



Time Management

State Institute of Health and Family Welfare,
Jaipur



24 hours per day

X

60 minutes per hour

X

60 seconds per minute

=

86,400 Seconds

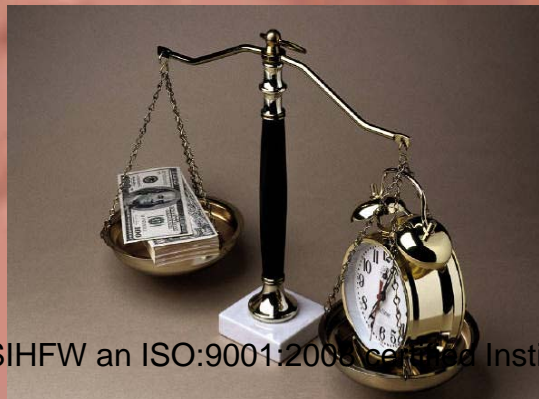
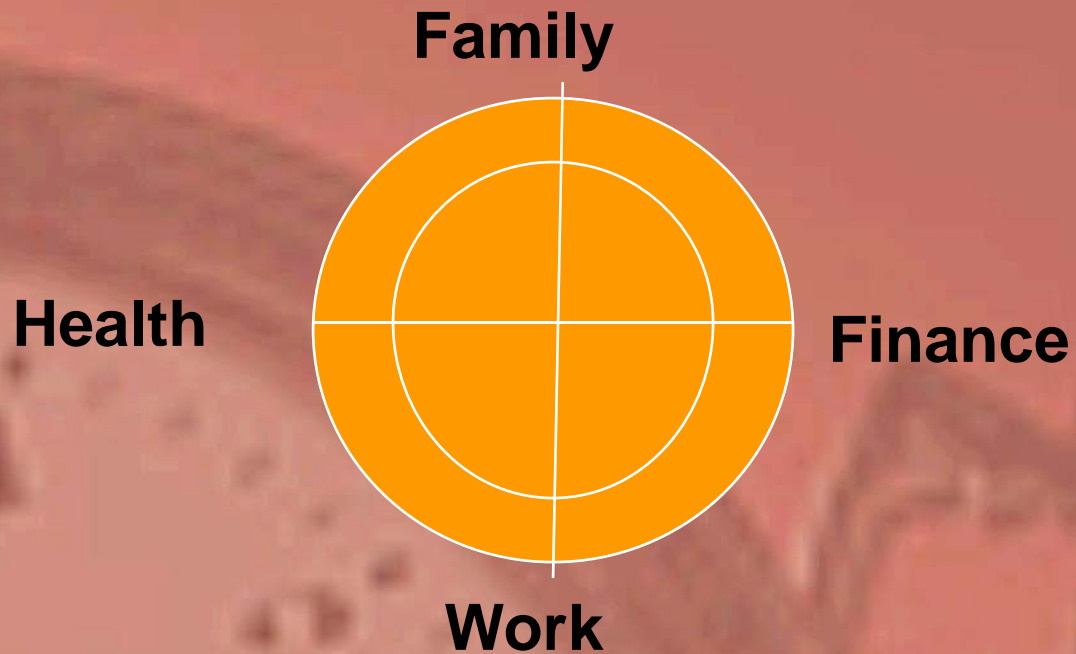
Value of Time

- # One **year**, ask a student who failed a grade.
- # One **month**, ask a mother who gave birth to a premature baby.
- # One **week**, ask the editor of a weekly
- # One **day**, ask a daily wage laborer with kids to feed.
- # One **hour**, ask the lovers who are waiting to meet.
- # One **minute**, ask a person who missed the train.
- # One **second**, ask a person, just avoided accident.
- # One **millisecond**, ask the person who won a silver medal in the Olympics.

Common Problem

- I am very busy. The second crisis comes in before the first has finished
- I don't feel I have achieved anything this year
- I don't have control on my life. Things pile one on top of the other
- I wish I have more than 24 hours per day so that I can get more things done
- The system overloads me with work. There is no time to breathe

Prudent Answer: Balance Your Life



Pareto's Principle (80/20 Rule)

- 80% of Work gives 20% Results
- 20% of Work gives 80% Results



Covey's Quadrants

Urgent

Not Urgent

Important

Not Important

I

- Crises
- Pressing problems
- Deadline-driven projects, meetings, preparations

II

- Preparations
- Prevention
- Planning
- Relationship building
- Employment

III

- Interruptions, some phone calls, mail, reports, meetings
- Many proximate, pressing matters

IV

- Trivia, busywork
- Some phone calls
- Time wasters
- "Escape" activities
- Irrelevant mail
- Excessive TV

Quadrant I– Quadrant of Firefighting

- Urgent and important –need to spend time here (manage)
- This is where, we
 - Manage,
 - Produce,
 - Bring experience and judgment in responding to many needs and challenges.
- Activities become urgent through
 - procrastination, or in absence of enough prevention and planning



Quadrant II – Quadrant of Quality

- Important, but not urgent (Focus)
- Here's where we do
 - ✓ Long-range planning,
 - ✓ anticipate and prevent problems,
 - ✓ Empower others,
 - ✓ Broaden our minds and increase our skills
- Ignoring this quadrant feeds and enlarges quadrant I, creating stress, burnout, and deeper crises for the person
- Investing in quadrant II shrinks Quadrant I

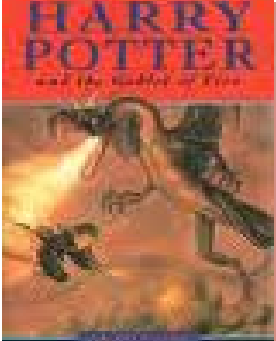
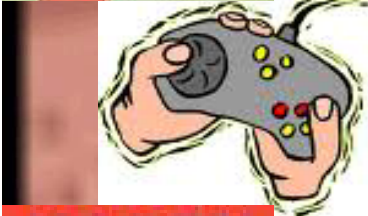


Quadrant III- Quadrant of Deception

- Urgent, but not important (Avoid)
- The noise of urgency creates the illusion of importance.
- Actual activities, if they're important at all, are important to someone else.
- Includes - many phone calls, meetings and drop-in visitors



Quadrant IV– Quadrant of Waste



- Not urgent, not important (Avoid)
- We often “escape” to Quadrant IV for survival
 - Reading addictive novels,
 - Watching mindless television shows,
 - Gossiping at office

Is it Bad to be in Quadrant I?

- Are you in Quadrant I because of the urgency or the importance?
- If urgency dominates, when importance fades, you'll slip into Quadrant III.
- But if you're in Quadrant I because of importance, when urgency fades you'll move to Quadrant II.

What is the Problem With Urgency?

- Urgency itself is not the problem...
- When urgency is the dominant factor in our lives, importance isn't
- What we regard as “first things” are urgent things



Where Do I Get Time to Spend in Quadrant II?



- From Quadrant III
- Time spent in Quadrant I is both urgent and important- we already know we need to be there
- We know we shouldn't be there in Quadrant IV
- But Quadrant III can fool us

Do you Know How, Generally, a 70 Year Life, is Spent.....?

3 in traveling/preparation.....

4 years in eating

5 in commuting

6 years in rest and illness

7 years in holiday and recreation

8 years in study

12 years for work....effectively...

25 years in sleep



Time Management

- The issue is not Awareness but Action
- The Action happens when we say
I can't live with this any more.
I need to find an answer fast

Time Management Process

- Set your own priorities
 - Personal
 - Professional
- Determine your goals for each priority
- Plan the steps for goal attainment
- Allocate time appropriately for each step
- Use time management tools/techniques



Time: It Needs An Attitude

- Believe that your area of control is large
- Do most of the things because of reason and not mere indulgence
- Believe that improvements are always possible and at any age
- Have doubts rather than objections



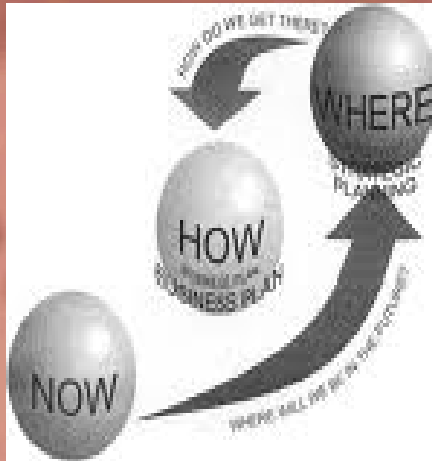
Goals, Priorities, and Planning



- Why am I doing this?
- What is the goal?
- Why will I succeed?
- What happens if I chose not to do it?

Planning

- Failing to plan is planning to fail



- Plan Each Day, Each Week, Each hour
- You can always change your plan, but only once you have one!

Managing your Time

- **T**hings to do list
- **I**dentify Priority
- **M**aking it happen
- **E**valuate deviations



Creating TO DO Lists

- Your daily list of tasks
- Tasks that take you towards your goals
- One Sheet a Day
- Tasks with defined importance:
 - important and urgent: *deadlines, fire fighting*
 - important and not urgent: *Planning, Holidays*
 - urgent and not important: *Interruptions, meetings*
 - not important and not urgent: *junk mail, time wasters*



Working with TO DO Lists



- Create the list before you start the day
- 15 minutes of investment will help you everyday
- End of day: Review Status
 - C – Completed,
 - T – Transferred,
 - A – Abandoned,
 - I – In progress



Prioritize List of Daily Tasks?

“A” List “B” List “C” List

- # Shop for detergent.
- # Write a eight page essay for English.
- # Prepare for a Biology quiz.
- # Dust the videos on the bookcase.
- # Review for midterm test that counts for 50% of grade.
- # Schedule an appointment with a Professor.
- # Complete a journal entry.
- # Email a high school friend on another campus.
- # Shop for a new pair of shoes.
- # Cover the car.

Are You Working Your “A’s” Off? Or Do You Have C-Fever?



“A” list

- ✚ 1 Midterm test that counts for 50% of grade.
- ✚ 2 Write a eight page essay for English.

“C” list

- ✚ 6 Buy detergent.
- ✚ 7 Dust the videos on the bookcase.
- ✚ 8 Email a high school friend on another campus.
- ✚ 9 Shop for a new pair of shoes.
- ✚ 10 Cover the car.



Why is “C” Fever As Common As The Cold?

The “A” tasks may :

- ✚ Produce minimal endorphins (feel good hormone)
- ✚ Be too lengthy
- ✚ Be too difficult
- ✚ Be too threatening because of the possibility of failure
- ✚ Be too threatening because of the possibility of success

External Time Wasters



- Interruptions, especially email
- Office socializing
- Too many meetings
- Unscheduled visitors
- Poor work environment
- Unclear goals
- Trying to get other's cooperation
- Bureaucratic "red tape"
- Others you can think of ...

Internal Time Wasters

- Procrastination
- Lack of planning
- Lack of priorities
- Indecision
- Slow reading skills
- Physical or mental exhaustion
- Not being able to say “no”
- Messy work areas
- Low motivation
- Others you can think of ...



Meetings– Paperwork

Meeting

- ✚ Lock the door, unplug the phone
- ✚ Maximum of 1 hour
- ✚ Prepare: there must be an agenda
- ✚ 1 minute minutes: for efficient decisions - who is responsible for what by when?
- ✚ Be bold to request absence from the meetings that are not useful to you
- ✚ Give feedback & suggestions to improve effectiveness
- ✚ Pre-circulate agenda if you are in charge
- ✚ Don't accept shoddy preparation for too long

Paper work

- ✚ Keep desk clear,
- ✚ spend time to create filing system- soft & hard





Telephone

- Keep calls short; stand during call
- Start by announcing goals for the call
- When done, get off: “I have client waiting”
- Have something in view that you’re waiting to get to next
- Cutting Things Short
 - “I’m in the middle of something now...”
 - Start with “I only have 5 minutes”
 - Stand up, stroll to the door, complement, thank, shake hands



Prioritizing– Scheduling

- # Look at your big list of To Do list
- # Ask – Is it Important, Is it Urgent, Is it Crisis, Will it be costly if I delay it
- # Know The best time
 - # Cognitive Tasks: 0800-1200 hrs
 - # Short term memory: 0600-1000 hrs
 - # Long term memory: 1300-1600 hrs.
 - # Manual dexterity: 1400-1800 hrs.
 - # Physical workouts: 1600-2100 hrs



- ✚ Subsequently schedule the day or the time
- ✚ Keep some buffers
- ✚ Be flexible to change but don't change on small reasons
- ✚ Learn to say No



**Don't take
more than you can bite**



Crisis Situations

- Be proactive not reactive
 - Being proactive is highly motivating
- Maintain a crisis log
- Nothing is worth being reactive
- If you are only reactive... someone can replace you at your job
- Prevent crisis by managing important but not urgent tasks, on time



Procrastination

“Procrastination is the thief of time”

Edward Young

Night Thoughts, 1742

***“... if we wait for the moment when
everything, absolutely everything is
ready,
we shall never begin.”***



We Postponed Because



- We lack enthusiasm
- Fear of embarrassment
- Fear of failure?
- Fear of Success
- Get a spine!



Avoiding Procrastination

- Understand what and why of procrastination tendency
- Remember last time what was the gain to do it in time
- Create micro action plan
- Understand how much time it takes to do a task
- Do not be a last minute decision taker
- Gather information for a task in advance.
- Deadlines are really important: establish them yourself!



**Put the
Big Rocks
in First**

Delegation



Delegation is not dumping

- No one is an island
- Have faith that the other person can do it
- Convey: expectations, Concrete goal, deadline, consequences, rules & processes
- Observe in the beginning. Correct & encourage
- Be keen to help some one & spread interdependence
- Be sure that you are not the weak link of the chain

Think- What is Wrong, if you Face.....





For more details log on to

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