importance:
 - Q1: important and urgent: *deadlines, fire fighting*
 - Q2: important and not urgent: *Planning*
 - Q3: urgent and not important: *Interruptions, meetings*
 - Q4: not important and not urgent: *junk mail, time wasters*

The four-quadrant TO DO List



Mark Twain once said, *“Eat a live frog every morning and nothing worse will happen to you for the rest of the day.”* His point is to tackle the most important task as the first thing in the morning. And, if you have two or more frogs to eat, eat the biggest one first.[\(video\)](#)

What is a plan

A plan is a road map set in real time to reach an objective or set of objectives through the use of defined resources.

Effective Planning

- Plan your day well in advance.
- Complete pending tasks one by one.
- Tick the ones you have already complete.
- Ensure you finish tasks within the stipulated time frame.



Seven Habits

“The Seven Habits of Highly Effective People: Restoring the Character Ethic” by Stephen R. Covey, 1989

- Mental
 - reading, visualizing, planning and writing.
- Spiritual
 - value clarification & commitment, study & meditation.

- social/emotional

- stress management, synergy & intrinsic security.

- physical

- exercise, nutrition & stress management

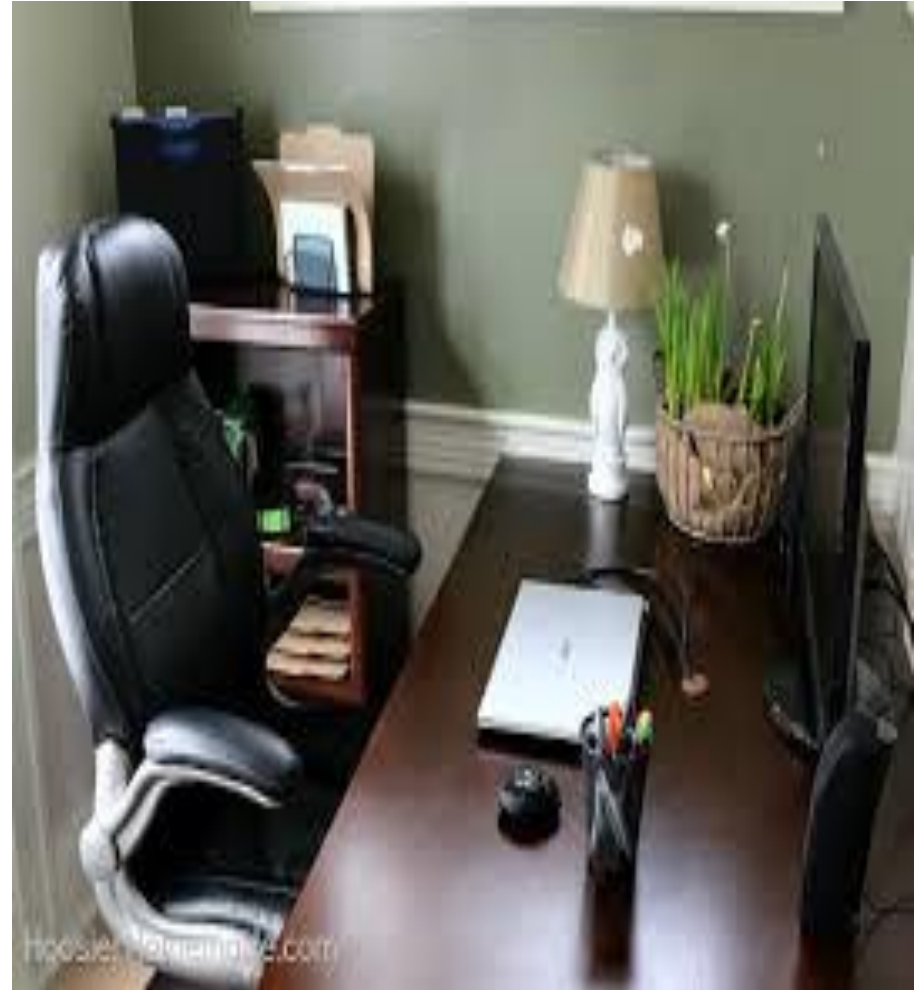
Time Management Skills

Time Management skills are a variety of skills that help to manage time well.

- Staying organized.
- Prioritizing what you need to accomplish
- Setting goals clearly.
- Strong communication skills.
- Effectively planning out the day.
- Practicing delegating tasks.
- Handling stress in a positive way

Characters of Good Time Manager

- Organized.
- Don't misuse time.
- Be focused.
- Enjoy your work.
- Be disciplines & punctual.
- Confident.
- Enjoy the life.
- Little Diplomatic.
- Understanding others
- Improving yourself



How to use time effectively

- Effective Planning.
- Setting a goals and objectives.
- Setting deadline.
- Delegation of responsibilities.
- Prioritizing activities as per their importance.
- Spending the right time on the right activity.



Time Management

24 hours is what all have in common.
Yet some achieve **SO MUCH** in this
time and some achieve **NOTHING**.

WHY ?

Let us look at an old story

Can time be used more effectively and efficiently?

A KING, his attendant and the Prime Minister

One day, the King looking out from his Palace window saw some settlements forming at the banks of the river.

He said to the attendant “Find out what it is”

The attendant ran and reported back after few minutes-

“Your Highness, they are tents”.

The King asked again “Where are they from”?.

The attendant ran again and reported back after some time – “From Persia”

The King asked again “How many people are there?” The attendant once again ran to find out and reported back “675 men”. “No women?” asked the King and off went the attendant again. Relentless questions and corresponding trips by the attendant followed! Attendant was already getting irritated and started wondering why the King cannot think cohesively and ask more questions in one go rather than asking one question at a time.

Does the KING sound like Your BOSS?

The King was already asking his nth question to the attendant when the PM appeared. Hearing the King, the PM intervened and said “Let us discuss what all we should know about that gathering near the river” They went into a meeting for some time after which the PM went off to find out more. He was back after 2 hours. And what did he bring after being gone for 2 hours?

You do not manage time!

- You manage yourself, others and work.
- Time is non renewable resources once it is gone, it is gone. You will never see the moment again.



Ben Franklin, 1748

Advice to a young tradesman time is.....



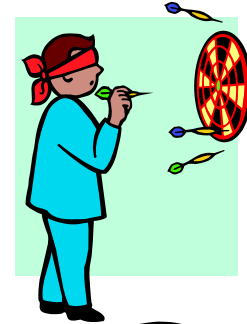
**Situation become odd.....
if you don't manage time**





Obstacles/ Challenges to effective time management

- Unclear objectives
- Disorganization
- Inability to say “no”



- **Interruptions**



- **More interruptions**



- **Periods of inactivity**



- **Too many things at once**



- **Stress and fatigue**



- **All work and no play**



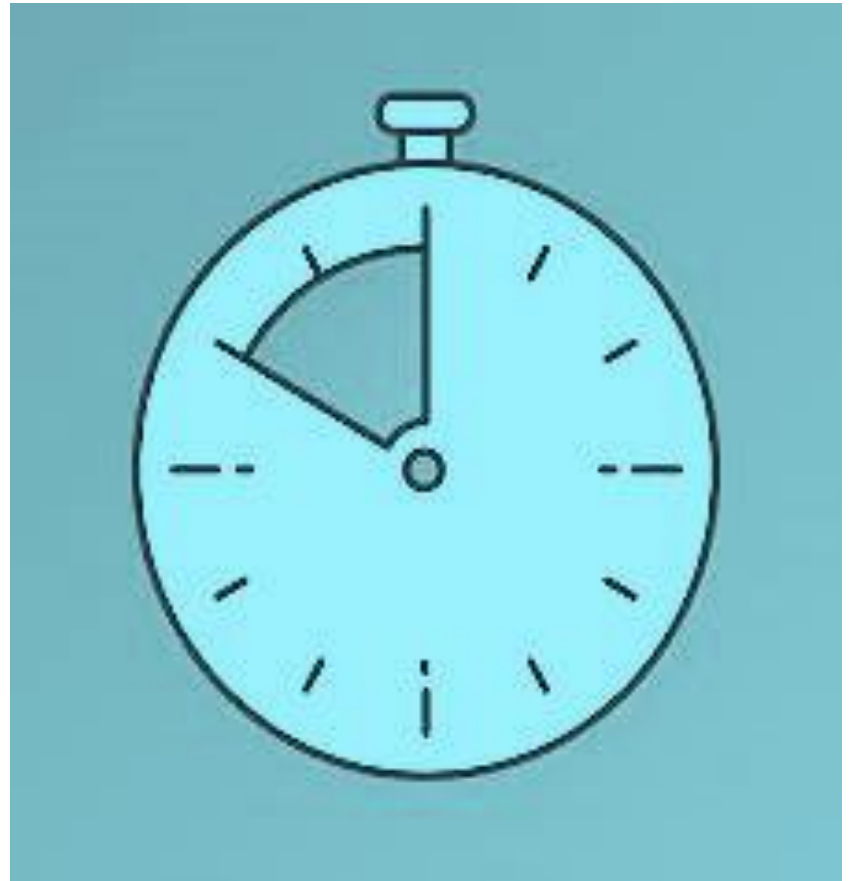
Consequences of bad Time Management

- Lost of self of direction.
- Overload.
- Unnecessary stress.
- Transfer of aggression.
- Too much of thinking.
- Over zealousness.



Overcome procrastination

- Make the Task Meaningful.
- Break your task/day into segments.
- Be positive
- Use a timer.
- Reward yourself.
- No multitasking.



- Block distractions.
- Keep yourself organized.
- Just do it.
- Take small breaks frequently.
- Find inspiration.
- Sleep at least 7–8 hours.



Time Management Tips

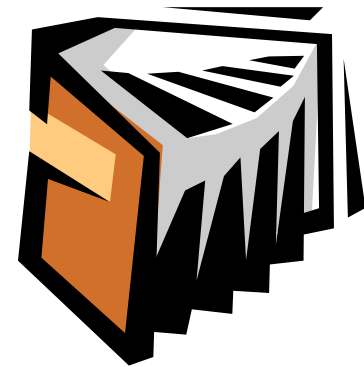
- Write things down.
- Prioritize your list.
- Plan your week.
- Carry a notebook.
- Learn to say no.
- Say no to low priority requests.

How to say “no”

- Do it as soon as possible.
- Suggest someone else who might be available and want to do it.
(If you really want to say “yes”)
- Decline but indicate that you’d like to be asked again. Indicate when you’ll be available.
- Set parameters.
“I can’t review 10 papers, but I can do 5.”
“I could get it done in 6 weeks rather than 4.”
“I’d need such-and-such resources...”

Use your waiting time

- Correspondence.
- Letters or memos
- Books or tapes



Use your waiting time

- On public transportation.
- At the doctor's office.
- Waiting for your plane
On hold When you are
early.





***Time management is the
life management***

Thank you