

TIME MANAGEMENT

Time management is a set of principles, practices, skills, tools, and systems working together to help us get more value out of our time with the aim of improving the quality of our life.

Common Characteristics of time

- Time is gold. Do not litter it away.
- It is a unique resource and if wasted cannot be replaced.
- Can not be stocked/ piled for future no retrieved.
- Every body has its same share irrespective of being rich or poor

Purpose of Time Management

Time Management is a set of tools which enables us to:

1. Eliminate wastage
2. Be prepared for meetings
3. Refuse excessive workloads
4. Monitor project progress
5. Allocate resource (time) appropriate to a task's importance
6. Ensure that long term projects are not neglected
7. Plan each day efficiently
8. Plan each week effectively

Myths About Stress and Time Management

Myth#1 (All stress is bad)

No, there's good and bad stress. Good stress is excitement, thrills, etc. the goal is to recognize personal signs of bad stress and deal with them.

Myth#2 (Planning my time just takes more time)

Actually, research shows the opposite.

Myth#3 (I get more done in less time when I wisely use caffeine, sugar , alcohol or nicotine.)

Wrong! Research shows that the body always has to " come down" and when it does, we can't always be very effective then after the boost.

Myth#4 (A time management problem means that there's not enough time to get done what needs to get done.)

No, a time management problem is not using our time to our fullest advantage, to get done what we want done.

Myth#5 (The busier I am, the better I'm using my time.)

Look out! We may only be doing what's urgent, and not what's important.

Myth#6(I feel very harried, busy, so I must have a time management problem.)

Not necessarily. We should verify that we have a time management problem. This requires knowing what we really want to get done and if it is getting done or not.

Myth#7 (I feel OK, so I must not be stressed)

In reality, many adults don't even know when they're really stressed out until their bodies tell them so. They miss the early warning signs from their body, for example, headaches, stiff backs, twitches, etc.

Myth#8 (There's too much to do; I can't handle it all.)

This can't be the real reason why I have a messy house. After all, other people manage. It's encouraging to hear that there are others who also have trouble with the "little " things in life.

Myth#9 (There's plenty of time; I can do that later.)

Funny. This is the exact opposite of myth#8, Yet both myths contribute to procrastinating. Rather than switch from one myth to the other, I need a specific, realistic view of how much my time is worth and how much of it is left.

Myth#10 (I' m busier than usual right now , so it makes sense to shift some tasks off to another time)

Occasionally it's really true, of course. But really, there are so many other aspects to life: dentist appointments, parties holiday celebrations, bike repairs, etc. etc. that taking all into consideration , the other days are also just as busy.

Myth#11 (Re-scheduling something to a later time is procrastinating)

No, re-scheduling is taking control and responding to new information about priorities and time available. It's only procrastinating if you don't schedule it at all, or if you re-schedule for the wrong reasons.

Myth#12 (This little task is not important.)

Some times trifling little things are of utmost importance which should be done immediately. We cannot postpone hanging the Danger board while working on live electrical lines.

Time Management Matrix

Priority

- Very urgent
- Urgent
- Important
- Not important
- Not urgent

Sector 1 Urgent Important	Sector 3 Not Urgent Important
Sector 2 Urgent Not Important	Sector 4 Not Urgent Not Important

Time Wasters

- a) Worrying about a task at hand and putting it off, which leads to indecision

- b) Creating inefficiency by implementing first instead of analyzing first
- c) Unanticipated interruptions that do not pay off
- d) Procrastinating
- e) Making unrealistic time estimates
- f) Unnecessary errors (not enough time to do it right, but enough time to do it over
- g) Crisis management
- h) Poor organization
- i) Micro-managing by failing to let others perform and grow
- j) Doing urgent rather than important tasks
- k) Poor planning and lack of contingency plans
- l) Failing to delegate
- m) Lacking priorities, standards, policies, and procedures
- n) Ineffective meetings

Time Savers

- a) Managing the decision making process, not the decisions.
- b) Concentrating on doing only one task at a time.
- c) Establishing daily, short-term, mid-term and long –term priorities
- d) Handling correspondence expeditiously with quick short letters and memos
- e) Throwing unneeded things away.
- f) Establishing personal deadlines and ones for the organization.
- g) Not wasting other people’s time.
- h) Ensuring all meetings have a purpose, time limit, and include only essential people.
- i) Getting rid of busy work.
- j) Maintaining accurate calendars; abide by them.
- k) Knowing when to stop a task, policy, or procedure.
- l) Delegating everything possible and empowering subordinates.
- m) Keeping things simple.
- n) Ensuring time is set aside to accomplish high priority tasks.
- o) Setting aside time for review.
- p) Using checklists and To-Do lists.
- q) Adjusting priorities as a result of new tasks.

Common Symptoms of Poor Stress And Time Management

- Irritability. Fellow workers notice this first.
- Fatigue. How many adults even notice this ?
- Difficulty concentrating. We often don’t need to just to get through the day!
- Forgetfulness. I can’t remember what I did all day, what I ate yesterday.
- Loss of sleep. This affects everything else!
- Physical disorders, for example, headaches, rashes, tics, cramps, etc.
- At worst, withdrawal and depression

What to do ?

Write things down

A common time management mistake is to try to use our memory to keep track of too many details leading to information overload. Using a to-do list to write things down is a great way to take control of our projects and tasks and keep our self organized.

Prioritize our list

Prioritizing our to-do list helps us focus and spend more of our time on the things that really matter to us. Rate our tasks into categories like “should do”, “Must do” etc.

Plan our week

Spend some time at the beginning of each week to plan our schedule. Taking the extra time to do this will help increase our productivity and balance our important long-term projects with our more urgent tasks. All we need is fifteen to thirty minutes each week for our planning session.

Carry a note book

We never know when we are going to have a great idea or brilliant insight. Carry a small notebook with us wherever we go so we can capture our thoughts. If we wait too long to write them down we could forget. Another option is to use a digital recorder.

Learn to say No

Many people become overloaded with too much work because they over commit; say yes when they really should be saying no. Learn to say no to low priority requests and we will free up time to spend on things that are more important.

Think before acting

How many times have we said yes to something we later regretted? Before committing to a new task, stop to think about it before we give our answer. This will prevent us from taking on too much work.

Continuously improve our self

Make time in our schedule to learn new things and develop our natural talents and abilities. For example, we can take a class, attend a training program, help children make their project or read a book.

What we giving up to do our regular activities ?

It is a good evaluating regularly how we are spending our time. In some cases, the best thing we can do is to stop doing an activity that is no longer serving us so we can spend the time doing something more valuable.

Use a time management system

Using a time management system can help us keep track of everything of everything that we need to do, organize and prioritize our work, and develop sound plans to complete it. An integrated system is like glue that holds all the best time management practices together.

Identify bad habits

Make a list of bad habits that are stealing our time, sabotaging our goals, and blocking our success. After we do, work on them one at a time and systematically eliminate them from our life. Remember that the easiest way to eliminate a bad habit, is to replace it with a better habit.

Don't be a perfectionist

Some tasks don't require our best effort. Sending a short email to a colleague, for example, shouldn't take any more than a few minutes. Learn to distinguish between tasks that deserve to be done excellently and tasks that just need to be done.

Beware of "filler" tasks

When we have a to-do list filled with important tasks, be careful not to get distracted by "filler" tasks. Things such as organizing our bookcase or filing papers can wait until we tackle the items that have the highest priority.

Avoid "efficiency traps"

Being efficient doesn't necessarily mean that we are being productive. Avoid taking on tasks that we can do with efficiency that don't need to be done at all. Just because we are busy and getting things done doesn't mean we are actually accomplishing anything significant.

Delegated tasks should be specific with an end date

It should be ensured that all delegated task is concluded with a deliverable time and the progress should be monitored through diary entry.