

TIME MANAGEMENT



Time Management PERSONAL DEVELOPMENT

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TIME MANAGEMENT

How to Manage my Time



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Take a paper and a pen and draw a sign every time you answer with "YES" to one of these questions



- + In the past week you said at least once:
"Sorry but I'm late for a very important meeting"
- + Do you ever wish you had 28 hours a day?
- + Do you wish you could do less and achieve more?
- + Do you feel guilty for the things you weren't able to finish?
 - + Do you feel you have too many things to do?
 - + Are you under pressure?
 - + Do you feel frustrated?
 - + Are you usually late?
 - + Do you feel disorganized?
- + Are you wasting parts of YOUR time?



**If you have more than just 2
drawings on your paper,
it means you're in the right place!**





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What is time?

Time is ...

- the most valuable we have
- more valuable than money
- YOURS
- LIFE

You can't ...

- Buy time
- save or store time
- add time



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Who is stealing your time?

- o **phone** - rings all the time
- o **visitors** - keep you from your work
- o **meetings** - too long & disorganised
- o **mess** - hard to find the right things
- o **priorities** - missing or unclear
- o **lack of delegation** - you would rather do it yourself
- o **postponing** - big or unpleasant tasks that you don't want to complete
- o **you can't say NO**



Time management Matrix

Importancy : contributing to your personal life goals

Urgency : related to a deadline - now or today

| | Urgent | not urgent |
|----------------------|---|--|
| important | A crises pressing problems deadline-driven projects | B prevention relationship building recognizing new opportunities planning recreation |
| not important | C interruptions some phone calls and mail some meetings popular activities | D trivia some phone calls and mail time wasters pleasant activities |

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- ! Set **deadlines** for all jobs and stick to them
- ! Do **not postpone** important matters
 - ! **Put off** everything that is not important
- ! Do **one** new complicated thing at the time
 - ! Every evening, make your **TO DO List** for the next day
- ! When you start a piece of work, **finish it**
 - ! Learn to say **NO**
- ! Avoid to take work **home**, unless you are certain that you will do it





10 Tools for Effective Time Management:

1. goals
2. a date book
3. a calendar
4. deadlines
5. priorities
6. a wastepaper basket
7. a system
8. a door
9. a commitment
10. delegation



Things to do to improve Time Management:

1. analyze your time spent
2. evaluate time expenditures
3. relate time to purpose
4. delegate authority
5. use a planning device
6. make a daily list of priorities
7. make immediate decisions on small matters
8. periodically evaluate progress
9. save time for emergencies



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Worry as a cause of stress

of the things we worry about....

- 40% never happen
- 35% turn out better than we expect
- 15% can be changed by taking some action
- 8% are things over which we have no control
- 2% are legitimate concerns

So what are you worried about?



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Thank you
for your participation



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- *Time passes, quickly.*
- The "Eff" words
 - Effective - having a definite or desired effect
 - Efficient - productive with minimum waste or effort
 - Effortless



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Exercise:

Roles Circle



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TIME GOAL MANAGEMENT

- One goal is to help yourself become aware of how you use your time as one resource in organizing, prioritizing, and succeeding in your studies in the context of competing activities of friends, work, family, etc.



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Time Management: Remembering

- It's easy to fall into the trap of thinking "I won't forget that." But the important thing is not just to remember it, but to remember it at the right time -- a time when you can take the first step in doing it.
- Your thoughts are valuable. Write them down, whether they're ideas on how to save the world or reminders to wash the frying pan. Then figure out some way for the messages to get to you at a time when you can do the things.
- Use calendars and lists. I have lists of things that can be done at home, lists of things that can be done when the stores are open, lists of things to do before going to work in the morning, etc. By looking at the appropriate list, I can forget about everything else and concentrate on the work appropriate for that moment.



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Time Management: Setting Priorities



- If you write a list of things to do this evening, it probably contains way more things than you can actually accomplish. That's fine. The list is valuable. By looking over it, you can choose the most important things and do them first. The rest can be transferred to other lists.
- Some people say they don't need to spend time planning. That may be true. If you have a list of things to do that are all about equally important, and if you're sure that the most important things are on the list, then you don't need to spend any time comparing them. Just start doing one of them, it doesn't matter which one.
- But for most people most of the time, some of the things are more important than others, so it's worthwhile taking a few minutes to read over the list and choose the most important to do first.
- It's good to have a pen handy all the time to write down ideas. That way you can catch thoughts about important things that you might have forgotten to add to your lists.



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Time Management: Motivation ...

- You've set goals, written lists, chosen priorities, and identified what's important to do right now, but you don't feel like doing it.
- Here are some ideas to help with motivation.
- In the book "Feeling Good," David Burns points out that it's not necessary to "feel like" doing something in order to do it. You can just start. Usually, once you've started, you begin feeling more motivated to continue doing it.
- I started feeling more in control when I started giving myself permission to cross things off lists. Deciding not to do something and putting an "X" next to it gives a feeling of relief, almost as satisfying as checking it off as done.
- Sometimes I graph the total number of check marks per day. This feels good and gives me motivation to finish lots of things on my to-do lists.
- Plan rewards and celebrations for yourself, such as special snacks after getting certain things done. Just taking a few seconds to admire the finished work, such as a tidy table or pile of clean laundry, is an excellent reward. Smile and tell yourself what a good job you did.
- Even if you're in a hurry, you can plan rewards that take a few seconds, like standing up and stretching, looking out the window for 10 seconds, or tossing a pen in the air and catching it. If you plan them as rewards, they feel like rewards, and give you time to congratulate yourself on getting something done.



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Time Management: Chronos and Kairos

- In Greek there are two words for time. Chronos means amounts of time, like "20 minutes" or "two days". Kairos means the time when something occurs, like "at two o'clock" or "next Sunday".
- We can think of time like money and budget it. We can decide to "spend" an hour on one thing or another. This is valid, but there's a big difference between time and money.
- With money, you don't usually ask "should I spend this dollar, or that dollar?" All the dollars are the same. But two different hours are never the same. Different stuff is happening. You're at a different level of tiredness and hunger, and the level of daylight is different. Certain people or businesses are available by phone during one hour but not during another.
- So if you're going to do something, it does matter which bit of time you select to do it in.
- It can be confusing to try to figure out what's the most important thing to do at a given time. It works out better if you think more in terms of kairos time. Rather than "which of these things will I do now?", look at one of them and ask "What's a good time to do that?" and then schedule it.
- Examples: A good time to phone someone is on their birthday. A good time to play with the children is when it's daylight outside. The best time to pay the phone bill is the first time you see it.
- The idea of thinking in terms of kairos time is from "The Seven Habits of Highly Effective People" by Stephen Covey.



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Strategies on using time:

- Develop blocks of study time
About 50 minutes? How long does it take for you to become restless?
Some learners need more frequent breaks for a variety of reasons
More difficult material may also require more frequent breaks
- Schedule weekly reviews and updates
- Prioritize assignments
When studying, get in the habit of beginning with the most difficult subject or task
- Develop alternative study places free from distractions to maximize concentration
- Got "dead time"?
Think of using time walking, riding, etc. for studying "bits"
- Review studies and readings just before class
- Review lecture material immediately after class
(Forgetting is greatest within 24 hours without review)
- Schedule time for critical course events
Papers, presentations, tests, etc.



Effective aids:

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- **"To Do" list**
Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period
- **Daily/weekly planner**
Write down appointments, classes, and meetings on a chronological log book or chart.
If you are more visual, sketch out your schedule
First thing in the morning, check what's ahead for the day
always go to sleep knowing you're prepared for tomorrow
- **Long term planner**
Use a monthly chart so that you can plan ahead.
Long term planners will also serve as a reminder to constructively plan time for yourself





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