

Maulana Mazharul Haque

Arabic and Persian University

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By:- Owais Sir

Plan of Talk

- Introduction
- Benefit of time management
- Time management techniques
- Time management skills





Time Management

Introduction

- It is rightly said “Time and Tide wait for none”.
- An individual should understand the value of time for him to succeed in all aspects of life.
- People who waste time are the ones who fail to create an identity of their own.



What is Time Management ?


Time management refers to;

- Managing time effectively, so that the **right time** is allocated to the **right activity**.
- Making the **best use of time**, as time is always limited.

Cont. ...

- Effective time management allows individuals to assign specific time to activities as per their importance.
 - Ask yourself “which activity is more important? How much time should be allocated to?”
 - Know which work should be done earlier and which can be done a little later.
- Time Management plays a very important role, not only in organizations, but also in our personal lives.

Time Management Includes:

1. Effective Planning
 2. Setting goals and objectives
 3. Setting deadlines
 4. Delegation of responsibilities
 5. Prioritizing activities as per their importance
 6. Spending the right time on the right activity
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1- Effective Planning

- Plan your day well in advance.
 1. Prepare a To Do List or a "TASK PLAN".
 2. Order activities according to their priority.
 3. Allocate suitable time to each activity.
- Complete pending tasks one by one.
 - Do not begin fresh work unless you have finished your previous task.
- Tick the ones you have already completed.
- Ensure you finish tasks within the stipulated time frame.



2- Setting Goals and Objectives

- Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea.
- Set targets for yourself and make sure they are realistic and achievable.



3- Setting Deadlines

- Ask yourself “how much time needs to be devoted to a particular task?”
- Set deadlines for every task, and be committed to.
 - Do not wait for your superiors to ask you every time.
 - Learn to be self driven.



4- Delegation of Responsibilities

- Don't do everything on your own, there are other people as well.
- Roles and responsibilities should be delegated to employees according to their interest and specialization to ensure they would finish within deadlines.
- An employee who does not have enough knowledge needs more time than someone who knows the work well.



5- Prioritizing Tasks

- Prioritize tasks as per their importance and urgency.
 - Know the difference between important and urgent work.
- Identify which tasks should be done along the day, and during the month.



6- Spending the Right Time on Right Activity

- Develop the habit of doing the right thing at the right time.
- Work done at the wrong time is not of much use.
- Keep some time separate for your personal calls or checking updates on Face book or Twitter.
 - After all human being is not a machine.



Characters of Good Time Manager:

1. Organized

- Avoid keeping stacks of file and heaps of paper at your workstation.
 - Throw what all you don't need.
- Put important documents in folders.
 - Keep the files in their respective drawers with labels on top of each file.
 - It saves time which goes on unnecessary searching.



Cont. ...

2. Don't misuse time

- Concentrate and finish assignments on time.
 - Don't wait till the last moment.
- Do not kill time by loitering or gossiping around.
- Remember your organization is not paying you for playing games on computer or peeping into other's cubicles.
- First complete your work and then do whatever you feel like doing.



Cont. ...

3. Be Focused


- Develop the habit of using planners, organizers, tables calendars for better time management.
- Set reminders on phones or your personal computers.





of Time Management

Benefits of Time Management

- Time Management refers to making the best possible use of available time.
 - Managing time well enables an individual to do the right thing at the right time.
 - Time Management plays a pivotal role in one's personal as well as professional life.
 - Let us go through some benefits of Time Management:
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1- Makes You Punctual & Disciplined

- To make the judicious use of time;
 1. Prepare a "TASK PLAN" or a "TO DO" List at the start of the day .
 2. Then, sort activities which need to be done in a particular day as per their importance and urgency.
 3. Allocate specific time to each activity.



2- Makes You More Organized

- Keeping things at their proper places minimizes time wasted on unnecessary search for documents, files, folders, stationery items.
- Keep your workstation, study zones, cubicles, meeting areas clean and organized.



3- Boosts Your Morale & Confidence

- Accomplishing tasks within the stipulated time frame makes you popular in the organization as well as amongst your peers.
- People who understand the value of time are the ones who manage to stand apart from the crowd.
- Individuals who finish off work on time are looked up to by others and are always the centre of attention everywhere.



4- Reduces Time to Reach Goal & Objectives

- Managing time effectively helps employees to meet targets way ahead of deadlines.
- Effective time management plays a pivotal role in increasing an individual's productivity.



Cont. ...

- Effective Time Management helps employees to reach the pinnacle of success quickly and stay firm at the top for a longer duration.
- An employee who works just for the sake of working fails to create an impression and is never taken seriously at work.



5- Makes You Plan Better

- You have to learn how to plan things well, and know where exactly they stand five years from now.



6- Reduces Stress & Anxiety

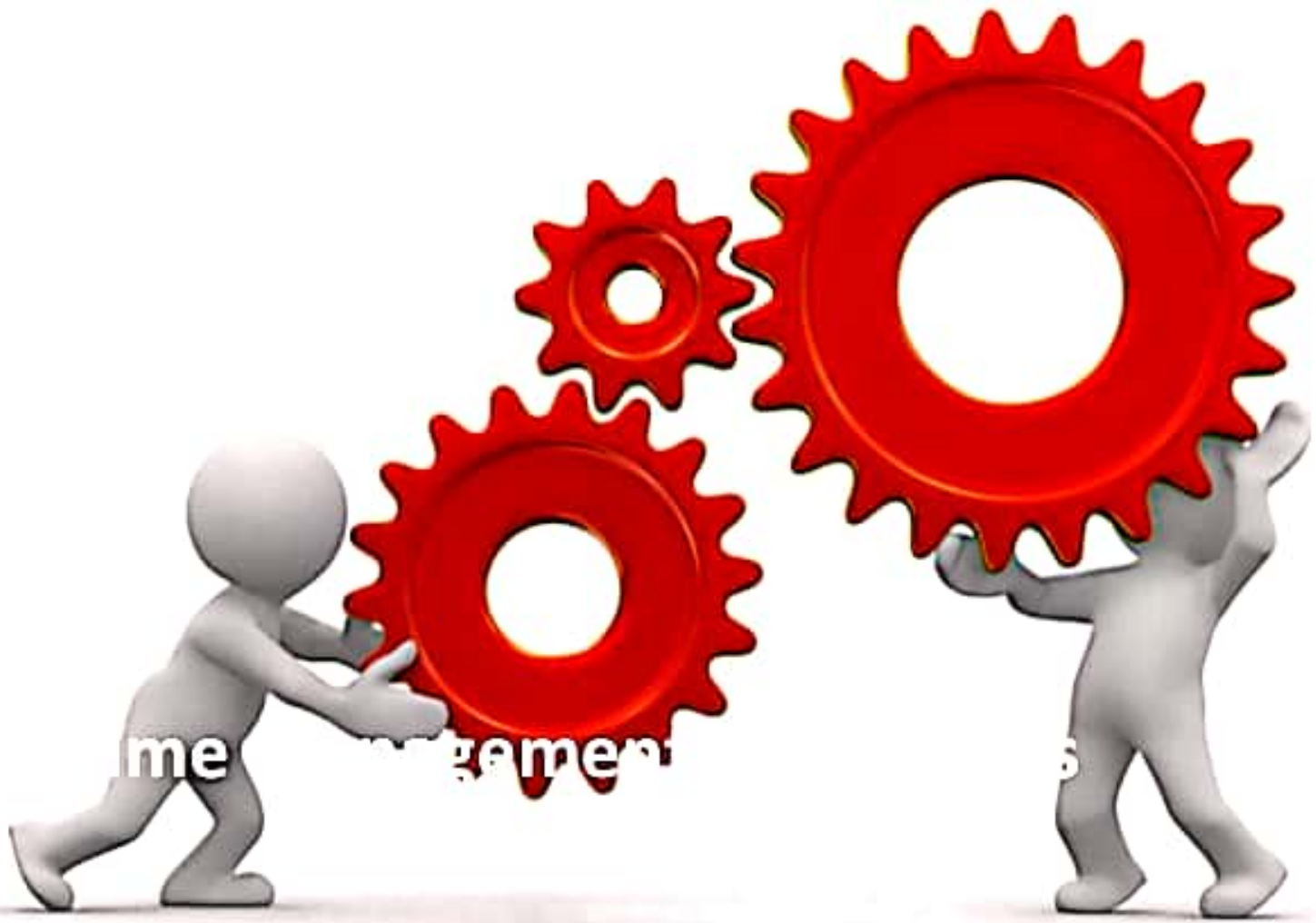


- Remember, there is no point in wasting time and cribbing later.
- Finish off pending work on time and then you would have lot of time for your friends, relatives and family members.

7- Better Prioritizing of Tasks & Activities

- It is foolish to stay overburdened.
- Do not accept anything and everything that comes your way.






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Time Management Techniques

- Time management refers to the judicious use of time for achieving success in life.
 - Time Management helps an individual to make the best possible use of time.
 - It is essential for individuals to value time and allocate the right time to the right activity.
 - **Let us go through some Time Management Techniques:**
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1- Set Your Priorities

- Prepare a “TO DO” List or a “Task Plan” to jot down tasks you need to complete against the time slot assigned to each activity.
- High priority tasks must be written on top followed by tasks which can be done a little later.
- Make sure you stick to your task list.



2- Finish Your Assignments on Time

- Tick the tasks you have already finished.



3- Differentiate Between Urgent and Important

- Important “ ... of great significance or value”
- Urgent “ requiring immediate action or attention”

First, finish off what all is urgent and important.

- Do not begin your day with something which is not so important and can be done a little later.
- Do not wait for your Boss's reminders.



4- Stay Focused

- While doing an urgent job, do not leave your work station.
- Going for strolls in the middle of an urgent work breaks continuity and makes you loose focus.



5- Add Life to Work

- In your daily schedule, you should include time for:
 - Tea breaks
 - Net surfing
 - Personal calls
- Human being is not a machine who can work at a stretch for eight to nine hours.
- Assign 30:45 minutes to check updates on social networking sites, call your friends or family or go for smoke breaks etc.



6- Set Realistic Targets

- Know what you need to achieve and in what duration?
- Do not lie to yourself.
- Assigning one hour to a task which you yourself know would require much more time does not make sense.



7- Don't Overload Yourself

- Say a firm “no” to your boss if you feel you would not be able to complete a certain assignment within the assigned deadline.
- Don't worry, he will not feel bad.
- Probably he can assign the same to any of your fellow workers.
- Accept tasks which you are really confident about.



8- Be Disciplined and Punctual

- Avoid taking unnecessary leaves from work.
- Reach work on time as it helps you to plan your day better.



9- Be organized

➤ **Keep things at their proper places.**

- Files must be kept at their respective drawers.
- Staple important documents and put them in a proper folder.
- Learn to be a little more organized, this will save your time which goes on unnecessary searching.

➤ **Develop the habit of using an organizer**

- It helps you plan things better.
- Keep a notepad and a pen handy.
- Do not write contact numbers or email IDs on loose papers. You will waste half of your time searching them.
- Manage your emails, create separate folders for each client.
- Do not clutter your desktop.

10- Enjoy your work


- Do not treat your organization as a mere source of money, change your attitude.
- Avoid playing games on computer or cell phones during office hours, it is unprofessional.
- Do not work only when your boss is around, taking ownership of work pays you in the long run.






Time Management Skills

Time Management Skills

- The judicious use of time by an individual to succeed in all aspects of life refers to time management.
 - Time management not only helps individuals to make the best use of time but also ensures successful accomplishment of tasks within the stipulated time frame.
 - It is essential to do the right thing at the right time to earn respect at work.
 - People who do not value time fail to make a mark and are never taken seriously.
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Cont. ...

Let us go through some **skills necessary for effective Time Management:**




1- Stay Organized

- Your workstation should be kept clean and organized.
- Keeping important files organized helps you retrieve them immediately, and thus saves time which goes on unnecessary searching.
- Staple important documents together.



Cont. ...

- Do not keep stacks of files and heaps of paper on your desk.
 - Throw whatever you don't need.
 - Keep stationery items and your personal belongings like cell phone, car keys, wallet at their proper places.
 - Develop the habit of using an organizer.
 - Plan your day well in advance.
 - Never write on loose papers.
 - Keep a notepad and pen handy.
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2- Learn to Prioritize

- Set your priorities, do not work just for the sake of working.
- Prepare a “Task Plan” or a “To Do” List the moment you settle down for work.
- Jot down all the activities you wish to do in a single day as per importance and urgency.



Cont. ...

- High priority tasks must be attended to immediately.
 - Do not start your day with something which does not require your immediate attention.
- Tick off completed tasks.
 - It gives you a sense of relief and satisfaction.
- An employee must understand the difference between
 - High and low priority tasks
 - Important and urgent work
- Do not indulge in irrelevant activities.
 - You will waste your entire day and the output would be zero.
- Be clear about your roles and responsibilities at the workplace.

3- Be Punctual and Disciplined

- Being punctual helps you complete tasks way ahead of deadline.
- Avoid taking too many leaves from work, such an attitude is completely unprofessional.
- Make sure you are there at your desk five minutes before your actual time.
- Strive hard to complete tasks on time, do not keep assignments pending and wait for the last minute.



4- Take Ownership of Work

- Do not work only when your boss is around, work for yourself, the dedication has to come from within.
- Be responsible for your work and learn to accept your mistakes.
- If you have accepted something, then it becomes your responsibility to complete it within the allotted time slot.



5- Be a Little Diplomatic

- Do not accept everything which comes your way, a polite “NO” in the beginning will save your reputation later.
- The employees must be delegated responsibilities as per their specialization and background, this way they take more interest and eventually finish work on time.



6- More Focused

- Be a little focused and concentrate on work.
- Finish off work and leave on time.
- Do not waste time by loitering and gossiping around.
- Do not take long personal calls at work.
- You will have ample time to catch up with your friends or log on to social networking sites.
- Playing games while you are at work is something which is not expected out of a professional.



7- Be Reasonable

- No individual can work for the whole day.
- Do include some time in your daily schedule to speak to your team member sitting next to you.
- Do not over burden yourself.



