



Time Management

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In Store



@ Basics of Time Management

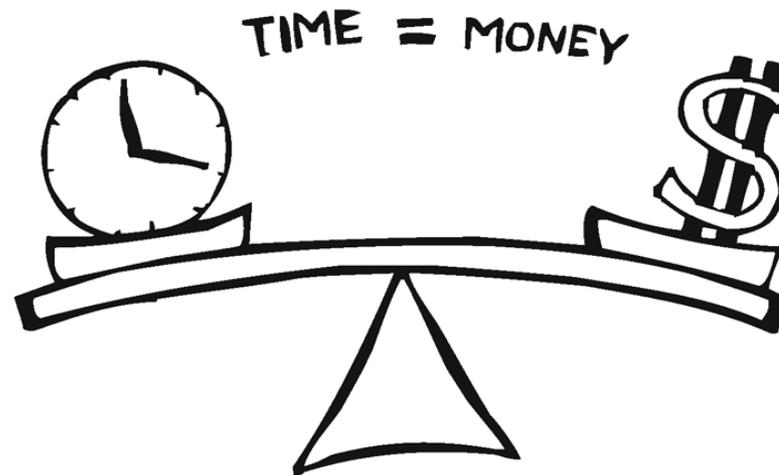
@ Manage Yourself

@ Managing Interruptions

@ Challenges with Time Management



Why Time Management?





Does this look familiar?

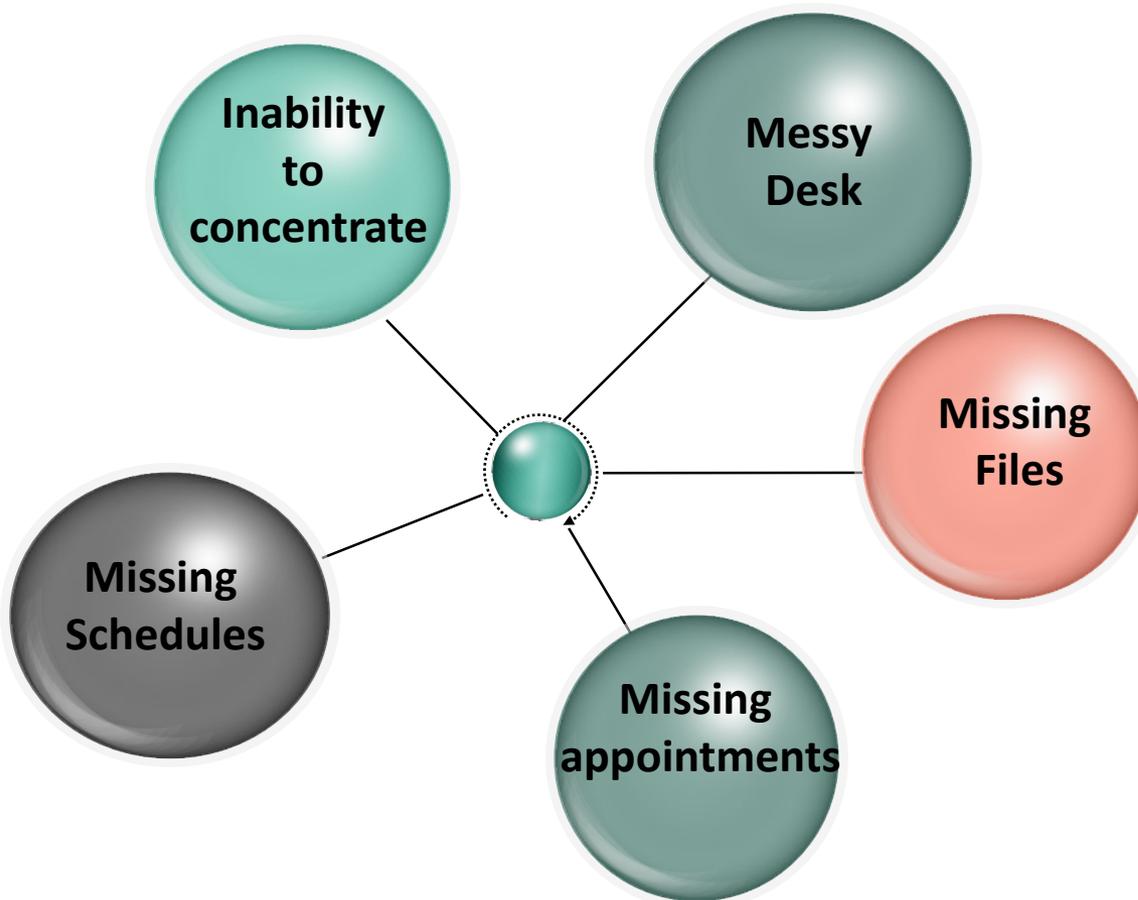


Sorry!
You have missed
the deadline
Too late!
for this month





Does this sound familiar?





Do You Manage Time?

NO

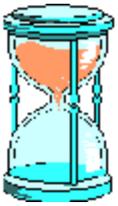


Remember – You do not manage time. You manage yourself, others, and work



How do you manage yourself, others, and work?





Four Generations of TM

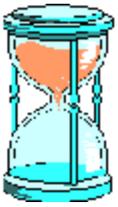
1G - Notes and Checklists

2G - Calendars and Appointment Books

3G - Priorities and Plans

4G - Relationships and Results

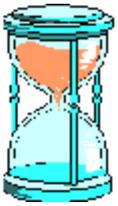
TMM



Four Generations of TM

1G - Notes and Checklists

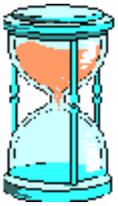
- Record of issues that demand time and energy.
- After completion you can then scratch it from your *to-do-list*.



Four Generations of TM

1G- Notes and Checklists - Limitations

- No priority given to items on the list
- No indication of correlation between items and the ultimate goal
- Tends to be mindlessly reactive to the external.



Four Generations of TM

2G- Calendars and Appointment Books

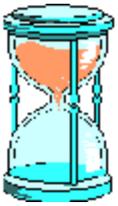
- Take your checklist and schedule the timing of events and activities.
- The *daily work-plan* is a key document.



Four Generations of TM

2G- Calendars and Appointment Books - Limitations

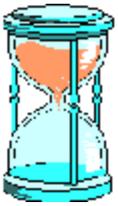
- Prioritization by relating to ultimate goals
- No schedule orientation
- Few significant achievements



Four Generations of TM

3G- Priorities and Plans

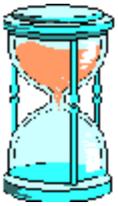
- Emphasis on values to measure the urgency and importance of items on your list.
- Setting of short, medium and long term goals.
- What to put where and for how long in your ***calendar and appointment book.***



Four Generations of TM

3G- Priorities and Plans - Limitations

- Tends to focus on the urgent with an over-scheduled day.
- Lends itself to crises management.
- No in-built provision for overall balance.
- Tends to strain human relationship.



Four Generations of TM

4 G - Relationships and Results

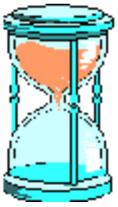
- Move the focus from things and time towards relationships.
- Shift of focus and actions towards important from urgent.
- Focus on the big picture, on opportunities rather than problems.
- Delegate as much as possible.

TMM



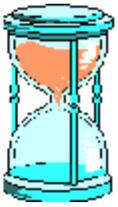
Getting to Quadrant II

1. Identify a Quadrant II activity you know has been neglected in your life.
2. One that, if done well, would have a significant impact on your life, either personally or professionally.
3. Draw a Time Management Matrix.
4. Estimate the percentage of your time spent in each quadrant.



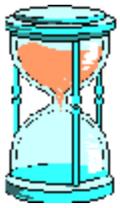
Getting to Quadrant II

5. Log your time for three days in 15 minute intervals.
6. Delegate Smartly:
 - List responsibilities you could delegate.
 - List people you could delegate to.
 - List people you could train to be responsible in these areas.



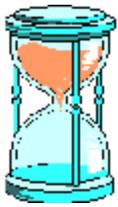
Getting to Quadrant II

7. Commit yourself to start organizing on a weekly basis and set up a regular time to do it.
8. Utilize a comfortable and effective planning tool.



Compass and Clock





Compass and Clock

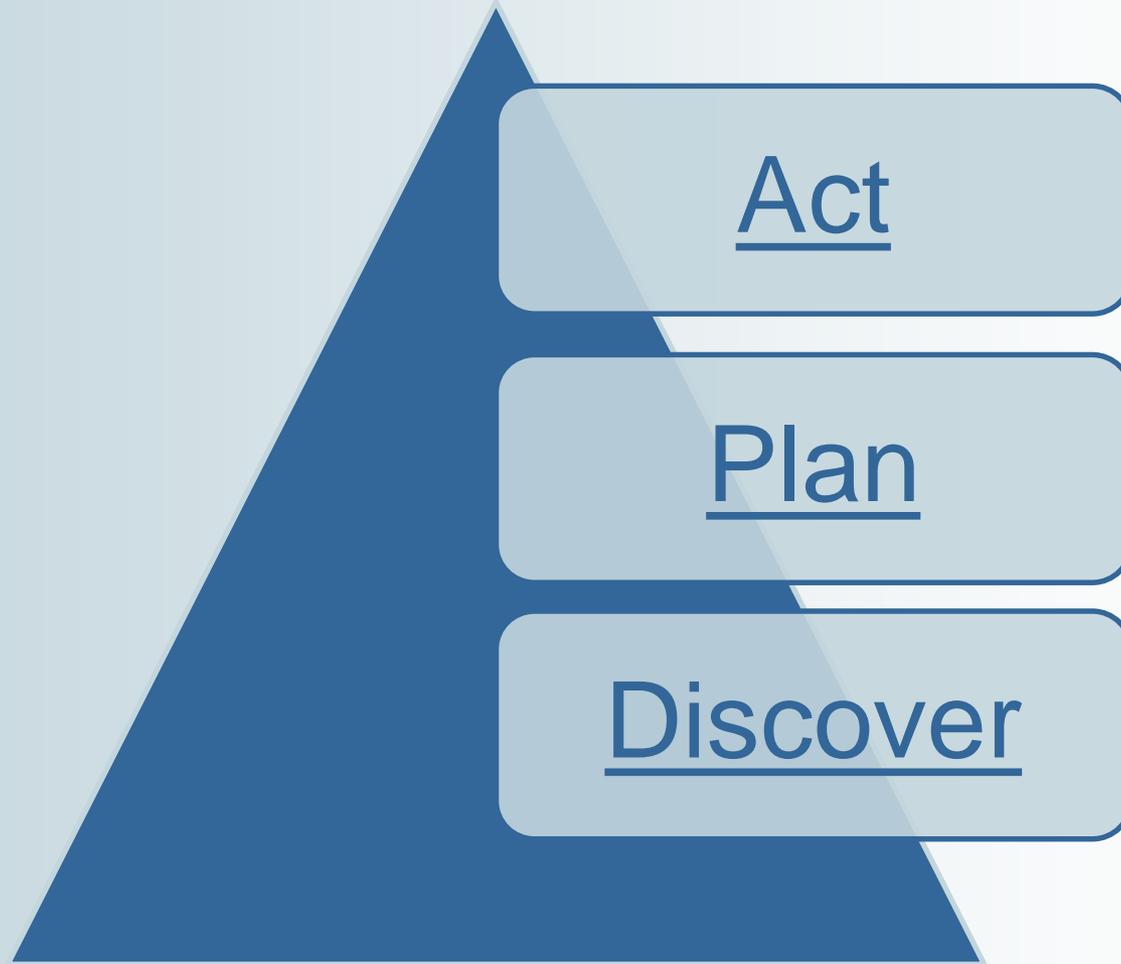


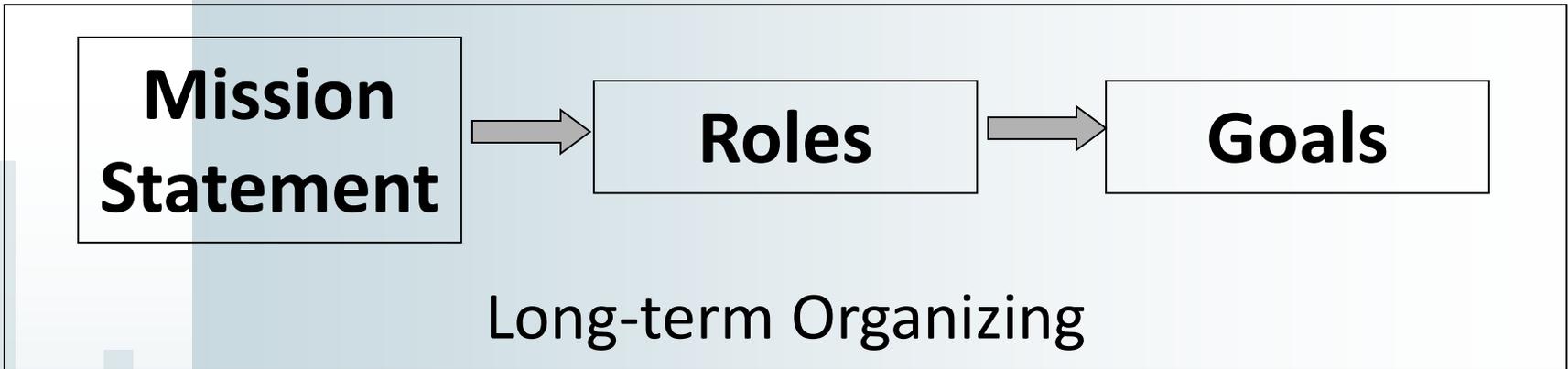
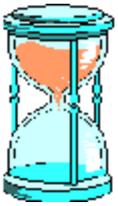
Compass (Mega) Vs. Clock (Mini) Priorities

- True North gives the context and meaning
 - Where we are
 - Where we want to go
 - How to get there
- Existence of Inner Compass and Calibration



Productivity Pyramid

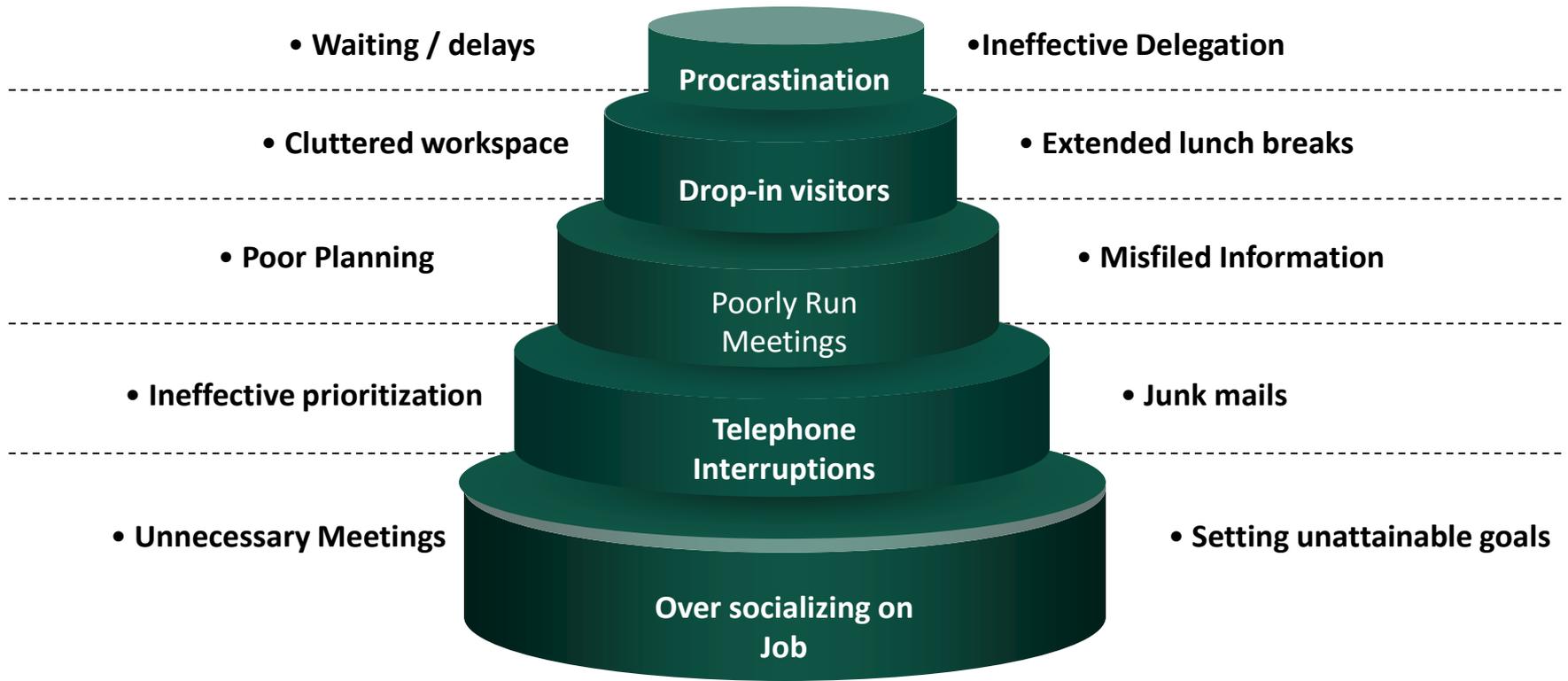






Managing Interruptions

Here are some of the time wasters / culprits / thieves that could act as an interruption





Managing Interruptions

01



Managing Workspace

- ✓ De-clutter your desk by clearing it at the end of each working day
- ✓ File documents once they have been used
- ✓ Organize a work flow system in your space

02



Managing Documents

- ✓ Define what you need to keep and for how long
- ✓ Arrange file materials logically
- ✓ Facilitate easy access to materials
- ✓ Purge the files on a regular basis



Managing Interruptions

03



Managing Drop-in visitors

- ✓ Create a visual barrier at your workspace to reduce the 'drop-in' visits
- ✓ Don't have extra chairs in your workspace - people do not hang around as long if they must stand
- ✓ For important work - move to another space
- ✓ Learn to say NO in a polite way

04



Managing Phone

- ✓ Batch your outward calls
- ✓ Delegate calls that you don't have to make personally to one of your team members
- ✓ Terminate calls once the business has been done
- ✓ Set up a rota in your team for handling incoming calls



Challenges with Time Management

There are three major challenges that could come in way of effective Time Management.



Procrastination

Putting off doing the things that you should be doing at this point!



**Paralyzing
Perfectionism**

It is failure to recognize the difference between excellence and perfection.



**Setting
incorrect
Objectives**

It is setting objectives that are unrealistic / unattainable / or unchallenging.



Challenges with Time Management [Handling]

Procrastination

- ✓ List all tasks that you are currently putting off
- ✓ Remove two from the list by doing them now!
- ✓ Plan and set a schedule for dealing with the rest
- ✓ Reward when tasks are completed
- ✓ Punish when tasks are not completed on schedule

Paralyzing Perfectionism

- ✓ Differentiate between Excellence and Perfection
- ✓ Excellence is Achievable, Healthy, Satisfying, Realistic
- ✓ Perfection is Unattainable, Frustrating, and Unrealistic

Setting Incorrect Objectives

- ✓ Use SMARTS criteria where the objectives are: Specific, Measurable, Attainable, Realistic, Time-bound, and Supported by the organization
- ✓ Objectives should be challenging

Urgent and Important

- **Importance?**
- **Urgency?**



Urgent and Important

- **Importance** - An activity is important if you personally find it valuable, and if it contributes to your mission, values, and high-priority goals.
- **Urgency** - An activity is urgent if you or others feel that it requires immediate attention.
- **The Urgency Index**

0-25

Low urgency mind-set

26-45

Strong urgency mind-set

46+

Urgency addiction

Quadrant II Time Management™

Urgent

Not Urgent

Important

Not Important

<p>I</p> <ul style="list-style-type: none">▪ Crises▪ Pressing problems▪ Deadline-driven projects, meetings, preparations	<ul style="list-style-type: none">▪ Planning, Prevention▪ PC activities▪ Recognizing new opportunities▪ Relationship Building▪ Renewal, Recreation <p>II</p>
<ul style="list-style-type: none">▪ Needless interruptions▪ Unnecessary reports▪ Unimportant meetings, phone calls, mail▪ Other people's minor issues <p>III</p>	<ul style="list-style-type: none">▪ Trivia, busywork▪ Some phone calls▪ Time wasters▪ "Escape" activities▪ Irrelevant mail▪ Excessive TV <p>IV</p>

Quadrant II Time Management™

Urgent

Not Urgent

Results
Important
Not Important

<p>I</p> <ul style="list-style-type: none">• Stress• Burnout• Crisis management• Always putting out fires	<ul style="list-style-type: none">• Vision, perspective• Balance• Discipline• Control• Few Crises <p>II</p>
<ul style="list-style-type: none">• Short-term focus• Crisis management• Chameleon character• See goals and plans as worthless• Feel victimized, out of control• Shallow or broken relationships <p>III</p>	<ul style="list-style-type: none">• Total irresponsibility• Fired from jobs• Dependent on others or institutions for basics <p>IV</p>

Quadrant II Time Management™

Percentage of Time ?

Urgent

Not Urgent

Important	I	%	II	%
	Not Important	III	%	IV

Deming Prize-Winning Organizations vs. Other Organizations



	Urgent	Not Urgent
Important	I 20-25% (D) 25-30%	II 65-80% (D) 15% Habits 1-7 4 Roles
Not Important	III 15% (D) 50-60%	IV less than 1% (D) 5%



**Your Time
starts now!
Good Luck!**

