

Presentation

On

Time



Management

Prepared By

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[Ameera Consultancy] (<https://ameeraconsultancy.com/>)

Time Management

Why Time Management

To save Time

To reduce stress

To function effectively

To increase work output

To have more control over Job Responsibilities

To help prioritizing

To get more task done in less time

To get More Quality work

To make disciplined

To make sure the promised delivery



Time Management

Busy VS Productive

Busy People

Having more priorities

Respond “YES” very fast

Keeping all door opens

Talk about they are “BUSY”

Multitasker

Ask for advice

Productive People

Have a few priorities

Think twice before “YES”

Having all door closed

Letting the result to speak

Concentrate on important goal

Take real action



[Ameera Consultancy] (<https://ameeraconsultancy.com/>)



Time Management

To Do List

High	Schedule the Task	Do It Now	
	Do It Later	Delegate the Task	
Low			
	Low	Urgency	High



To Do List

To Do Example Sheet

	A	B	C
1	Tasks	Priority	Done?
2	Set up registration desk	High	<input checked="" type="checkbox"/>
3	Get badges ready	High	<input type="checkbox"/>
4	Print agendas	Medium	<input type="checkbox"/>
5	Set up refreshments	Medium	<input type="checkbox"/>
6	Seating arrangements done	High	<input checked="" type="checkbox"/>
7	List of sessions in each room	Medium	<input type="checkbox"/>
8	Walk volunteers around venue	Low	<input type="checkbox"/>

	A	B	C
1	Tasks	Priority	Done?
2	Set up registration desk	High	
3	Get badges ready	High	
4	Print agendas	Medium	
5	Set up refreshments	Medium	
6	Seating arrangements done	High	
7	List of sessions in each room	Medium	
8	Walk volunteers around venue	Low	

How to make a To Do List

Write it all down:

- 1 Make a master list: write down everything you need to do in one place.

Go digital:

- 2 A digital to-do list allows you to easily organize and adapt the list as you need to, in real time.

Prioritize and sort:

- 3 Organize your tasks by category, such as: Projects, Waiting For, Future, Next Actions

Create your daily to-do list:

- 4 Pull from your list of "Next Actions." This daily list should be limited to three to five items.

Estimate the time you need:

- 5 Set time aside for each task. For bigger projects, set aside a chunk of time when you won't be interrupted.

Write your to-dos the night before:

- 6 Set yourself up for the next day by creating an outline of your tasks.



To Do Mistakes

**NOT
WRITTEN
DOWN**

> *Capture all your tasks and open loops by writing everything down.*

**NO
FOCUS**

> *Don't worry about organization or prioritization first — your mind is for thinking, not remembering.*

> *Prioritize and stick to three main tasks each day.*

> *Do them in order of importance and urgency.*

**TOO
GENERAL**

> *Make sure each task is relevant to your goals.*

> *Make them specific and measurable.*

**NO
TIME
BLOCKING**

> *Assign each task to a set timeframe within your day.*

> *Avoid multi-tasking and focus on deep work.*

**NO
REST
PERIOD**

> *Schedule rest periods between each task.*

> *Take note of the length (how long) and quality (how well)*

Time Management

Break, Set, Avoid, Perform

Break

Break your task into smaller task

Set

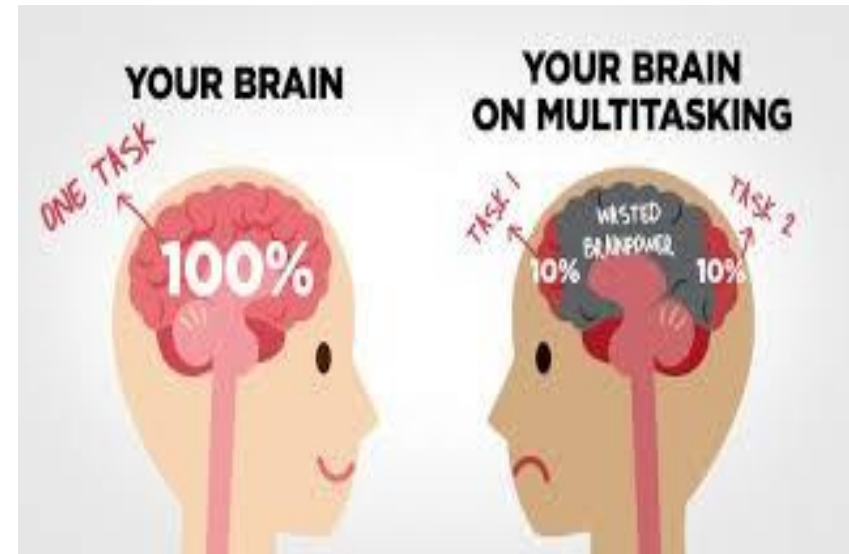
Set Time for each smaller task

Avoid

Avoid all Interruptions

Perform

Perform **One task** at a time



Prioritizing Time

	Urgent	Not Urgent				
Important	<p>Quad I</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Activities</u></p> <ul style="list-style-type: none"> • Crisis • Pressing Problems • Deadline Driven </td> <td style="vertical-align: top;"> <p><u>Results</u></p> <ul style="list-style-type: none"> • Stress • Burn-out • Crisis management • Always putting out fires </td> </tr> </table>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Crisis • Pressing Problems • Deadline Driven 	<p><u>Results</u></p> <ul style="list-style-type: none"> • Stress • Burn-out • Crisis management • Always putting out fires 	<p>Quad II</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Activities</u></p> <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognizing new opportunities • Planning, recreation </td> <td style="vertical-align: top;"> <p><u>Results</u></p> <ul style="list-style-type: none"> • Vision, perspective • Balance • Discipline • Control • Few crisis </td> </tr> </table>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognizing new opportunities • Planning, recreation 	<p><u>Results</u></p> <ul style="list-style-type: none"> • Vision, perspective • Balance • Discipline • Control • Few crisis
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Not Important	<p>Quad III</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Activities</u></p> <ul style="list-style-type: none"> • Interruptions, some callers • Some email, some reports • Some meetings • Proximate, pressing matters • Popular activities </td> <td style="vertical-align: top;"> <p><u>Results</u></p> <ul style="list-style-type: none"> • Short term focus • Crisis management • Reputation – chameleon character • See goals/ plans as worthless • Feel victimized, out of control • Shallow or broken relationships </td> </tr> </table>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Interruptions, some callers • Some email, some reports • Some meetings • Proximate, pressing matters • Popular activities 	<p><u>Results</u></p> <ul style="list-style-type: none"> • Short term focus • Crisis management • Reputation – chameleon character • See goals/ plans as worthless • Feel victimized, out of control • Shallow or broken relationships 	<p>Quad IV</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Activities</u></p> <ul style="list-style-type: none"> • Trivia, busy work • Some email • Personal social media • Some phone calls • Time wasters • Pleasant activities </td> <td style="vertical-align: top;"> <p><u>Results</u></p> <ul style="list-style-type: none"> • Total irresponsibility • Fired from jobs • Dependent on others or institutions for basics </td> </tr> </table>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Trivia, busy work • Some email • Personal social media • Some phone calls • Time wasters • Pleasant activities 	<p><u>Results</u></p> <ul style="list-style-type: none"> • Total irresponsibility • Fired from jobs • Dependent on others or institutions for basics
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Time Management

Prioritizing “Need vs Outcome”

Prioritizing “Need vs Outcome”

Work Task Details	Cost	Need Priority	Outcome or Why
Footbath Preparation	6000		
Handbath Preperation	6000		
Hand Wash Basin Installation	16000		
Gate Repairing for MM Store	13000		

Prioritizing Need vs Outcome

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Prioritizing Need vs Outcome

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Work Task Details	Cost	Need Priority	Outcome or Why
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4 D's Decision Making

		URGENCY	
		High	Low
IMPORTANCE	High	1 Urgent and important Do it now	2 Important not urgent Decide when to do it
	Low	4 Urgent not important Delegate it	3 Not important not urgent Dump it



4 D's of Time Management

The 4 Ds of Time Management

Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	<ul style="list-style-type: none"> • Answering an email • Returning a phone call • Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none"> • New request from a colleague • New project idea
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none"> • Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none"> • Unproductive meetings • Unnecessary email

80/20 Examples

Infographics Elements

PARETO RULE TEMPLATES

This slide is perfect for product descriptions

Sample Text
This is a sample text.
Insert your desired text
here.

20%
effort



80%
results

Sample Text
This is a sample text.
Insert your desired text
here.

Sample Text
This is a sample text.
Insert your desired text
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80%
effort



20%
results

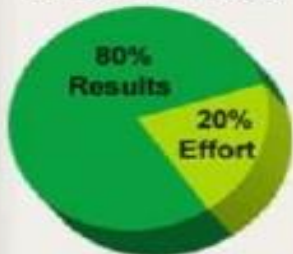
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80/20 Examples



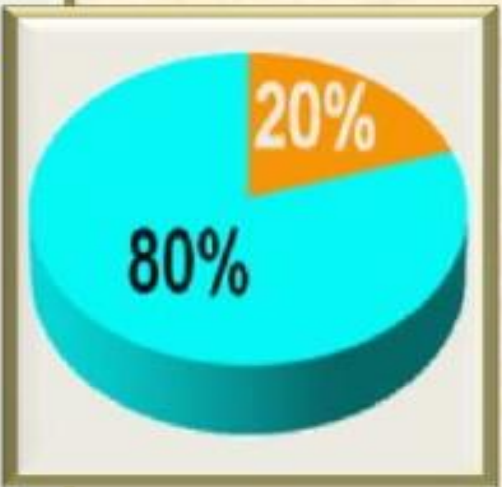
Vilfredo
Pareto,
1848-1923

Pareto Principle



Examples Pareto Principle / 80 – 20 Rule

- ➔ 20% of the Modules - Consume 80% of the Resources.
- ➔ 20% of the Modules - Consume 80% of the Execution time.
- ➔ 20% of the repairs - Consume 80% of repair costs.
- ➔ 20% of the enhancements - Consume 80% of adaptive maintenance costs.
- ➔ 20% of the tools - Experience 80% of the tool usage.



80/20 Outcome

80/20 RULE

20% of your effort gives 80% of your results.
This will help you see your most productive tasks.

20%
Efforts

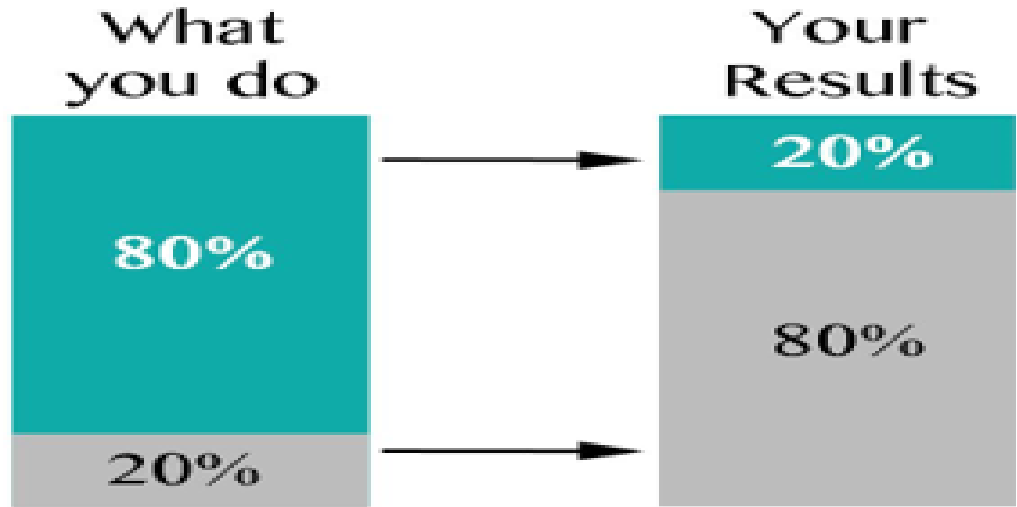


80%
Results

Real Life Examples

- 20% of customers bring 80% of revenue
- 80% of work is completed by 20% of the team
- 80% of complaints come from 20% of customers
- 20% of marketing efforts give 80% of results
- 20% of contents drives 80% of traffic

MONEY
FOCUS



20% of what you do leads to 80% of your results.
Do the 20% that matters and forget the rest.

The 80/20 Rule in Practice

Vital Tasks

20% Attention

80% Outcome

These are the few vital tasks you've determined are the most important to your success.

You choose to focus 20% of your time and attention to getting these done the right way.

Because of their importance, these few vital tasks produce 80% of your success.

G2.com



Time Management

80/20 Outcome

80/20 RULE

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**20%
Efforts**



**80%
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**MONEY
FOCUS**



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Benefits of 80/20 Rule



Your best customer will be much happier

Quality will be much better

Delivery performance will boost up

Cost will be downsized

Having fewer, better, happier employees

Having better growth

Making More money

No Need to work hard

Tackling Procrastination

Tackling Procrastination

- Procrastination is the habit of delaying tasks that should be a priority.
- Examples from our daily life!!
- Reasons for procrastination:
 - No clear deadlines.
 - Don't know where to begin.
 - Tasks feel overwhelming.
 - No passion for doing the work.

Tackling Procrastination

How to Tackle Procrastination

Establish the **Reason**

Establish **Importance**

Break the **Task Down**

Schedule the **Time**

Chose **when to Tackle It**

Make a START



Procrastination Leads To

Procrastination Leads To

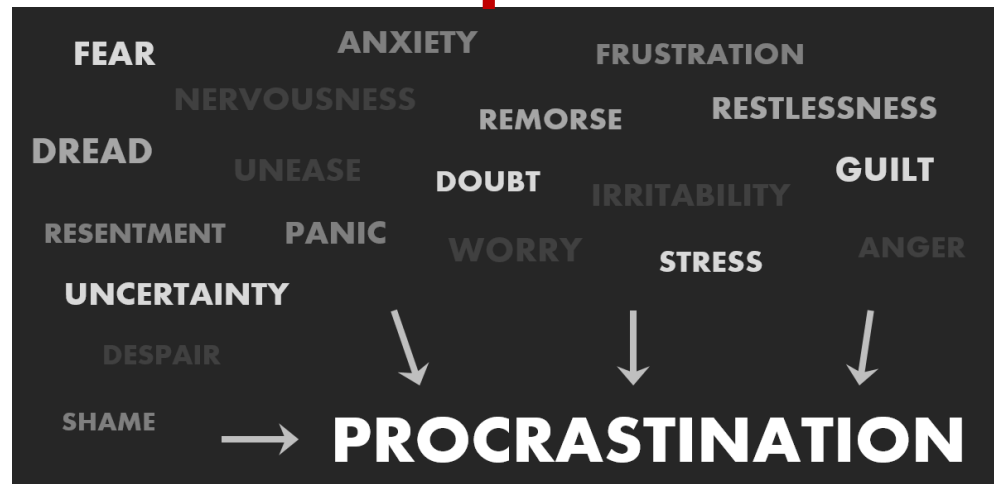
Time Wasted

Missed Opportunity

Poor Performance

Self Deprecation

Increased Stress



9-Ways to Overcome Procrastination

Delete It

Delegate It

Do It Now

Ask for Advice

Chop It Up

Obey the 15min Rule

Have Clear Deadlines

Give Yourself a Reward

Remove Distractions



Obstacles to Effective Time Management

Obstacles to Effective Time Management

Unclear Objectives

Disorganization

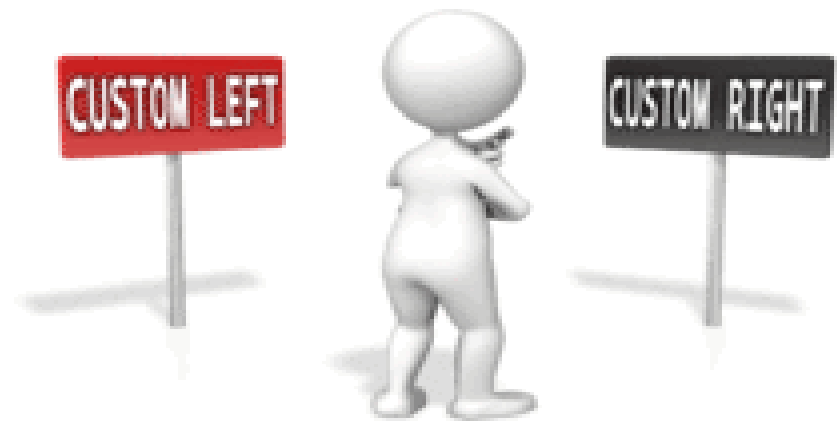
Inability to say "NO"

Periods of Inactivity

Too many things at once

Interruptions

Stress & Fatigue

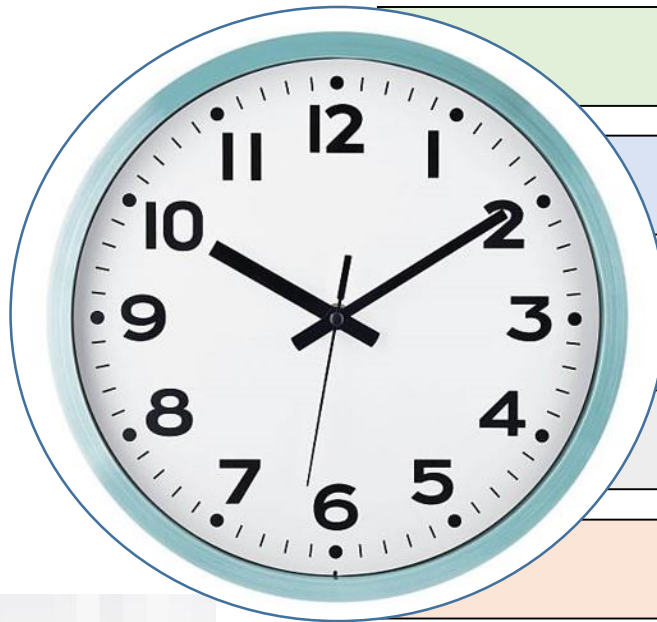


PresenterMedia

Time Management

5 Tips for Effective Time Management

5 Tips for Effective Time Management



Delegate More Often

Prioritize Wisely

Plan Ahead

Know Your **Goal**

Eliminate **Distractions**

5 TIPS FOR EFFECTIVE TIME MANAGEMENT



learningminds

The Sign of an “Time Wasters”



Conclusion

Time is Money



Any Question...!?



Any Question...!?

