TIME MANAGEMENT

Is it possible to manage Time

or

We need to manage our activities within the given Time

Time is a Man-made Concept

Unfortunately, we have become slaves to our time, rather than Masters of our time.
WHEN I WAS A BABY, WEPT AND SLEPT, TIME CREPT
WHEN I WAS A BOY, LAUGHED AND TALKED, TIME WALKED
WHEN THE YEARS SAW ME AS A MAN, TIME RAN.
WHEN I GREW OLDER, THE TIME FLEW’.
- SHAKESPEARE

THE OUTPUT LIMITS ON ANY PROCESS ARE SET BY THE MOST CRITICAL RESOURCE TIME. TIME UNLESS IT IS MANAGED, NOTHING ELSE CAN BE MANAGED.
- PETER F DRUCKER
CHARACTERISTICS AND SPECIAL FEATURES OF ‘TIME RESOURCE’

1. TIME IS A RELATIVE CONCEPT WITH NO BEGINNING OR END. AND A UNIQUE RESOURCE.

2. TIME CANNOT BE SUBSTITUTED.

3. TIME CANNOT BE HIRED, BOUGHT OR RENTED.

4. TIME IS PERISHABLE HENCE PRECIOUS.

5. TIME IS INELASTIC.

6. TIME IS UNI-DIRECTIONAL AND IRREVERSIBLE.
7. TIME CANNOT BE STORED, CONTROLLED BUT IT CAN BE PUT IN TO EFFECTIVE USE

8. ALL ACTIVITIES ON EARTH ARE TIME BOUND.

9. YET AVAILABLE TO A BEGGAR AND A MILLIONAIRE EQUAL

10. UNLESS YOU MANAGE YOUR TIME WELL IN THE OFFICE/FACTORY, NO AMOUNT OF ABILITY, SKILL, EXPERIENCE OR KNOWLEDGE WILL MAKE YOU EFFECTIVE TO SUCCEED.”
### LIFE SPAN AND ITS DISTRIBUTION

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Proper distribution and effective utilization of time helps you to have more mileage in your life.
TIME MANAGEMENT – A MISNOMER

It means only **Self management** by:

1. Identifying interruptions on my discretionary time and a conscious, deliberate efforts to reduce the same.

2. I get more results from whatever time is available at my disposal.

3. How can I use time gaps and leisure more productively

4. Most executive /Executive secretary complain about **no time to think or plan and execute important jobs** requiring their personal attention.

5. **Success** largely depends upon **effective use of available time**.
TIME MANAGEMENT

- Is managing ourselves in relation to the clock rather than managing the clock.

Three types of time:

Clock Time : Office hours; Starting time for meetings, Dinner, Time Consciousness

Biological Time : Biorhythms—Physical, Emotional (Sensitivity), Intellectual

Psychological Time : Unclear concept, Stress, Worry & Fears, Procrastination
RECORD, MANAGE AND CONSOLIDATE TIME

TIME ANALYSIS:

- KNOW YOURSELF.
- KNOW YOUR PURPOSE.
- KNOW HOW YOU ARE SPENDING YOUR TIME.

KNOW YOURSELF.

How organized are you?

- Do you work at a different desk? Or at an orderly desk with "A Place for Everything & Everything in the Place"?
- Do you plan ahead?
- Are you a list maker?
- How much time do you spend on list making?
- Do you do tasks in priority order?
- Do you have many active interests? Or do you...
- Do you do everything you do with a purpose?

- Have you learnt hard to say “no”?

- Do you do tasks in priority order?

- Do you have many active interests? Or do you

**KNOW YOUR PURPOSE**

1. Your Primary Purpose
2. Your Area of Responsibility
3. Whom you report to
4. Whom you cooperate with
IDENTIFY TIME THIEVES

1. The 'Bosses'
2. Files, Papers, Mail
3. Telephone Interruptions
4. Red Tape and Govt. Regulations
5. Unproductive meetings
6. People not keeping to appointments
7. Unwanted visitors
8. Social Chit-Chat
9. Endless drafting/ redrafting memos/letters
10. Misplacing Documents
IDENTIFY TIME WASTER

- Lack of Planning - Failure to see benefit
  - Action orientation

Lack of Priorities - Lack of goals & objectives

- Over-commitment - Broad interests confusion in PRIORITY
  - Failure to set priorities

- Management by Crisis - Lack of planning
  - Unrealistic time estimates
  - Problem orientation
  - Reluctance of subordinate
IDENTIFY TIME WASTER-cont’d

• Haste
  - Lack of planning ahead
  - Attempt to much in too little time

• Paper work & reading
  - Knowledge explosion, computerisation
  - Failure to screen

• Routine and Trivial
  - Lack of priorities
  - subordinates
  - Refusal to delegate
Visitors - Enjoyment of socializing
- Inability to say “no”

Telephone
- Lack of self discipline
- Desire to be informed and involved

Meetings
- Fear of responsibility
- For decision/
- Indecision

IDENTIFY TIME WASTER-cont’
F. Do not allow interruptions.

G. Develop and improve art of delegation.

H. Make meeting effective and timely.

I. Develop suitable organization structure and good MIS.

J. Attack Boredom

K. Develop unique ability to say “NO”.

TIME EFFECTIVENESS TECHNIQUES-cont’d
5. A feeling of self mastery grows on you as you implement actions moving you towards important goals.

6. You begin to conserve more energy as things get more organized.

7. You achieve lower stress, higher poise and greater well-being.
**ESTABLISH ROLE PRIORITIES OBJECTIVES**

**TIME AWARENESS**

**ELIMINATE UNNECESSARY UNIMPORTANT & INAPPROPRIATE ACTIONS**

**FREEING TIME THROUGH DELEGATION**

**ELIMINATE OR REDUCE TIME CONSUMING ACTIONS**

**PLAN & SCHEDULE USE OF TIME**

**PROVIDE ROOM FOR EMERGENCIES**

**PEAK ENERGY TIME USE**

**UNBLOCK ACTION**

**STEPS IN TIME MANAGEMENT**
TIME BUDGETING

What is the time available
- Organisational
- Personal

How to spend the time
- Organisational
- Personal

What are my objectives/goals
- Organisational
- Personal

Clear
Specific
Measurable
Attainable
Time bound

Set priorities of objectives
- Urgent
- Important

To plan – both short term
long term
- Imaginative
- Sense of Realistic
- Power of analysis

Anticipate deviations

Prepare a time Log
- Daily
- Weekly
- Monthly

Review of log/Audit

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TIME MANAGEMENT APPROACH

TIME

PERSONAL TIME

I) Where the time goes (Time Audit)
   - Time devoted to useful work
   - Time wasted on unproductive work

II) Budgeting of time
   - Routine work
   - Regular work
   - Special assignment
   - Creative work
   - Personal work

III) Conserving Time
   - Communicate Effectively
   - Cut down paper work
   - Make decisions prompt
   - Set deadlines

DEPARTMENTAL TIME

I) Work Study
   - Plan whole work schedule
   - Identify areas of time waste
   - Measure time required to complete the work
   - Allocate time under different sub-head
   - Evaluate time consumption
   - Take corrective actions.
SIGNS OF POOR TIME MANAGEMENT

- Hardly Delegates
- Make snap decisions
- Always runs around
- Hardly plans
- Active in attending personal work
- Responding to urgent and not to important work
- Ineffective decisions

INDIAN STYLE

- Have a darbar
- Postponing things
- Continuous revision of decisions
- Reaching late in the office
- Having tension in mind
- Back biting
BENEFITS OF TIME MANAGEMENT

1. Higher productivity and satisfaction, both on the job and in your personal life.

2. More creative way of working as the mind is more focussed.

3. Improved delegation helps to free your time besides being a powerful developer and motivator of your subordinates.

4. You can devote more time to important things such as Planning, Subordinate Development, Quality Improvement and Self-Renewal. These, in turn, free more of your time from crises mistakes and fire fighting.
5. A feeling of self mastery grows on you as you implement actions moving you towards important goals.

6. You begin to conserve more energy as things get more organized.

7. You achieve lower stress, higher poise and greater well-being.
MY IDEAL DAY
(For the Rest of my Life)

1. I wake up alert in the early morning, refreshed and in a positive state of mind.

2. I meditate and do some physical exercise and get my system charged for the challenges of the new day.

3. I plan my day's priorities while commuting and plan my time budget for the day.

4. I start work on my a-priority items first.

5. I handle all the routine work/dictating/typing etc during my slack period and at a stretch.
MY IDEAL DAY-cont’d
(For the Rest of my Life)

6. I handle interruptions assertively.
7. I eat a light, nutritious lunch.
8. To reduce paperwork, I prioritize my mail.
9. Meeting goes on time.
10. My appointments go well and as per schedule.
11. I am able to meet my schedules and deadlines.
12. I will spent at least 30 mins/day on professional updating and creative work.
13. I decide and actually take action on some tasks I have been procrastinating for a long time.
14. I have delegated some of my work to my subordinates.
15. I have worked on my priority items.
16. While I go home, I plan for tomorrow.
17. Home time is quality time.
18. Spent creative and value-add-time with the family.
19. It's been a great day.
20. Lastly I go to bed on time.

This is not a Fairy tale ending to the manual, it is possible to live your ideal day for the rest of your life. So try and make it Happen!
Take Time

Take time to think; it is the source of power.

Take time to read; it is the foundation of wisdom.

Take time to play: it is the secret of staying young.

Take time to be quiet: it is the opportunity to seek God.

Take time to love and be loved: it is God's greatest gift.

Take time to laugh: it is the music of the soul.

Take time to be friendly: it is the road to happiness.

Take time to dream: it is what the future is made of.

Take time to pray: it is the greatest power on earth.