What IS Time Management?

Set of Tools to help you...
- eliminate waste
- be prepared for meetings
- refuse excessive workloads
- monitor project progress
- allocate time appropriate to a task’s importance
- ensure that long-term projects are not neglected
- plan each day efficiently
- plan each week effectively
- and to do so simply with a little self-discipline.

Time Evaluation

• Conduct an audit of your time.
  – One week log of your activities.
  – How much of your time is yours?
  – How much belongs to others?
• Where do you feel rushed?
• Calculate the value of your time.

Prepare a Time Budget

• Begin by eliminating waste.
• Stop doing subordinate’s work.
• Don’t do other people’s work.
• Create an appointment book.
  – Schedule every appointment.
  – Schedule all projects and deadlines.

Appointments & Meetings

• Understand the purpose of appointments and meetings.
• Don’t call unnecessary meetings.
• Have an agenda.
• Allocate time appropriately.
  – Include “follow-up” time.

Meeting Deadlines

• Check the specification – are you sure that you agree on what is to be delivered?
• Break the task down into small sections so that you can estimate the time needed for each, and monitor progress.
• Schedule reviews of your progress (e.g., after each sub-task) so that you can respond quickly to difficulties.
Dealing With Impossible Deadlines

• Get the deadline extended.
• Look for more resources.
• Get the deliverable redefined to something practical.
• State the position clearly so that person responsible for your deadline has fair warning.

Take Back Control

• It is YOUR time.
• Provide yourself a system & structure.
• Maintain balances.
• Establish long-term goals and objectives.
• Measure the results.

Resources:

• Time Tactics Survival Guide by Arthur A. Hawkins II
• Getting Things Done by David Allen
• Timely Time Management Tips by Dr. Donald E. Wetmore
• Time Tactics of Very Successful People by B. Eugene Griessman, Eugene B. Griessman
• The 80/20 Principle: The Secret to Success by Achieving More with Less by Richard Koch

That’s All The Time We Have For Now