

# TIME MANAGEMENT



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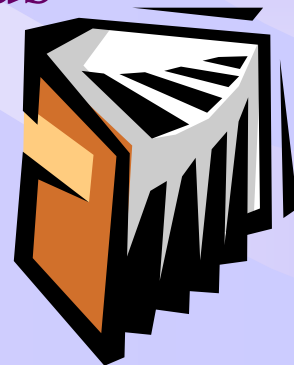
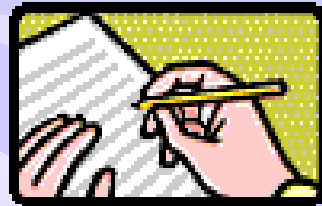
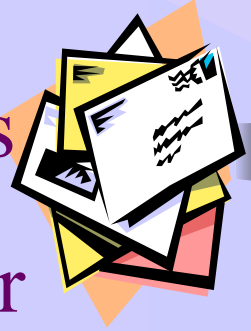
# WHY TIME MANAGEMENT

- ❖ To achieve one's personal and professional goals.
- ❖ Peter Drucker: "Make sure you know where your time goes."
- ❖ Don't depend on memory. Keep a time log.
- ❖ Spend time as per your priorities or responsibilities
- ❖ Utilise the available time in optimum manner
- ❖ You can make money; you can't make time.
- ❖ An inch of gold cannot buy an inch of time(Chinese proverb).



# TIME FOR EVERYTHING

- ❖ Take time to work, it is the price of success
- ❖ Take time to think, it is the source of power
- ❖ Take time to play, it is the source of youth
- ❖ Take time to read, it is the source of wisdom
- ❖ Take time to love, it is the privilege of Gods
- ❖ Take time to serve, it is the purpose of life
- ❖ Take time to laugh, it is the music of soul



# MANAGERS TIME

❖ Pareto Principle : Twenty percent of your time will produce 80% of your productive output. Can you afford not to manage at-least that 20% ? Remember this 80-20 rule when you think you have no time.



❖ Parkinson's Law : Work expands to fill the time available for it. Beware !

❖ Often worst performers are those who seem to be working hardest and longest. They are very busy but not necessarily effective.

# TIME MANAGEMENT MATRIX- CLASSIFICATION OF ACTIVITIES



URGENCY/ IMPORTANCE	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4

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# COMMON TIME MANAGEMENT

## PROBLEMS :

### PROCRASTINATION

- ❖ PROCRASTINATION is world's number one time waster.
- ❖ Banish it from your life.
- ❖ There is no time like present to do any work.
- ❖ If you are in doubt, ask: “Why am I putting this off?”
- ❖ If there is no reason. Do the work.  
Do not confuse reason with excuse.



# THE ART OF DELEGATION

- ❖ Delegation saves your time and develops subordinates
- ❖ Delegation improves results by making fuller use of resources
- ❖ Delegation implies transferring initiative and authority to another
- ❖ Delegation is a great motivator. It enriches jobs, improves performance & raises morale of staff.



# COMMON TIME MANAGEMENT PROBLEMS OFFICE MIS- MANAGEMENT

- ❖ Develop an efficient system of office working.
- ❖ Muddle makes work and wastes time. Strive for good order in your office.
- ❖ Utilise all resources fully.
- ❖ Handle telephone properly. Don't let it become a nuisance.
- ❖ To the extent possible, handle a piece of paper only once.





# DIFFICULTIES IN DELEGATION



- ❖ It's risky
- ❖ We enjoy doing things.
- ❖ We don't sit & think.
- ❖ It's a slow process.
- ❖ Like to be “top of everything”.
- ❖ Will subordinate outstrip us?
- ❖ Nobody can do it as well as I can.

# TIME EFFECTIVENESS IN OFFICES

❖ Time can be wasted imperceptibly if your work area is not organised well. Your desk should be clear of all paper except the specific job on hand. It invites you to think about one thing at a time. Concentration is a great time saver.

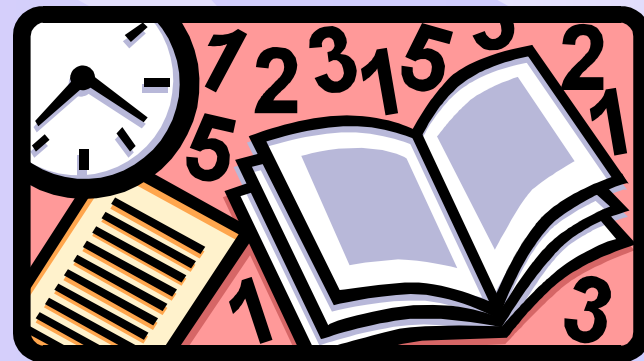
❖ Paper work : Recommended principle is “to handle each piece of paper only once.”

❖ Sort papers under : FOR ACTION/ FOR INFORMATION  
FOR READING/ FOR WASTE PAPER/ LAST DRAWER



# EFFECTIVE WRITING

- ❖ Clarity, simplicity and conciseness are essentials of good writing.
- ❖ Think, List and then Arrange.
- ❖ Do not cover too many subjects in one letter.
- ❖ Strive to write one page letters. These are more digestible.



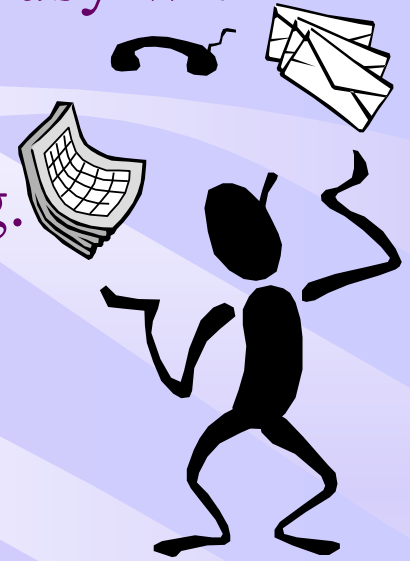
# MAKE THE TELEPHONE WORK FOR YOU

- ❖ Telephone is a great time-saving tool in right hands.
- ❖ Plan your calls.
- ❖ Timing for each call.
- ❖ Set aside a period of time for making and if possible, receiving calls



# HOW TO CONTROL INTERRUPTIONS

- ❖ Set a time limit and stick to it.
- ❖ Set the stage in advance : You are very busy with a deadline in light.
- ❖ With casual droppers-in, remain standing.
- ❖ Meet in other person's office.
- ❖ Get visitors to the point.
- ❖ Be ruthless with time but gracious with people.
- ❖ Have a clock available .
- ❖ Use a call-back system for telephone calls.



# YOUR PROFESSIONAL ASSISTANT

- ❖ Transform your PA/Secretary into a **Professional Assistant** who can help you save time by keeping unwanted callers at bay by:
  - diverting them to the appropriate person
  - minimizing interruptions
  - arranging interviews suitably.
  - dealing with routine correspondence



# COMMON TIME MANAGEMENT PROBLEMS : MEETINGS

- ❖ Meetings are potential time wasters.
- ❖ Meetings are necessary evil; distractions from one's regular work.
- ❖ Try to say 'No' to a meeting where you are not required.
- ❖ Agenda should be definite. Every one should receive the agenda and relevant papers well in advance.
- ❖ There should be a finishing time for meeting.



# DON'Ts FOR

## BOSS/CHAIRPERSON/ADMINISTRATOR

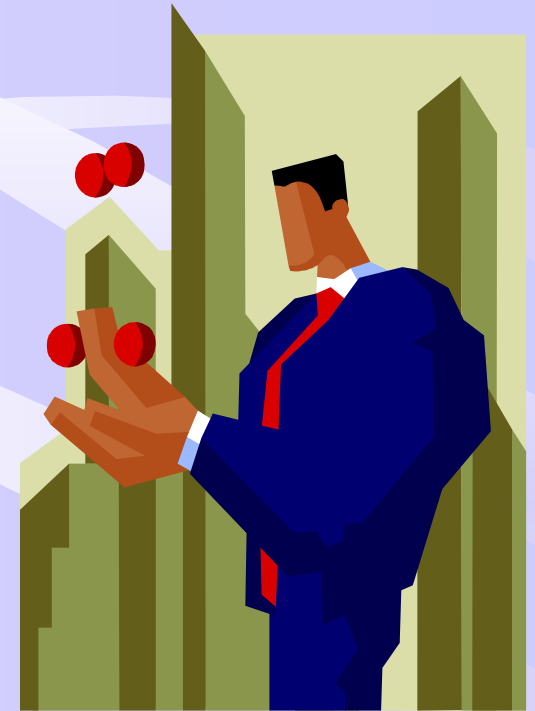
- ❖ Do not call a meeting unless it is necessary
- ❖ Do not call a meeting if the task can be handled by a call or by a small group through formal/ informal discussion
- ❖ Meetings are not required to:
  - 'Boss around' or give 'messages'
  - Socialize
  - Rubber stamp decisions
  - Pass on information
  - Promote private or hidden agenda
  - Continue the habit





# DOs/DON'Ts FOR BOSS/CHAIRPERSON/ADMINISTRATOR

- ✓ Call only those who are involved
- ✓ Have a written agenda
- ✓ circulate supporting papers
- ✓ Start on time
- ✓ Stick to agenda
- ✗ Do not over-pack the agenda
- ✗ Agenda should not have 'Any other item'
- ✗ Beware of 'Hijackers'



# DOs/DON'Ts FOR PARTICIPANTS

✓ Come prepared (with facts and figures)

✓ Come on time

✓ Talk to the point.

✗ Do not try to divert the discussion

✗ Do not try to hijack the meeting

# ROLE OF BOSS AND SUBORDINATE

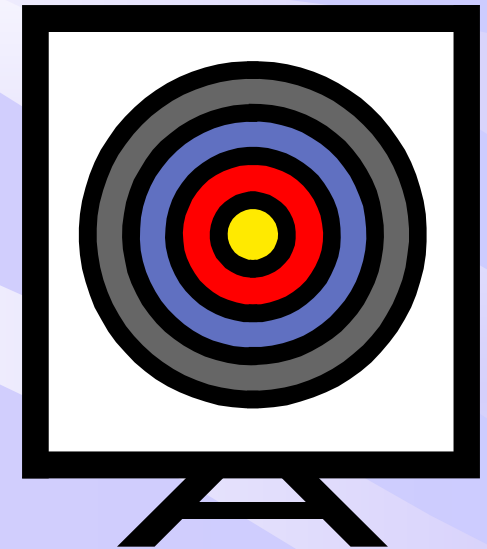
- ❖ The time of the subordinate is also important .
- ❖ Less time for subordinate means poor quality of work.
- ❖ It is you who has to improve the System.
- ❖ You can do only one person's work.
- ❖ Nobody is perfect.
- ❖ Devote time as per need and your goals of the organization.
- ❖ Take time but do the work properly, not haphazardly.
- ❖ Solve problems at your level.
- ❖ Go to Boss after doing your home work.
- ❖ Realise that Boss has a wider vision.

# PLANNING THE DAY

- ❖ Prepare an activity matrix for the day.
- ❖ Morning is the time for hard work.
- ❖ Schedule interesting work, meetings and social events in off-peak time.
- ❖ Avoid interruptions.
- ❖ Make use of committed time, e.g travelling, waiting.
- ❖ Have work-breaks to overcome fatigue.
- ❖ Keep good health
- ❖ Do not let your subordinate come to you with problems unless they bring their proposed solutions.
- ❖ Living 100% in the present improves your work output.
- ❖ Smile more often.

# RECAP

- ❖ Identify and make use of “up” and “down” time.
- ❖ Learn to say “NO.” It is not a crime.
- ❖ Make use of committed time – travel time, waiting time etc.
- ❖ Plan the day.
- ❖ Set goals and work towards achieving them.
- ❖ **Keep the Boss happy.**





Thank You