

Management Training



Time Management



QUIZ

TIME

Time Temperament

□ TEMPERAMENT

- Taskmasters
- Teasers
- Tarried

- Tenders

BASIC FEELING

- Get It Done*
- Have Fun*
- Take It Easy*

- Do It Right*

THOUGHT PROCESS

- Can I Do It?*
- Am I Finished?*
- When Do I Need To Do this?*
- Is Time Too Short?*

□ TASKMASTER

- Choleric
- Red
- Elephant
- Dominance
- Director
- Driving
- Self-Reliant
- Achievers
- Impulsive

TEASER

- Sanguine
- Yellow
- Butterfly
- Influencing
- Socializer
- Expressive
- Communicative
- Talkers
- Talkative

TARRIER

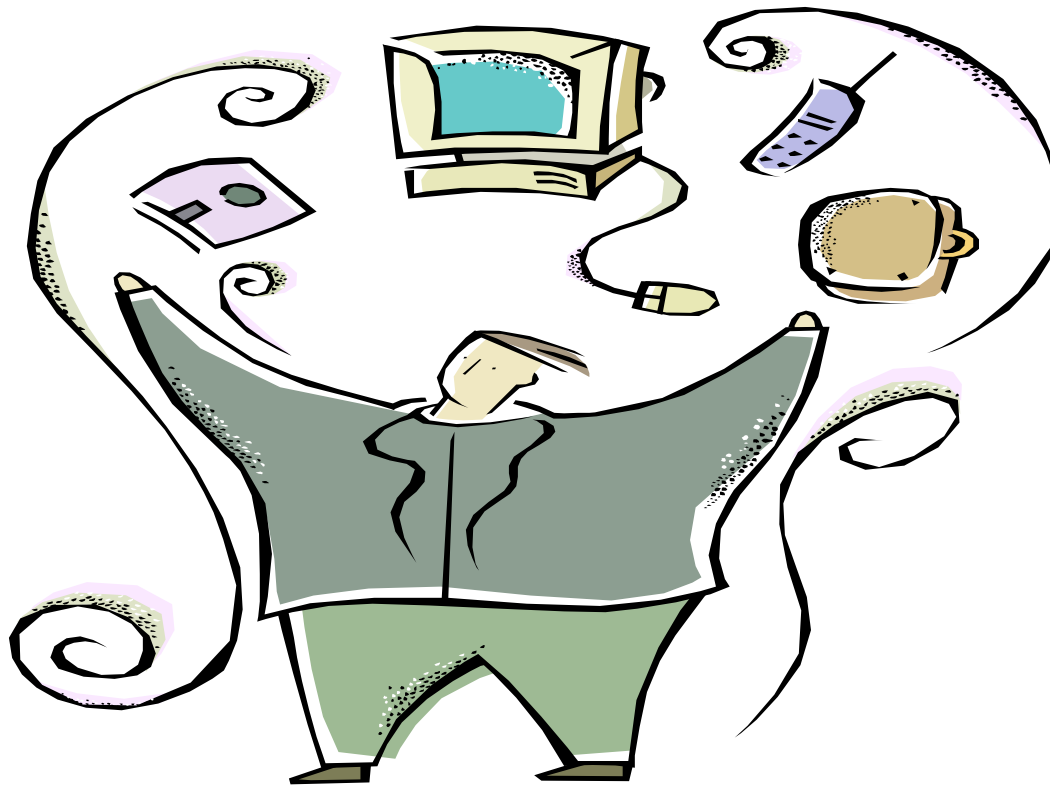
- Phlegmatic
- White
- Turtle
- Steadiness
- Relater
- Amiable
- Loyal
- Accommodators
- Timid

TENDER

- Melancholy
- Blue
- Beaver
- Compliance
- Thinker
- Analytical
- Factual
- Thinkers
- Deliberative

Tools for Time Management

Tools To Get Things Accomplished



Tools for Time Management (cont.)

GRAPHICS

- ❑ Graphics is a nonverbal technique that can save a lot of time in communicating concepts.

USING GRAPHICS

- ❑ Keep a pad of paper close by
- ❑ Have several pencils & markers beside you on your desk
- ❑ Hang a large white board on the wall

Tools for Time Management (cont.)

PEAK PERIODS

Peak periods come in two varieties, internal & external.

Internal Peak Periods

- ❑ Times when you concentrate best
- ❑ Pick 2 hours of the day when you think the most clearly
- ❑ Base times on your mood, energy level & sleepy times
- ❑ Use Internal Peak Period to work on prime projects

External Peak Periods

- ❑ Times when other people are most readily available for information inquiries and decisions (i.e. for salespeople that is 9-5)
- ❑ Hours when you need to meet face to face with customers
- ❑ Schedule routine projects before or after External Peak Periods

Tools for Time Management (cont.)

The Desks







Tools for Time Management (cont.)

PILE & FILE

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.

Handling Mail

- 1) Open mail at your desk – don't open the junk, immediately throw it away.
- 2) Open bills. Write a reminder on the calendar for 3 days prior to the due date. Put bills in bill file.
- 3) Read personal letters & answer immediately or put them away in a "To Be Answered" file. Write a reminder on calendar to answer letters.
- 4) For impersonal letters, write an answer on the letter itself and return immediately.
- 5) For events you might attend, pin the flier on the bulletin board and write a reminder on your calendar to think about it later.
- 6) Scan newspapers & newsletters, underline important dates, makes notes to call people and file or throw away immediately.

Tools for Time Management (cont.)

Handling E-mail

- 1.) Read e-mail at the end of the day. Write responses the next day.
- 2.) Delete all unfamiliar addresses
- 3.) Download at the end of your online time and automatically sign-off after material is downloaded.
- 4.) If possible, create a business mailbox and a personal mailbox. Let people know which one is used for what purpose. Send notices to all addresses as they come in.

Tools for Time Management (cont.)

SAYING "NO" - IS IT POSSIBLE????

Tools for Time Management (cont.)

CHANGING "YES" INTO "NO"

- *It Can Be Done!!!*

DELEGATION

- *An Effective Tool*

Delegation Traps

1. "I can do it better myself"

2. "Takes too much time to train others"

Results

Manager devotes time to tasks without investment in planning and developing others.

Guarantees the manager will have to do it next time.

Time Wasters & Solutions

Paradoxes in Time Management

PARADOX

- *Open Door*
- *Planning*
- *Tyranny of the Urgent*
- *Crisis*

Time Wasters & Solutions (cont.)

Paradoxes in Time Management (cont.)

- *Meetings*
- *Delegation*
- *Cluttered Desk*
- *Telephone Paradox*

Time Wasters & Solutions (cont.)

Paradoxes in Time Management (cont.)

- *Long Hours*
- *Activity vs. Results*
- *Efficiency vs. Effectiveness*

Time Wasters & Solutions (cont.)

TELEPHONE

- *The All-Pervasive Telephone*
- *Control The Phone*

Time Wasters & Solutions (cont.)

TELEPHONE (cont.)

Telephone Techniques

- *Set "phone hours"*
- *Have your calls screened*
- *Limit the length of incoming calls*

Time Wasters & Solutions (cont.)

TELEPHONE (cont.)

- *Turn off the ringer*
- *Let it ring*
- *Remove yourself*
- *Remove the phone*

Time Wasters & Solutions (cont.)

TRIVIA –

unimportant matters

Time Wasters & Solutions (cont.)

TRIVIA (cont.)

Three common areas of Trivia

- 1.) Informational Reading**
- 2.) Senseless Work**
- 3.) Habits**

Time Wasters & Solutions (cont.)

DROP IN VISITS

Confrontation

This is a way to regulate traffic. The next time someone asks if you have a minute, respond by saying: "Can we really do it in a minute?" or "yes, I have a minute now, but if it takes longer we'll have to do it later."

If your boss is in the habit of dropping-in, the situation may be different. If the boss gives higher priority to projects that can be handled on a scheduled, no-rush basis, try to point this out tactfully. The problem may be that you have actually trained your boss to turn to you for the "no-notice" assignment. One tactic is to be less available, or delegate others to handle it instead.

Time Wasters & Solutions (cont.)

DROP IN VISITS (cont.)

Scheduling & Positioning

- ❑ Establishing “availability hours”
- ❑ Setting aside quiet time
- ❑ Some Ideas to consider:
 - 1.) Relocate to an unused office or conference room, maybe a nearby public library.
 - 2.) Shift the angle of your desk so that a passerby cannot catch you eye.
 - 3.) Keep you head down when someone passes your open office door.
 - 4.) If possible, take away the visitor’s chair or put it in a far corner away from your desk.
 - 5.) When someone comes into your office, stand up and come to the front of your desk.

Time Wasters & Solutions (cont.)

MEETINGS

*Meetings are the cornerstone of
organizational life.*

Time Wasters & Solutions (cont.)

MEETINGS (cont.)

- 1. Is It Necessary?**
- 2. Plan The Meeting**
- 3. Attend For A Limited Length Of Time**
- 4. Do Not Go**

Time Wasters & Solutions (cont.)

MENTAL BLOCKS

A mental block is something you have to do and don't want to.

Time Wasters & Solutions (cont.)

MENTAL BLOCKS (CONT.)

- Confront Mental Blocks**
- Take One Step**
- Create momentum**

Time Wasters & Solutions (cont.)

MENTAL BLOCKS (CONT.)

- ❑ Ask For Help**
- ❑ Wait**

TIME TECHNIQUES

1. *Make a written "to do" list everyday.*
2. *Set priorities on your list.*
3. *Group similar projects together.*
4. *Read books & magazines like newspapers- scan for key ideas.*
5. *Handle each piece of paper only once – take action to keep it moving or throw it away.*
6. *Set realistic deadlines for yourself and others.*
7. *Look for ways that you might be wasting the time of others.*

TIME TECHNIQUES (CONT.)

8. *Distinguish between what is “vital” & what is “trivial”.*
9. *Avoid striving for perfection on tasks that don’t require it.*
10. *Set aside large blocks of time to concentrate on big projects.*
11. *Break large projects into smaller, more manageable tasks.*
12. *On large projects, make brief notes to yourself so that you will know where you left off.*
13. *Practice an effective method for getting rid of unwanted visitors.*
14. *Leave time for unexpected interruptions when planning.*

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Questions?