

# Time Management Contents

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## WHAT DO YOU WANT FROM THIS COURSE?

Let's look at your reasons for attending this course, and what you hope to achieve. Perhaps you have a general feeling that you are suffering from stress, although you're not sure why, and you want to find out more about time management; or perhaps there is a specific problem you want to resolve, such as too much work or feeling let down by your current actions. If someone suggested you should attend, it might be helpful to ask them why they think you will benefit from it.

Be selfish, for once, and think about only what you need to achieve and why. Think through the reasons and then write them down in the box below.

**Tip:** Make your statements positive; rather than stating "*I don't want to be the office pushover anymore*", say instead "*I wish I could say no more often*" or "*I would like to express my real feelings more often*".

*What I want from this course?*



## TIME MANAGEMENT - SOME OF TODAY'S FACTS

- Average working times over the last decade have increased by 20% and leisure time has decreased by 32%
  - 43% of people find it difficult to delegate
  - 75% work more than 40 hours each week
  - 81% suffer stress at least once per week
  - A manager on average spends 3 hours each day on interruptions
  - One in eight telephone calls are repeated because something was forgotten
  - The average manager spends 3 hours each week looking for things on his/her desk
  - They spend 11 hours a week in meetings
  - A manager's desk holds 36 hours of work
- (Source Atheneum Corporation)*

Both life and work have undergone, and continue to undergo, enormous and rapid change. The last few decades have seen society and the workplace literally start to reinvent itself. With little precedent to guide us, we face a myriad of conditions for which we have not been prepared, and the world has become an increasingly complex place in which to operate.

At home, we find that the longer hours at work have eroded our leisure time (down 32% in 15 years), impacted on our relationships, and brought stress levels to unacceptable highs. Economics and demographics together have combined to change the 'family' forever. Increasing numbers of dual-career families, working women and single parents have impacted society and challenge many of our 'industrial-age' values and perceptions.

It is the increase in technology, information and knowledge which is bringing about these profound changes. More and more people are now **Thinking for a Living**. Today, 80% of the workforce is in the 'Knowledge/Service' Sector, while only 20% remain in the manufacturing sector. These figures are probably understated - many argue that the manufacturing figures mask the many millions who are in the knowledge sector of the manufacturing enterprises.

With 'Knowledge/Service' sector workers holding four out of five jobs, their productivity (or lack thereof) becomes a key factor in the wealth of developed countries.

The challenge has to be to not work **harder**, but for both individuals and teams to work a lot **smarter**.

The overall goal for this course is to have every delegate leave with the core competencies and essential management skills to allow them to lead a more productive and better, balanced life - a big challenge/goal which needs your full participation if it is to be achieved.

## Session 3

### Principles of time management

<b>Purpose</b>
To allow delegates to start planning to achieve their goals and objectives.

Section	Process	Directions
1	Read 1 <sup>st</sup> paragraph ' <i>Efficient versus Effective</i> '	MANUAL pg. 7/ SLIDE 10
2	Explain that there are the four steps to aid goal setting: 1. Clarify - Job Purpose 2. Identify - Key Performance Indicators and Priorities 3. Identify - Time wasters 4. Set - SMART Goals/Objectives	MANUAL pg. 7/ SLIDE 11
3	<b>EXERCISE:</b> Delegates to complete ' <i>Job Purpose</i> ', pg.7	MANUAL pg.7
4	<b>EXERCISE:</b> Delegates to complete: ' <i>Determining your Key Performance Indicators and priorities</i> ', pg.8.	MANUAL pg.8
5	<b>EXERCISE:</b> Delegates to complete exercise: ' <i>Identifying your Time Wasters</i> ', pg.9, and which time stealer affects which KPI or priority.	MANUAL pg.9
6	<b>EXERCISE:</b> Delegates to complete the action plan, pg.10 - Remind delegates to insert dates from their action plans into their current diaries on their return to work.	MANUAL pg.10
<i>Timings 45 minutes</i>		

<b>Special instructions</b>
<p>SMART goals and objectives are set out in detail in MANUAL, pg. 10 - please also note SLIDE 47 in the supplementary SLIDE section, that outline SMART objectives in more detail.</p> <p>Depending on the group you may wish to use HO a., '<i>Annual Strategies</i>' for groups to plan longer term or more personal goals. Give delegates 5-10 minutes to complete this form then ask them to pick one of their goals and break it down using the HO b., '<i>Multi-Task List</i>'. Once completed, ask the delegates to put the various tasks in their diaries. These exercises are normally completed in 20-25 minutes</p>

<b>Preparation and materials</b>
<p>MANUAL: pg. 7 - 10          FLIP          SLIDE: 10 - 11          Optional HOs – a.-b.: a. = '<i>Annual strategies</i>' / b.= '<i>Multi-Task List</i>'          Optional Slide: 47</p>