

Not Enough Time?
Time Management
Techniques



What do you use for time management?



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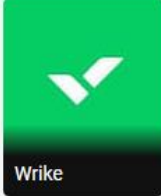



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The Best Apps for Time Management

Data from softwaretestinghelp.com



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Types: Mobile Time Tracking, Online Time Tracking, Offline Time Tracking

Task Management

Collaborate & Complete Tasks
Browse Our List and Save Time

Pricing & Plans

Choose The Plan That's
Right For You.



The Ways We Waste Time: Factors Beyond Our Control

- Interruptions – phone calls, questions from coworkers and customers
- Computer and other equipment problems
- Attending unnecessary and unproductive meetings
- Staffing shortages – covering for absent coworkers
- Unplanned work and changed priorities/Emergencies

The Ways We Waste Time: Factors Within Our Control

- Lack of good planning and organization – jumping from project to project without completing any
- Holding unnecessary and unproductive meetings
- Spending too much time on phone calls, e-mails and the internet
- Procrastinating until a project becomes urgent
- Inability to say “No” when appropriate – taking on too much
- Failure to delegate when possible
- Socializing too much

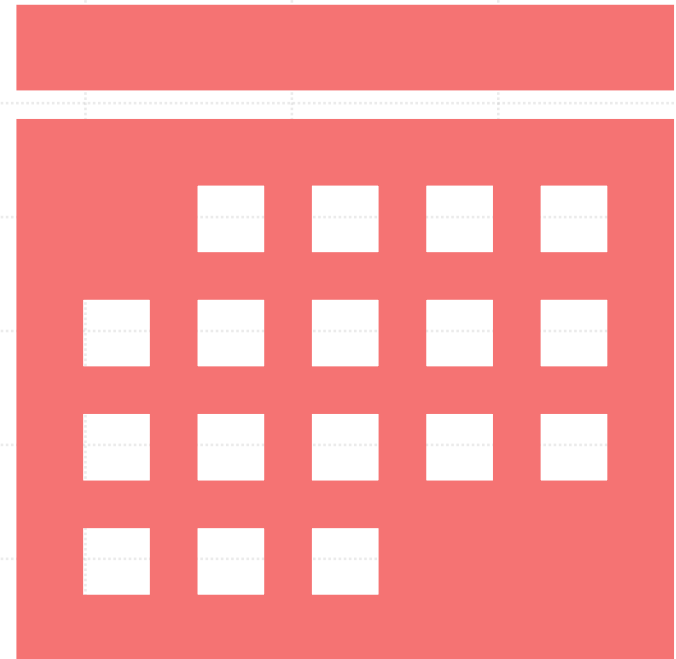
Tips for Effective Time Management

To manage your time effectively:

- Plan and organize your day and week
- Manage and control interruptions.

Above all, planning is the most important activity in managing your time effectively.

- As the old quote goes,
- *“Failing to plan is planning to fail”*



Tips for Effective Time Management

Plan each day in as much detail as possible.

- Ideally at the end of the preceding day or the first thing at the beginning of your day.
- Plan your week on a “big picture” basis making notes in your calendar/planner or app.

Make a daily to-do list of your objectives in order of priority.

- Use whatever system you prefer to record this list – sticky note, calendar/planner, or app on your phone.
- Cross out items as they are completed.
- Move items that cannot be done that day to another day in the week.



Tips for Effective Time Management

- Record ideas and reminders using your smart phone.
- Create a “to read” file.
- Make an appointment with yourself to complete a task & block off time.
- Save up trivial matters for a three-hour session once a month.
- Group phone calls together.
- List what you want to say before placing the call.
- Batch routine tasks together – separate from your high priority tasks
- Break any large task or project into smaller pieces



Tips for Effective Time Management

- Give yourself a break or several breaks during the day.
- Get up and stretch, leave your desk for lunch.
- Last but Not Least -- Maintain your work/life balance.
- Put family and other social activities on your daily and weekly lists.

Avoid the habit of ignoring these for work!

Just Two Minutes

If it can be done in just two minutes

DO IT.





Remember to....

Make a “to-Do list” everyday

Make an appointment with myself

Jot down notes and ideas on index cards

Set priorities based on importance, not urgency

Create a “To Read” file and carry it with me when I travel

Skim books and articles quickly, looking for ideas

Answer most letters and memos right on the item itself

Delegate everything I possible can

Consult my list of lifetime goals once a month and revise as necessary

Save up trivial matters for a three-hour session once a month

Each participant is asked to select three reminders that he or she feels have the most relevance and to place them on a card to be posted in his or her workspace.



Summary

- Time is finite – there is only so much of it. That is why it is so important for us to manage our time effectively at work.
- By effectively managing our time, we can **avoid a stressed** and less productive workplace and **avoid cramming work** and family and other personal needs into finite hours.



Summary (cont'd)

- There are ways in which we all waste time. Some are beyond our control. But many are within our control and these are the ones we need to work on.
- To manage your time effectively plan and organize your day and week.
- Do our best to manage and control interruptions.



Final Message:

Time management is not doing the wrong things quicker. That just gets us nowhere faster. Time management is doing the right things.

The average person today receives more information on a daily basis, than the average person received in a lifetime in 1900.

One hour of planning will save 10 hours of doing.



Thank You!



Resources

- Time isn't the main thing, it's the only thing - Miles Davis - Inspire99