Time Management Slide Support and Tutor Notes

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Time Management, Planning and Prioritisation

Introduction

Slide 2

The Three P's of Effective Time Management

Planning:
If you don't have time for planning, you'd better find the time.

Priorities:
Not everything you do is of equal importance.
Priorities are not constant, they must e re-evaluated.

Procrastination:
The anti-Nike – just **don't** do it.

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Ten Myths about Time

Only tasks can be managed.

It's better to work efficiently.

You **have** to delegate. You can't do it all.

If you don't enjoy it, find something else to do.

We should take pride in working smart.

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Ten Myths about Time

Do things right.

It may, but also encourages us to do things that don't need doing.

Multitask.

Never pick up a piece of paper without doing something to get it off your desk.

No, you'll only get more done.

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Question

We'd all like to experience more good days and that this is one of the positive things that good time management can achieve – **if** you are committed to being self-disciplined and developing your time management skills.

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Time Management Questionnaire

Issue delegates with a copy of the Time Management questionnaire.

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Time Management Questionnaire

Give the group 10 minutes to analyse the barriers to their own effective time management then discuss answers with the group.

Record the answers on flipchart or white board.

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Filing

Toss it.

Redirect it.

Act on it.

File it.

Read it.

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Logic Based Disposal

Action? Then keep it.

Elsewhere? Toss it.

Outdated? Toss it.

Use it again? File it.

Tax? File it.

Worst thing? If you can live with it, toss it.

Anyone else? Send it to them.

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Other Filing Tips

Keyword: will save fro reading it again when you file it.

If you spend much time looking for something, put it back where you found it. Or at least put a pointer there.

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Managing your To-Read Pile

Can’t read everything? Accept it and get over it.
A quick scan is better than a complete reading that you never get to do.
Share: you each read some things, then get together and discuss them.
Put everything you want to read in one file. Take it with you everywhere you may have to wait. Weed it occasionally—toss anything you haven’t read in 3 months—it’s out of date anyway.

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Managing Your e-mail

Or check it three times a day or, if really necessary, once an hour.
Try Eudora Pro and its folders.
Triage by subject line or author.
Read it, print it or delete it.
Put addresses in your rolodex, contact manager, or at least in a separate folder (mine is “addresses to save”).

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Why Aren’t We Organised?

Time: being disorganised takes even **more** time.
Know how: learn how or hire someone.
Sometimes, good enough is good enough. Perfect is seldom justified.

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The Price of not being Organised

Miss an opportunity because you misplace the information in the clutter.
Waste time (yours and the customer’s) looking for things or doing things over.
Waste money by misusing or losing resources or wasting time.

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Using your calendar

Pencil meetings in, you can always erase them.
Follow up: such as, call Mr. Jones re search.
Write dates for filing, etc.
You can have satellite calendars, but one must be the master.

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Eliminating things from your to do list

Worst? If you can live with it, don’t do it. You may find out that it wasn’t necessary anyway.
If someone else can do it, let them.
If it doesn’t need to be done now, it might go away.
If you can find an easier way, do it that way.

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Why Plan?

It focuses your thinking on the future.
It clarifies your goals and objectives.
It will save time in the long run.
It helps you avoid doing things that are not in your best interest.
It helps you justify (to others) where you spend your time.
It provides a framework for policy formulation and decision-making.
It can help support your case for funding.
It identifies critical issues and constraints.
It can help keep you on course.

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A Vision is

My vision: “To help one-person around the world by informing them and championing their cause”

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A Mission is

My mission: “To bring the latest personal and institutional management information to small (especially solo or one-person) companies around the world”

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Then Set Your Goals

Measurable—so you know when you’ve achieved them
In writing—a goal not in writing is a dream

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Predicting the Future

This is hard
Look at the environment.
- Corporate culture.
- Competitors.
- Information needs of users.
- Mandates from the community (management, accrediting).
- Unmet market niches.

What did last year’s strategic plan say?
What does your boss or organisation want?
What do your users want?

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Question Things

What have I got to lose?
Is there a better way to do it?
Should it even be done at all?
Can try to ignore it?

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Be both Efficient and Effective

Efficiency: is
completing a task with the least possible amount of wasted labor, cash, or time.
Effectiveness is
doing what will make the most difference.
Too many businesses spend lots of time making sure they are doing things right and not enough determining if they are doing the right things.
Doing the wrong things right is the epitome of wasted time..
Doing the right things right is the epitome of time management.

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Other Prioritisation Tips

You don’t have to do everything everybody tells you to do.
Or the way other people tell you to do it.
Or according to someone else’s time frame.
You don’t always have to do everything yourself.
Yes, you have to please other people. But you also have to please yourself.

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Give Yourself Permission to Fail

you learn from it.
you failed because a higher priority task came up.
you did not get the resources you needed (such as cooperation from someone else).

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Mental Agility Test

Try to time this last exercise so that your delegates think that the session is about to end.

Issue delegates with a copy of the mental agility test stating that you almost forgot about it.

It's very interesting watching the "bright" ones in the group scribbling away working away down the sheet.

Object of the exercise is merely to stress that although they have only three minutes to complete the task they should still take the time to read all of the instructions given to them first!