



Time Management

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Time Management Quiz

- Do you estimate how many hours you will need to study each week?
- Do you write a daily "to do" list?
- Do you prevent social activities from interfering with your study time?
- Do you set specific goals for each study period?
- Do you begin your study time with your most difficult assignment?
- Do you complete most of your studying during your most productive hours each day?





Introduction to Time Management

- Work smarter, improve time utilization
 - Concentrate on results, not on being busy
- The 80:20 rule
 - Pareto Principle (80% of unfocussed effort generates 20% of results and 80% of remaining results are achieved with only 20% of efforts)



Time Management Tools

- Beating procrastination
- Activity logs
- Prioritized To-Do lists
- Effective Scheduling



Beating Procrastination (Manage your time; get it all done)

- Do you put off important tasks over and over again?
- Recognize when you start procrastinating, understand why it happens and take active steps to better manage your time and outcomes.



Why do we procrastinate?

- We procrastinate when we put off things that we should be focusing on right now
- And do something that is more enjoyable or that we are more comfortable doing
- We invest our time in wrong tasks
- We do not understand the difference between urgent tasks and important tasks
- We jump straight into getting on with urgent tasks that aren't actually important



Why do we procrastinate?

- We feel overwhelmed by the task and may not know where to begin
- We may doubt that we do not have the skills or resources that we may need
- Waiting for the 'right' mood or the 'right' time to tackle the important task at hand
- A fear of failure
- Poor organizational skills
- Perfectionism



How to overcome procrastination?

- Step 1: Recognize that you're procrastinating
- Step 2: Work out WHY you're procrastinating
- Step 3: Get over it!

Step 1: Recognize that you're procrastinating

- Be honest with you; you know when you are procrastinating
- To be sure, you need to know your priorities
- Putting off an unimportant task is not procrastination – it is good prioritization
- Identify your priorities and then work from a prioritized to-do list on a daily basis





Some useful indicators

- Filling your day with low priority tasks from your To Do List
- Reading the task in your To Do List more than once without working on it or deciding when you will start
- Sitting down to start a high-priority task and almost immediately going off to do something else – make a call to your friend or watch the TV



Some useful indicators (cont..)

- Leaving an item on your To Do List for a long time, even though you know it's important
- Regularly saying 'yes' to unimportant tasks that others ask you to do and filling your time with these instead of getting on with your important tasks already on your list

Step 2: Work out WHY you're procrastinating

- It can depend on both you and the task
- It is important to understand the reasons for each situation
- Common causes:
 - You find the task unpleasant; or
 - You find the task overwhelming



Step 3: Get over it!

- You need to find ways of motivating yourself to get moving
- Following approaches may be helpful:
 - Make up your own rewards
 - Ask someone else to check up on you. Peer pressure works!
 - Identify the unpleasant consequences of NOT doing the task
 - Break the project into a set of more manageable tasks
 - Start with some quick, small tasks if you can – you'll feel that you are achieving things





Key Points

- To Conquer Procrastination
 - You need to spot straight away that you are doing it
 - You need to identify why you are procrastinating
 - You need to take appropriate steps to overcome the block



Activity Logs

(Finding out how you really spend your time)

- How long do you spend each day on unimportant things?
 - Things that don't really contribute to your success
 - Do you know how much time you spend reading junk eMail, browsing the web, talking to friends, watching TV etc.?
 - How often you thought, "I could achieve so much more if I just had another half hour each day"



Personal effectiveness

- Most people find they function at different levels of effectiveness at different times of day as their energy levels fluctuate
- Your effectiveness may vary depending on the amount of sugar in your blood, the length of time since you last took a break, routine distractions, stress, discomfort or a range of other factors

Activity Logs

- Helps you to analyze how you actually spend your time
 - Keep an Activity Log for several days – how you spend your time & when you perform at your best
 - Every time you change activities – opening an eMail, browsing the web, gossiping with friends – note down the time of the change and how you feel – whether alert, flat, tired, energetic etc.



Learning from your Activity Log

- Analyze your daily activity log for a week and find out the amount of time you spend doing low value activities
- You may also see that you are energetic in some parts of the day and flat in other parts
 - Depends lots on rest breaks, times and amounts you eat, quality of your nutrition etc.



Learning from your Activity Log (contd..)

- Eliminate things that you should not be doing
- Schedule your most challenging tasks for the times of day when your energy is highest
- Try to minimize the number of times a day you switch between types of task – do things in blocks
- Reduce time spent on personal activities – phone calls, browsing the web, reading junk mail





Sample Activity Log

No.	Time	Task	Duration	How you feel
1				
2				
3				
4				



Key Points

- Activity logs are useful tools for auditing the way that you use your time
- It can help you to track changes in your energy, alertness and effectiveness throughout the day
- It will allow you to eliminate time-wasting tasks and you will know when you are most effective



To-Do Lists

(Your first step in beating work overload)

- To-Do Lists are prioritized lists of all the tasks that you need to carry out.
- They list everything that you have to do with the most important tasks at the top of the list and the least important tasks at the bottom



To-Do Lists

(Your first step in beating work overload)

- By keeping a To-Do List, you make sure that you capture all of the tasks you have to complete in one place
- This is essential for not forgetting them
- By prioritizing them, you plan the order in which you'll do things and that will be kept for later



To-Do Lists

(Your first step in beating work overload)

- Without a To-Do List, you'll seem dizzy and unfocused
- With a To-Do List, you are much better organized and much more reliable
- While they are simple, they are extremely powerful for organizing yourself and as a way of reducing stress



Preparing a To-Do List

- Start by writing down the tasks that you face
- If they are large, break them down into small pieces
- If they are still large, break them down further until each of the task will take no more than 1-2 hrs to complete



Preparing a To-Do List (contd..)

- Run through the list and allocate priorities A (very important) to F (unimportant)
- If too many tasks have high priorities, run through the list again and demote the less important ones
- Once you have done this, rewrite the list in priority order



Sample To-Do List

No.	Task	Priority



Using your To-Do List

- Different people use To-Do Lists in different ways in different situations
- Keep your list relatively short and aim to complete it every day
- You may carry some unimportant jobs from one To-Do list to the next



Key Points

- Prioritized To-Do Lists are fundamentally important to efficient work. If you use it, you will ensure that:
 - You remember to carry out all necessary tasks
 - You tackle the most important jobs first and do not waste time on trivial tasks
 - You do not get stressed by a large number of unimportant jobs



Effective Scheduling

(Plan your time, make time for yourself)

Scheduling is the process by which you look at the time available to you, and plan how you will use it to achieve the tasks that you have identified so that you could achieve the goals you have set up for your life.

Effective Scheduling

- Using scheduling properly, you can:
 - Understand what you can realistically achieve with your time
 - Plan to make the best use of the time available
 - Leave enough time for things you absolutely must do
 - Preserve contingency time to handle 'the unexpected'
 - Minimize stress by avoiding over-commitment to yourself and others





How to use the tool

- Start by identifying the time you have outside your school timing over a week
- Block in the things you absolutely must do in a day – at home, tuitions, Sunday School, Church
- Review your To-Do List and schedule in the high-priority urgent activities
- Block in appropriate contingency time to handle unpredictable interruptions



How to use the tool (Contd..)

- What is left is your 'discretionary time' which you could use to fill in other priority tasks and personal goals
 - You may find that you do not have much 'discretionary time' left in which case you may need to rework on your schedule



Key Points

- Scheduling is the process by which you plan your use of time.
- By scheduling effectively you can both reduce stress and maximize your effectiveness
 - You need an effective scheduling system – a diary, calendar, paper-based organizer, PDA or software packages like MS Outlook

Time Management - Review

- Beating procrastination
- Activity logs
- Prioritized To-Do lists
- Effective Scheduling



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Questions





Thank you