

Leading Self - Managing Time Effectively | Quick Guide



Why

- ❖ Be more efficient by achieving more in less time and with less effort
- ❖ Focus on your most valuable tasks to enhance your performance
- ❖ Take advantage of learning & development opportunities with more time
- ❖ Avoid wasting time in repetitive tasks
- ❖ Make better decisions in allocating your valuable time
- ❖ Reduce stress by regaining control of your time

How

Create environment

- Tidy up your workspace and remove distractions
- Gather your unfinished tasks/documents in a designated place
- Place things and documents (hard-copy or soft-copy) in the right place to save time in searching them

Prioritize tasks

- Use Stephen Covey's prioritization matrix which uses 4 quadrants to categorize your priorities

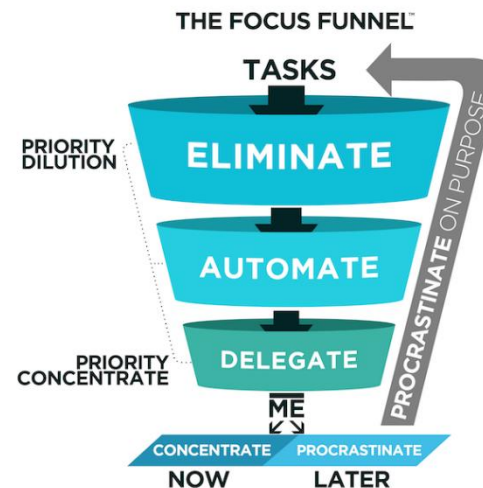
	Urgent	Not Urgent
Important	Crisis & Emergencies A Pressing Problems Deadline-driven projects Last-minute assignments	Planning B Preparation Prevention Improvement Development
Not Important	Interruptions C Unimportant phone calls, emails, reports, meetings Others' requests	Time wasters like D Internet surfing, gossiping, junk mails Unimportant social activities

- Think of how you can manage them and put them on a to-do-list



Multiply time

- Use Rory Vaden's Focus Funnel to multiply your time by giving yourself emotional permission to spend time on things today that will give you more time tomorrow



Source: Rory Vaden's Procrastinate on Purpose

Handle time robbers

- Identify your own time robbers and ways to handle them

Common Time Robbers

- Invaluable meetings that do not have advanced agendas, time-keeping or meeting prep
- Lack of clarification of objectives, expected outcome, deadlines and initial action plan
- Doing others' tasks
- Not being assertive when you see something that can be done
- Lack of alternatives
- Unwillingness to seek assistance when necessary



Why is time management so challenging?

- A 29 January, 2020 Harvard Business Review article written by Erich C. Dierdorff (*Time Management is About More than Life Hacks*) addresses the challenge with improving our time management skills. Mr. Dierdorff writes: "...why does improving time management remain such a persistent, perennial goal for so many of us? The irony is that we need to become better time managers of our own efforts to improve time management – to prioritize our developmental efforts. This path begins with turning away from the alluring quick fixes and instead toward assessing and building our underlying time management skills..."
- Mr. Dierdorff identifies the skills necessary for effective time management: awareness, arrangement, adaptation. Where do we start? "Taking a deeper dive into your current skill levels is the only genuine way..." to become better time managers.

Effective Team Meetings

- Team members should share in the responsibility for ensuring productive team meetings.
- Use a resource such as the suggested book below for each team member to take responsibility for incorporating one new best practice into future team meetings.
- *Leading Great Meetings: How to Structure Yours for Success* by Richard M. Lent

Prioritizing Tasks and Multiplying time

For more on Stephen Covey's prioritization matrix:

- <http://www.planetofsuccess.com/blog/2015/stephen-coveys-time-management-matrix-explained/>

For more on Rory Vaden's Focus Funnel:

- <https://www.linkedin.com/pulse/focus-funnel-harry-himanshu-narang/>

Task Management

- Once priorities are determined, the challenge then becomes how best to manage the associated tasks. David Allen's book *Getting Things Done* describes a time management method that rests on the idea of moving planned tasks and projects out of the mind by recording them externally and then breaking them into actionable work items.
- Learn more in David Allen's TED Talk: <https://www.youtube.com/watch?v=kOSFxKaqOm4>