Business Basics – Time Management – Salient points & Program Note -

Time management in its true sense

Managing time itself may not be possible as time is fixed, existence and events seems to progress irreversibly and continuously from the past in to the present and then in to the future. We measure time that has lapsed or current against our planets placement in the solar system and where our planet would be or was in relation to the sun, and on how fast our planet is spinning as it orbits the sun. Our understanding of time is therefore in years, months, days, hours and minutes well within a frame work of a man made clock. But we experience another form of time, actions, events or existence itself when experienced/compared against the clock seems to vary with one's perception. There are instances where time seem to have passed quickly and other instances where time seems to have slowed down. We talk of not having enough time for our work or play. We talk of people having too much time in their hands. We also talk of time running out and so on. Twenty four hours in a day is a fixed constant to all of us, only varied by different life spans and circumstance that effect those life spans. What we do within these twenty four hours and how we do things that we have chosen to do or how we get these things done is essentially related to how much time we will have. Us deciding what we do, when we do it, how we do it and how long for; is in fact managing our time.

Mastering Time Management

Mastering time management is a process that will take a few months to perhaps a year or so, if you keep at it! It is of course greatly dependent on the individual's attitude and his or her level of self-discipline. With our positive attitude and the willingness to look within one's self and see or to analyze exactly what it is that we are wasting our time on, are the first steps that are to be taken. Appreciating the benefits of time management and the excess time that you will have in your hands after a productive days work too matters a lot for an individual to embrace and practice the six simple but very effective time management skills. The time management matrix is where it all starts and where one looks deep in to one self and in to his or her daily activities. Manage, Focus, Avoid and Limit is how your get about it, Managing your Important and Urgent tasks and activities, Focusing on The Important and Not Urgent activities, Avoiding skillfully the Not Important but Urgent activities by means of delegation and limiting or completely stopping the not important and not urgent time wasters is just an outline. This simple method of prioritizing our tasks, focusing on tangible results and self-discipline makes us more and more productive each day we practice it.

Being Philosophical

- We are born in to this world with a set amount of time.
- Some have a long time in this world and others have a short time.
- One of the biggest issues is that we don't know for sure; is how much time we have!
- This uncertainty poses a big problem in managing our time.
- Why? Because when we are not sure of something we tend to rely on chance, hope, luck, and the likes.

Time as we know it!

Time is the indefinite continued progress of existence and events that occur in **apparently** irreversible succession from the past through the present to the future. Wikipedia

TIME MANAGEMENT IS LIFE MANAGEMNENT.

Robin Sharma
Canadian Writer
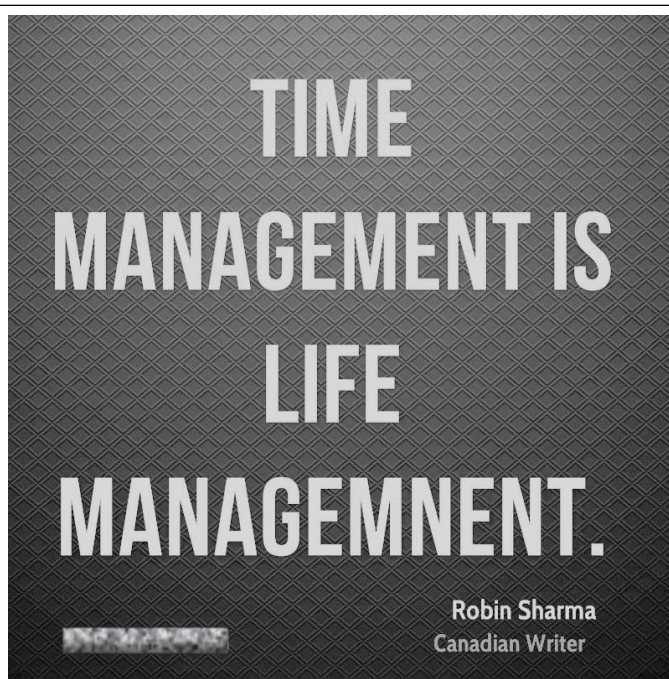
- Quantitative Time

Is what we measure time against instruments and devices

- Relative Time

Time in relation to a person's inner reality/ perceptions / level of activity i.e. Quick Time - Slow Time

Work expands with time available

Work expands so as to fill the time available for its completion.

~ C. Northcote Parkinson

Time Management Definition

- Time management is the conscious control of the amount of time spent on work activities, in order to maximise personal efficiency.

- Time management involves analysing how time is spent, and then prioritising different work tasks.

Its all about attitude - Positive Attitude

- Thanks to the limiting belief that working harder is somehow better than working smarter and faster. People waste more and more of their time.

Time stealers

- Lack of goals/direction
- Inability to say no
- Taking on too much
- Time wasters
- Procrastination
- Distractions
- Negative attitude
- Fatigue/poor health

- Interruptions
- Poor systems/procedures
- Failure to delegate
- Correcting other's mistakes
- Open door policy
- Attention to detail
- Excessive emails
- Social media

Benefits of Time management

Effective time management can help you to gain more control over your activities and increase your efficiency while improving your work life balance.

Only self-discipline can lead to managing time & nothing else

8 hours of work (1/3)

8 hours for you (2/3)

8 hours of sleep (3/3)

The 8–8–8 rule

Time Management

Self Management

People Management

ATTRACT
REWARD — EDUCATE
PEOPLE MANAGEMENT
EMPOWER — TRAiN
MOTiVATE

Resource Management

Maximum utilization of all available resources

Time is money

The Time Management Matrix -
1. **Manage – Short- Term Crises & Problems**
2. **Focus – On Long- Term Strategic Goals**
3. **Avoid – Distractions & Interruptions**
4. **Limit – Time Wasting Activities**

MANAGE	FOCUS
Short-Term Crises & Problems	On Long-Term Strategic Goals
1	**2**
IMPORTANT & URGENT	IMPORTANT BUT NOT URGENT
AVOID	LIMIT
Distractions & Interruptions	Time-Wasting Activites
3	**4**
URGENT BUT NOT IMPORTANT	NOT IMPORTANT & NOT URGENT

Key words - Urgent & Important

•**What is the definition of Urgent? - requiring immediate action or attention**
•**What is the definition of Important? - of great significance or value**

The Time Management Matrix

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls **1**	**2** Exercise Vocation Planning
Not Important	**3** Interruptions Distractions Other calls	**4** Trivia Busy work Time wasters

1 - Urgent & Important Matters

•Emergencies, complaints & crisis issues
•Demands from suppliers or customers
•Planned tasks & project work now due
•Meetings & appointments
•Reports & other submissions
•Staff issues or needs
•Problem resolution, firefighting, fixes

2 - Important & not Urgent Matters

•Planning, preparation, scheduling
•Research, investigation, designing, testing,
•Networking relationship building
•Thinking, creating, modeling, designing
•Systems and process development
•Anticipating and prevention
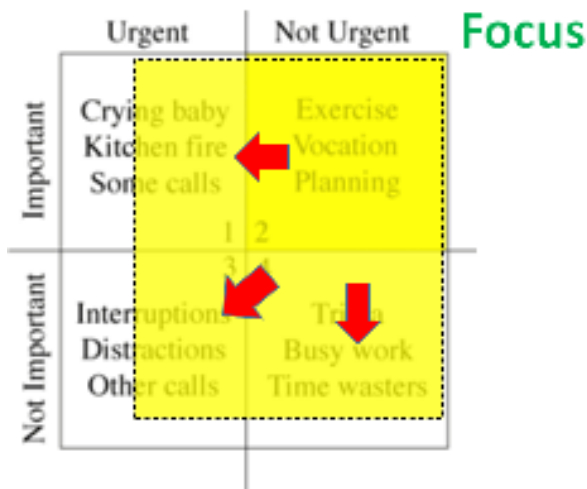•Developing change, direction, strategy

3 – Not Important & urgent Matters

•Trivial request from others
•Apparent Emergencies
•Ad-hoc interruptions & distractions
•Misunderstandings appearing as complaints
•Pointless routines or activities
•Accumulated unresolved trivia
•Boss's whims or tantrums

4 - Not Important & Not Urgent Matters

•Comfort activities, computer games, net surfing, excessive cigarette breaks
•Chat, gossip, social communications
•Day dreaming, doodling, overlong breaks
•Reading nonsense or irrelevant material
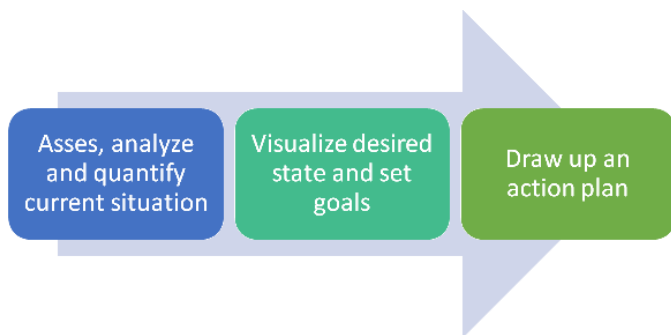•Unnecessary adjusting of equipment
•Embellishment & over-production

Manage	URGENT	NOT URGENT	Focus
IMPORTANT	DO IT NOW	PLAN IT	
NOT IMPORTANT	DELEGATE	DROP IT	
Avoid			Limit
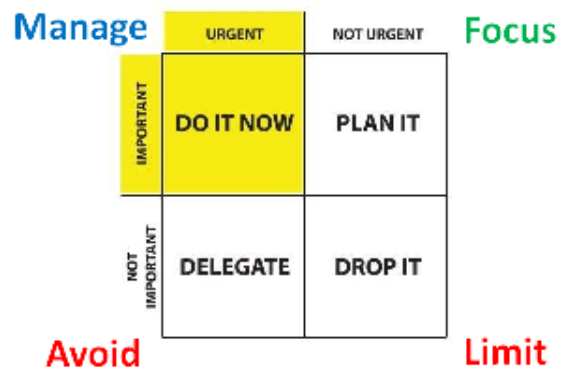
Expand your Important and not Urgent Quadrant.

Manage	Important & Urgent Matters	Short- Term Crises & Problems
Focus	On Important & Not Urgent Matters	Long- Term Strategic Goals
Avoid	Not Important & Urgent Maters	Distractions & Interruptions
Limit	Not Important & Not Urgent Matters	Time Wasting Activities

Planning Will Increase your efficiency

Asses, analyze and quantify current situation → Visualize desired state and set goals → Draw up an action plan

Asses, analyze and quantify current situation		
Category	**Activity**	**Time Given**
Important & Urgent	**Personal problems Office problems Calls**	**?**
Important & Not Urgent	**Exercise, Higher studies, Family time**	**?**
Not Important & Urgent	**Interruptions, Distractions, other calls**	**?**
Not Important & Not Urgent	**Trivia, busy work, Time wasters**	**?**

Time Management Skills - 6 simple skills that will make you a master of time management
1. Define you daily tasks in the morning
2. Follow the 80/20 rule
3. Measure effectiveness
4. Learn to say no
5. Remove time wasters
6. Delegate

 # 1 Define your daily tasks in the morning

Usually, we are working until we have energy in us. Let's change that way of working, by defining the daily tasks before the work starts.
Set a realistic and clear plan about what needs to be done today and jump on it.
Even if you finish in 5–6 hours, just stop there.
You are done for today, and I am sure that your satisfaction level will grow.
For example, you have 15 tasks to be done in 3 days.
Just split them on 5 per day and what is more important try to have the same weight of tasks for each day.
You don't want to end up picking the heaviest tasks in one day.
Plan your work and work your plan

- Patience – You need to be patient to plan. Sit quietly and think things through

- Analyzing – You need to analyze your situation and what are the factors that effects it

- Flexibility – You need to adapt to the changing situation. Nothing will go exactly to plan.

- Awareness – You have to be aware of the changes that are happening around you.

- Information - You have to be well informed.

Shorten your response time - By assigning the right amount of time to a task, we gain back more time and the task will reduce in complexity to its natural state.
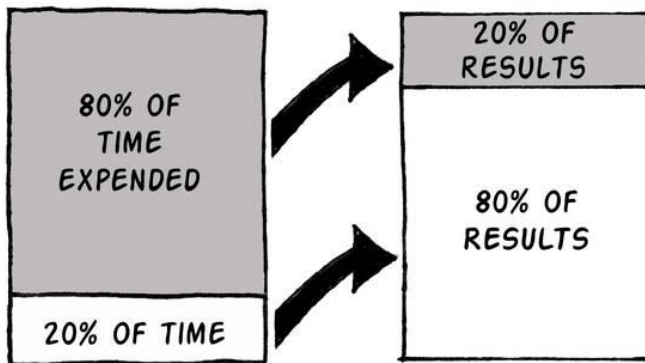
"If you want to get something done fast give the job to a busy man".

Ravin. Gunawardana. – IPD – eticut4u@gmail.com – Mobile :- 0773066213

2 Follow the 80/20 rule.

Another rule, but oh well…

☺ Known as the Pareto Principle, this rule tells us that 80% of the results come from 20% of activities.

Find the activities that drive the greatest results and focus on them. Ignore the rest.

3 Measure effectiveness

Start working for an hour at your very best. Detect your weaknesses and strengthen them. (Skill development)

Test new techniques and search for tools that can save you time during work. (Automation/Apps/programs)

Do anything you can think of that can improve that hour.

When you've reached the most effective hour, apply it to the next 7 hours.

4 Learn to say NO

It's easy to say "yes" to everything, but it's really hard to say "no". Learn to reject more often, and don't give your 8 hours a day that easy. For example, if you are already full with work today, just reject everything coming at you.

"THE DIFFERENCE BETWEEN SUCCESSFUL PEOPLE AND VERY SUCCESSFUL PEOPLE IS THAT VERY SUCCESSFUL PEOPLE SAY 'NO' TO ALMOST EVERYTHING."- **Warren Buffet**

"ITS ONLY BY SAYING NO THAT YOU CAN CONCENTRATE ON THE THINGS THAT ARE REALLY IMPORTANT " - **Steve Jobs**

5 Remove time wasters
Remove everything that distracts you while working.
For example, checking your social media profile can be a big time consumer.
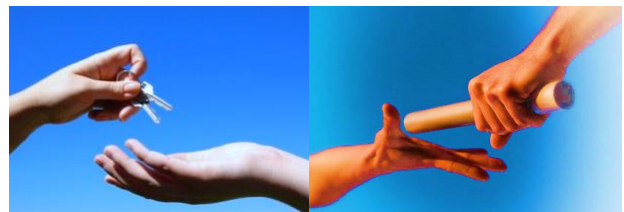It can easily put you out of focus for a longer period of time.
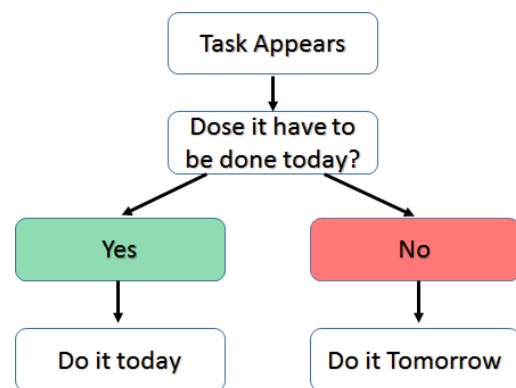

6 Delegate
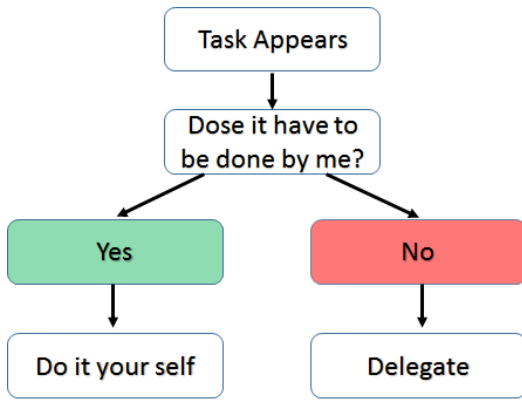Learn how to delegate tasks as much as possible.
Don't be the one who does everything.
For example, you have 2 tasks.
(1)To print some documents that will take you 30 mins,
(2) A task that is very important for the organization.
Find a suitable person for the printing task, and focus on the more important one.

Develop a Logical Thinking Pattern

How To Delegate The Right Tasks To The Right People
1. Pick the right person. Picking the wrong person for a key task is a major reason for failure.
2. Match the requirements of the job to the abilities of the person. Be sure that the person you delegate the task to is capable of doing the job.
3. Delegate effectively to the right person. This frees you to do more things of higher value. The more of your essential tasks that you can teach and delegate to others, the greater the time you will have to do the things that only you can do.
4. Delegate smaller tasks to newer staff to build their confidence and competence.

5. Delegate the entire job. One hundred percent responsibility for a task is a major performance motivator. The more often you assign responsibilities to the right people, the more competent they become.

6. Delegate clear outcomes. Make them measurable. If you can't measure it, you can't manage it. Explain what is to be done, how you think it should be done, and the reasons for doing this job in the first place.

7. Delegate with participation and discussion. Invite questions and be open to suggestions. There is a direct relationship between how much people are invited to talk about the job and how much they understand it, accept it, and become committed to it. You need to delegate in such a way that people walk away feeling, "this is my job; I own it".

Summery – 1. Set Goals correctly 2. Prioritize wisely 3. Set a time limit 4. Take breaks between tasks 5. Organize yourself 6. Remove non-essential tasks 7. Plan ahead.

Evaluation

Q1 Why is self-discipline an attitudinal key factors in time management?

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Q2 Why is it important to identify our time wasters?

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Q3 How do we prioritize our daily, weekly monthly, yearly activities?

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Q4 What are considered as good time management skills?

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Q5 How do you draw up a time management plan?

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