

# Managing Your Time Effectively

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## Keys to effective time management



Focus and direction

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Planning and scheduling

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Priorities - doing the right things

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Priorities - doing the right things



Empowering practices




## Focus & direction

To manage your time effectively it is very important that you first have some focus & direction

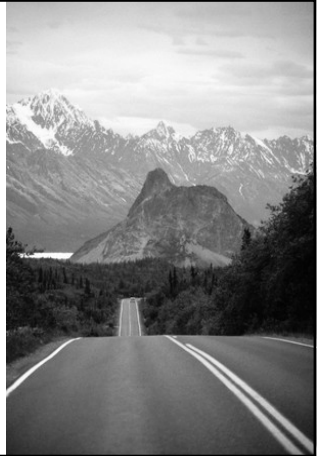



**What do you want to achieve?**



**What do you want to achieve?**

**Where do you want to get to?**


'Would you tell me, please, which way I go from here?'

'That depends a good deal on where you want to get to', said the Cat.


'I don't care much where' said Alice

'Then it doesn't matter which way you go,' said the Cat

*Alice in Wonderland by Lewis Carroll*




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**GOALS**



**SPECIFIC**

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A specific goal has a much better chance of being achieved than a general goal – it will guide you, focus your attention, keep you motivated, and assist your time management.

**MEASURABLE**

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Measuring your progress in this way helps you know where you are in the journey to reaching your goal, to stay on track, reach your target dates, and motivates you to keep going.



**CELEBRATE and REWARD** yourself each time you reach a milestone!!

**ATTAINABLE**

Goals that are realistic and resourced are more likely to be attained than those that are not. Unrealistic and under-resourced goals create pressure and stress.



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Do you have what you need to attain your goal? Is the time frame realistic? Do you have the resources? Don't set yourself up for failure and unnecessary stress by setting unattainable goals.

**WISHFUL THINKING IS NOT ENOUGH!!**

### RELEVANT

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Be sure that every goal represents substantial progress. A higher goal can be easier to achieve than a low one because it exerts higher motivational force.

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Commitment to a deadline will help you focus your efforts on completion on or before the due date.

Anchor your goal within a time-frame. "Some day" is not very useful. Be specific and realistic about the time-frame.



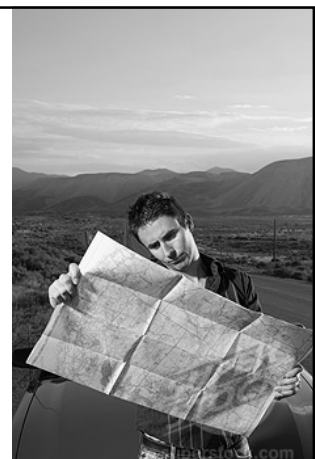
## Planning & Scheduling

Failing to plan is planning to fail



"A good plan is like a road map: it shows the final destination and usually the best way to get there"

*H. Stanley Judd*



## Planning & Scheduling

- Plan each semester, each week, & each day - you can always change your plan, but only once you have one!
- Break your goal down into milestones (smaller goals), and then break these down into smaller chunks
- Break down the smaller chunks into tasks where possible and list in chronological order
- Work out your time-frame and deadlines for your goal, milestones and smaller chunks, and schedule into a calendar template

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

The calendar template forms the basis of your **work plan** for each semester, each week, and each day.

## Planning & Scheduling

- Weekly template – you have 21 blocks of time each week - decide which blocks you will use for 'work', i.e. achieving your goal – preferable to have some consistency and routine with this
- Don't forget to schedule in 'yourself' during the week and other important parts of your life – balance is important
- Use the template to block out your week and your day – time blocking rather than just working from a TO DO list of tasks is a more effective strategy at this stage as it keeps you visually in touch with your time frames



## Priorities – doing the right things

It is important to be doing the right things rather than doing things right.

If it's not worth doing, it's not worth doing right



## Doing the right things

- Look at the tasks that you have identified and listed – are they the right things – are there things on your list that are taking up time but aren't really helpful or going to move you towards your goals?
- Think about which tasks deserve the most attention "What are the things I must do rather than which ones are fun, nice, convenient?"
- Remember the 80/20 rule – Pareto Principle - 20% of what you do accounts for 80% of results - look for the 20% of things to do that are the most important to your success – the critical few rather than the trivial many



Time Management Matrix – Steven Covey "First Things First"

	Urgent	Not Urgent
Important	<b>SYMPTOM</b> - Crises - Pressing Problems - Deadline Driven Projects, meetings, preparations	<b>II CURE</b> - Preparations - Presentations - Values Clarification - Planning - Relationship Building - True Recreation - Empowerment
Not Important	<b>III CAUSE</b> - Interruptions, some phone calls - Some mail, some reports some meetings - Many proximate pressing matters - Many popular activities	<b>IV CAUSE</b> - Trivia, busywork - Junk Mail - Some phone calls - Time wasters - "Escape" activities

*Time Management Matrix – Steven Covey "First Things First"*

	Urgent	Not Urgent
Important	<b>I Manage</b> - Crises - Pressing Problems - Deadline Driven Projects, meetings, preparations	<b>II Focus</b> - Preparations - Presentations - Values Clarification - Planning - Relationship Building - True Recreation - Empowerment
Not Important	<b>III Avoid</b> - Interruptions, some phone calls - Some mail, some reports some meetings - Many proximate pressing matters - Many popular activities	<b>IV Avoid</b> - Trivia, busywork - Junk Mail - Some phone calls - Time wasters - "Escape" activities

*Time Management Matrix – Steven Covey "First Things First"*

- ### Doing the right things
- What things can I stop doing?
  - What do I need to finish?
  - Choose the future over the past - what things are not important to the future?
  - What can I do today that will pay off tomorrow?
  - What do I need to more or less of – always be upgrading some tasks and down grading others?
  - What is the most important use of my time right now in the long term?
  - Everything you do has an opportunity cost – learn to say no
  - REMEMBER TO ASK – is this taking me towards my goal or away from my goal?


- ### Doing the right things – know your 'time wasters'
- Management by crisis
  - Inadequate planning
  - Attempting too much
  - Drop in visitors
  - Ineffective delegation
  - Personal disorganisation
  - Lack of self-discipline
  - Inability to say no
  - Procrastination
  - Unproductive work meetings
  - Disorganised paper work

- ### Doing the right things – know your 'time wasters'
- Socialising
  - Unnecessary perfection
  - Leaving tasks unfinished
  - Poor communication
  - Inadequate controls and progress reports eg goal setting and monitoring
  - Telephone interruptions
  - Emails
  - Facebook
  - Internet
  - Other??



## Empowering Practices

Empowering practices create the context from which you operate from in the pursuit of your goal

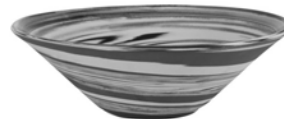
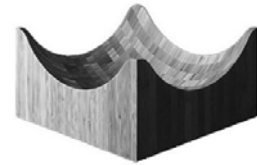


**Create a strong context for yourself with empowering practices:**

The fruit bowl is the context – the fruit is the content – if you take the bowl away, the fruit will roll away in many directions. Create your own unique fruit bowl – your own unique supportive context.



*Fruit Bowl Theory of Business*



**Empowering Practices**

- Paper work – 3ds of paperwork and email – do it, diarise it, ditch it
- Keep desk clear: focus on one thing at a time
- Touch each piece of paper once
- Touch each piece of email once; your inbox
- Write regularly (and then submit it)
- Deal with distractions and interruptions - 6-9 minutes, 4-5 minute recovery – five interruptions shoots an hour
- E-mail “ding” on new mail is an interruption -> TURN IT OFF
- Cutting Things Short - “I’m in the middle of something now...” or start with “I only have 5 minutes”
- Establish boundaries between work and non-work
- Get a routine

**Empowering Practices**

- Find your creative/thinking time - defend it ruthlessly, spend it alone.
- Find your dead time. Schedule meetings, phone calls, and mundane tasks during it.
- Complete unfinished business – it drains you and plagues you if you don’t
- Book breaks and holidays
- Delegate, outsource, get help
- Learn the word NO
- Exercise, diet, and health
- YOU time
- Review your priorities
- Have fun

## Empowering Practices - Daily

- **Start each day with a simple task** – doing something straight forward gives your brain time to come 'online'
- Then get straight into something and knuckle down – **don't do displacement activities**
  1. something that you do in order to avoid dealing with an unpleasant situation
  2. something that a person ... does that has no obvious connection with the situation which they are in and that is the result of being confused about what to do (*MacMillan Dictionary*)
- **What are your displacement activities?** (time wasters, ways you procrastinate – e.g. checking emails, making coffee, facebook, shuffling paper around etc)

## Empowering Practices - Daily

- **Take breaks during the day** – build some mental breathing space into your day – time spent reflecting is important – 15 minute walk can do wonders for your understanding as well as your energy
- **Fatigue** is worst enemy – lowers efficiency, and makes you more prone to making errors and self doubts are more likely to creep in - **makes for unproductive use of time**



## Empowering Practices - Daily

- **Try to finish each day with a positive outlook** – if late in the day and things start to go wrong – change over to something that allows you finish on a high note – gives a sense of achievement that you need
- Spend a few minutes at end of each day plotting out next few days work
- Something for tomorrow – **set and prepare tasks for next day – use your work plan!!**


## For example

Something to read – print out left on desk / key board ready to read. Discourages starting the day with checking emails / facebook (displacement activity)

Something to write – title and opening line and/or draft notes ready to go

An experiment to do

A conversation to have – face to face or by phone – leave yourself reminder of key points etc.



Try out some new practices that will help you use your time more effectively, stay on track and keep you moving in the right direction – towards your goal

Each moment of time you save is one that you can apply to the achievement of your milestones and ultimate goal.

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