

**TIME MANAGEMENT:
USING TIME EFFECTIVELY AND
EFFICIENTLY**

PROF. DR. AUNG TUN THET





**Until we can
manage time, we
can manage
nothing else.**

~Peter F. Drucker

HEART OF TIME MANAGEMENT


- Shift in **focus**
- Concentrate on **results**
- Not on being **busy**



TIME MANAGEMENT

- Task yourself three questions:
 - 1. What do I want to do?***
 - 2. When do I want to do it?***
 - 3. How well do I want to do it?***

TIME MANAGEMENT

- **Common thread** throughout three questions?
 - ***"...do I want to do...?"***
 - Making, organizing and executing **choices**
- 

What Do I Do?

When Do I Do It?

**TIME
MANGEMENT**

How Well Do I Do It?

CHOICE

- **Cannot** manage time
- Manage **use** of time



CHOICE


- Making **decisions** about:
- *What to do*
- *When to do it*
- *How well to do it*

WHAT DO I WANT TO DO?


- What to say **'yes'** to
- What to **refuse, decline** or **let go**



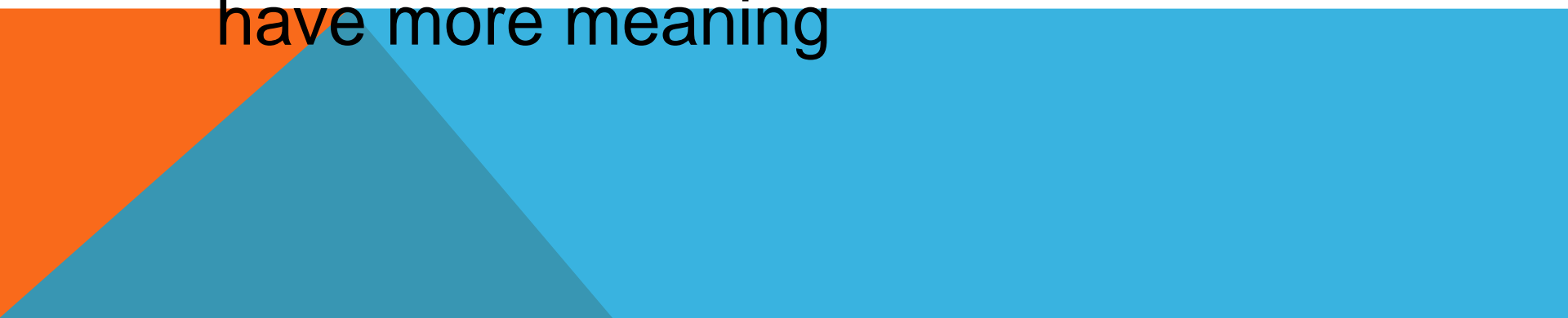
WHAT DO I WANT TO DO?

- Depends on three things:
 1. **Basic needs** met - for e.g., quality (and quantity) of sleep
 2. **How well** to meet current commitments - how well to do what you 'have' to do
 3. How much time to give to **unstructured activities**
- 


TIME MANAGEMENT

- Important series of questions:
 - *How **congruent** tasks, actions and habits with roles, goals, values and beliefs?*
 - *Do **beliefs** define roles and goals?*
 - *Do **actions** support them?*
- 

TIME MANAGEMENT

- Deciding what to do comes from **within**
 - *Do you **believe** in what you're doing?*
 - *Do you know **what matters** most to you?*
 - Every **role, goal, commitment, task, habit** or **action** make more sense and have more meaning
- 


WHEN DO I WANT TO DO IT?

- Organizing time -- choosing **when** to do something
 - **Hard** - best time to do it
 - **Willpower and self discipline** keys to delaying gratification of **Doing It Now**
- 

DOING IT NOW

- **Bad** habit
- **Reacting** to things - other things pushed aside
- Things **control you** rather than you **controlling them**

WHEN DO I WANT TO DO IT?

- **Time management systems** -
Planners, diaries and schedules
 - Work on getting better at **knowing when to do it**
 - **No formula**
 - Takes **practice**
- 

HOW WELL DO I WANT TO DO IT?


- Decide **how long** and **how well** you are prepared to do
- **Pareto Principle (80/20)**




PARETO PRINCIPLE



80:20 PRINCIPLE

- 80% of **unfocussed effort** generates only 20% of **results**
 - *Remaining 80% of **results** achieved with only 20% of **effort***
 - **Small proportion** of activity **generating big returns**
- 

IMPORTANCE OF ACCURACY

- Quality of time management depends on accuracy of:
 - *Decisions about **what** to do?*
 - *Decisions about **when** to do things*
 - *Decisions about **how to** do things?*
- 

**"URGENT" AND "IMPORTANT"
ACTIVITIES**





Enjoy TIME


TIME IS YOUR FRIEND.
TREAT IT WITH CARE,
ENJOY ITS COMPANY DEEPLY.

www.spreadjesus.org

- It's **urgent**
- But is it really **important**?




TIME STRESSORS

- Important **presentation** for meeting
 - **Workload** high
 - **“Urgent” tasks** on To-Do List
 - **Anxious**
 - Can't **concentrate**
 - **Distracted**
- 

TIME STRESSORS

- Source of **pressure** and **stress**
- **Too much** to do, in **too little** time
- How to **beat** this stress?

URGENT/IMPORTANT MATRIX

- Think about **priorities**
 - Determine which activities **important**
 - Which are **distractions**
 - **Manage** time effectively
- 

GREAT TIME MANAGEMENT

- **Effective and Efficient**
- Spending time on things **important**
not just **urgent**



DISTINCTION

- **Important** activities leads to achievement of goals - professional or personal
- **Urgent** activities demand immediate attention - associated with achievement of someone else's goals

DISTINCTION

- Urgent activities demand **attention**
- **Consequences** of not dealing with them immediate



- *"What is **important** is seldom **urgent**,
and*
- *what is **urgent** is seldom **important**."*



HOW TO USE THE TOOL



**TIME
MANAGEMENT IS
LIFE
MANAGEMENT.**

QUOTEHD.COM

Robin Sharma
Canadian Writer

URGENT/IMPORTANT MATRIX

- Overcome **natural tendency** to focus on urgent activities
- **Focus** on what's really important
- Not “**Firefighting**”




FIGURE 1 - URGENT/IMPORTANT MATRIX

IMPORTANCE	HIGH	IMPORTANT GOALS	CRITICAL ACTIVITIES
	LOW	DISTRACTIONS	INTERRUPTIONS
		LOW	HIGH
		URGENCY	

STEPS

1. List all **activities** to do
 - Include **everything** however unimportant
 - Use **To-Do List** or **Action Program**

STEPS

2. On scale of 1 to 5, assign **importance** to each activity
 - **Measure** of how important activity in helping meet goals and objectives
 - Do not worry about **urgency**
- 

STEPS

3. After assigning **importance** value to each activity
 - Evaluate **urgency**

STEPS

4. Study matrix using **strategies** described below to schedule priorities



STRATEGIES FOR DIFFERENT QUADRANTS OF THE MATRIX




"YOUR **FUTURE** IS CREATED BY WHAT
YOU DO { **TODAY** }
NOT ~~TOMORROW~~"


URGENT AND IMPORTANT

- Two distinct types of **urgent and important** activities:
 1. Could not **foresee**
 2. Left to **last minute**
- Avoid last-minute activities by **planning ahead** and avoiding **procrastination**


URGENT AND IMPORTANT

- Issues and crises cannot be **foreseen** or **avoided**
 - Leave time to handle **unexpected issues** and **unplanned important activities**
 - If major crisis arises, **reschedule** other events
- 


URGENT AND IMPORTANT

- If lot of **urgent and important** activities
 - Identify which could be **foreseen**
 - **Schedule** activities ahead of time, so they don't become urgent
- 


URGENT AND NOT IMPORTANT

- **Stop you** achieving your goals
 - **Prevent** you from completing your work
 - *Can they be **rescheduled**?*
 - *Can you **delegate** them?*
- 

URGENT AND NOT IMPORTANT

- **Interruptions** from other people
 - **Say "No"** to people politely
 - Encourage them to **solve problem themselves**
- 

URGENT AND NOT IMPORTANT


- **Scheduling** time when you are available
 - Schedule **regular meetings** - all issues dealt with at same time
 - **Concentrate** on important activities for longer periods of time
- 

NOT URGENT, BUT IMPORTANT


- **Achieve** personal and professional goals, and complete important work
- Time to do these things **properly**




NOT URGENT, BUT IMPORTANT

- Leave enough time to deal with **unforeseen problems**
 - Keeping on **schedule**
 - Avoid **stress** becoming more urgent than necessary
- 

NOT URGENT AND NOT IMPORTANT

- **Distractions**
 - **Avoided** if possible
 - **Ignored or cancelled**
 - Say "**No**" politely
- 

KEY POINTS

- Urgent/Important Matrix look at task list
 - Identify activities to **focus on**
 - **Prioritizing** using Matrix
 - Deal with **truly urgent** issues
 - Keep on **working towards** important goals
- 



TIME MANAGEMENT MATRIX



**THE TROUBLE IS,
YOU THINK
YOU HAVE *TIME***

Buddha

InspirationBoost.com

MATRIX

		URGENT	
		+	-
IMPORTA NT	+	I	II
	-	III	VI

MATRIX

		URGENT	
		+	-
IMPORTANT	+	I <ul style="list-style-type: none">•Crisis•Deadlines•Critical Meetings	II <ul style="list-style-type: none">•Strategic Planning•Empowering Others•Creative Activities•Recreation
	-	III <ul style="list-style-type: none">•Interruptions•Strategic Planning•Emails•Meetings	IV <ul style="list-style-type: none">•Gossips•Trivial Issues•Wasting Time•Coffee Breaks

**PRIORITIZATION:
MAKING BEST USE OF TIME
AND RESOURCES**






Gain control
of **YOUR TIME**,
and you will
gain control
of **YOUR LIFE**.

PRIORITIZATION

- **Essential** skill
- Make best use of **own efforts**
- Skill to create **calmness and space**
- **Focus** energy and attention on things that really matter

PRIORITIZATION


- Particularly important when **time limited** and **demands unlimited**
 - **Allocate time** where most-needed and most wisely spent
 - **Freeing** you from less important tasks
- 

PRIORITIZATION

- **Bring order to chaos**
- **Reduce stress**



SIMPLE PRIORITIZATION

- Based on:
 - *Time constraints*
 - *Potential benefits*
 - *Pressure to complete job*
- 

PRIORITIZATION

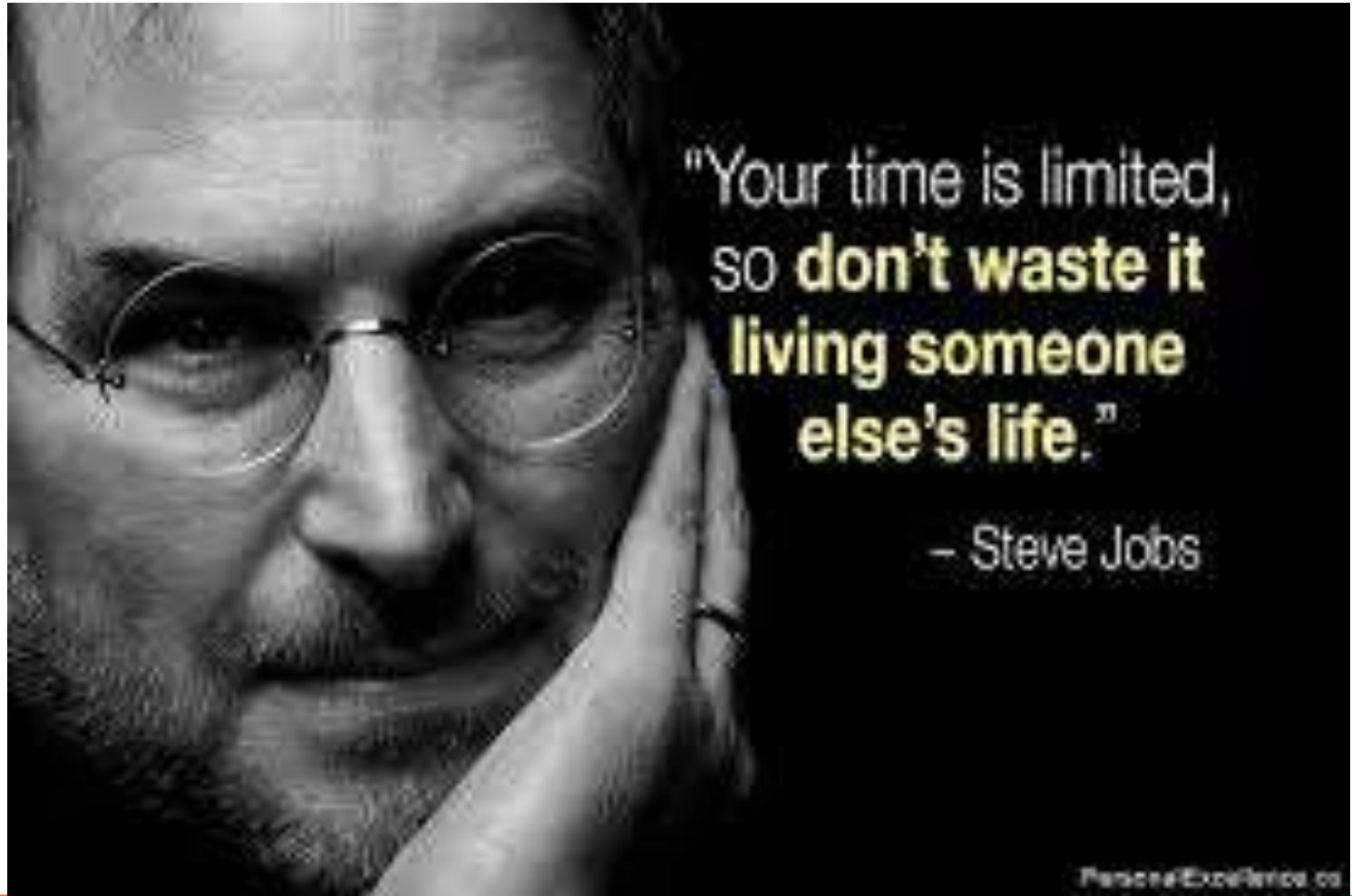
- Based on **value** and **rational** basis
- Time **constraints** important



TIME MANAGEMENT SKILLS

TIME MANAGEMENT






"Your time is limited,
so **don't waste it**
living someone
else's life."


– Steve Jobs

PinnacleExcellence.ca

TIME MANAGEMENT

- **Work under control**
 - **Stress** minimize
 - **Work smarter** on highest priority tasks
 - **Focused** and effective way
 - **Achieving** goals, dreams and ambitions
 - **Five** areas
- 

1. GOAL SETTING


- Know where **you're going**
 - What **needs to be done**
 - **What order**
 - Without goal setting **confusion or conflicting** priorities
- 

1. GOAL SETTING

- Requires **time and effort**
- Saves enormous amount of **time, effort and frustration**




2. PRIORITIZATION

- What **needs** to be done
 - **"To-do"** list
 - Work on **most important, highest value** tasks
- 

3. MANAGING INTERRUPTIONS

- Interruption **natural and necessary**
- Minimize **interruptions**
- *Phone calls, emails, information requests, questions from employees, etc.*

4. PROCRASTINATION

- *"I'll do it later"*
 - **Tempting**
 - **Deadly**
 - Recognize you **procrastinate**
 - **Why?**
- 

4. PROCRASTINATION

- **Plan** to get out of habit
- **Reward yourself** for getting jobs done
- Remind of **horrible consequences** of not doing boring tasks!

5. SCHEDULING


- **Effective**
- Keeps you **on track**
- Protects from **stress**

5. SCHEDULING

- Schedule **priority** tasks
- Leave room for **interruptions**



5. SCHEDULING

- **Contingency time** for unexpected events
 - Reflect **priorities** and support **personal goals**
 - **Control** time
 - Keep life in **balance**
- 

- Don't Manage **Time**
- Manage **Yourself!**



The bad news is
Time flies.
The good new is
you're the pilot.

- Michael Altshuler

© 2015 Michael Altshuler