Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE Skills for the Workplace

Time Management

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

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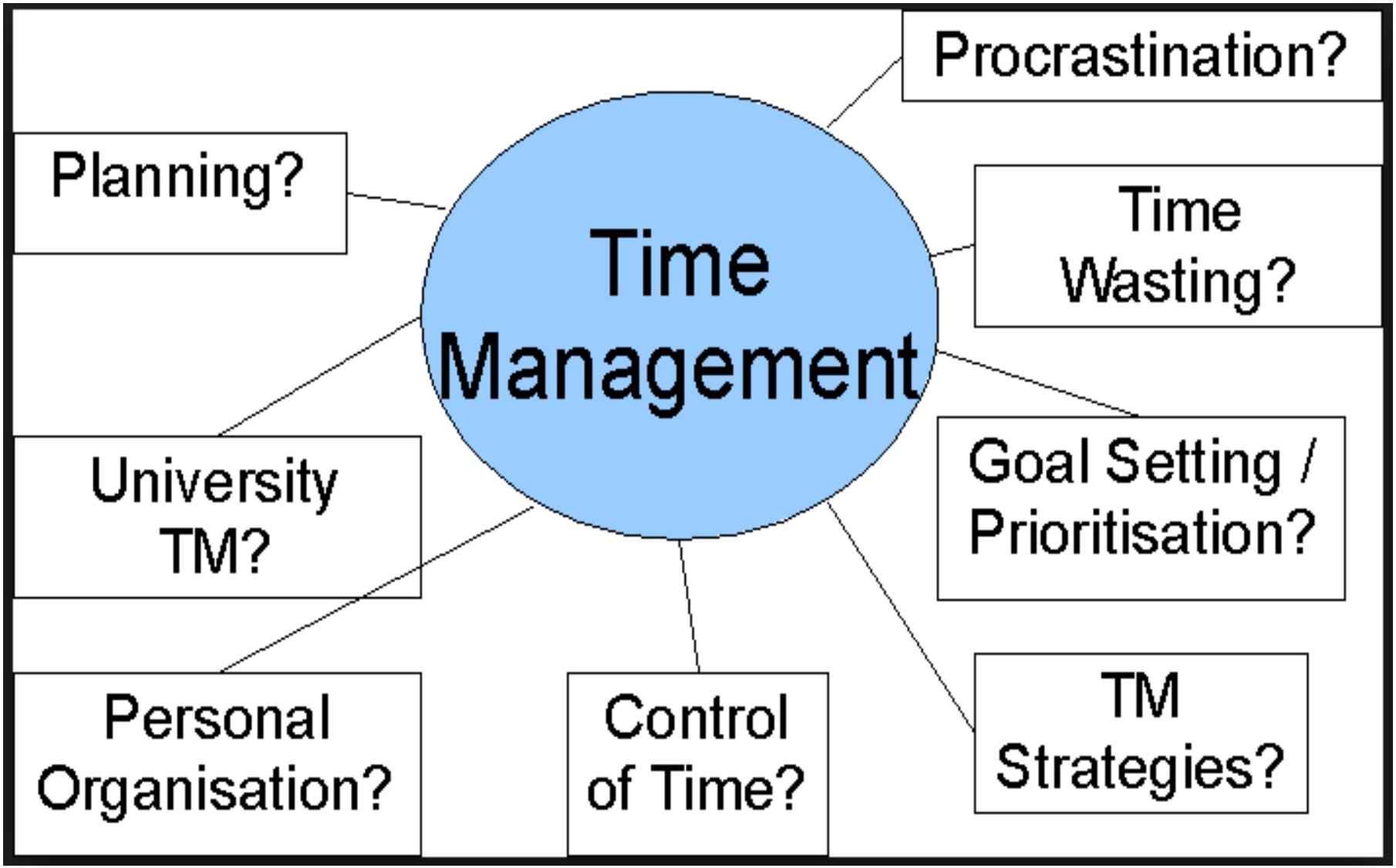

Time Management
Procrastination?
Planning?
Time Wasting?
University TM?
Goal Setting / Prioritisation?
Personal Organisation?
Control of Time?
TM Strategies?

Assessing your work

- How you manage your work behaviour
- How you manage your work planning
- How you manage your tendency to procrastinate
- How you manage your work stress

What would a perfect week look like for you?

Here are some ideas:

- A week where you got all your key tasks done (not everything, but your key tasks).
- A week where you got time to see you loved ones.
- A week where you did some exercise and other activities to keep you healthy.
- A week where you spent time doing some of the things you love to do.

Exercise

1. Identify 5 main activities/demands on your time that cause you problems in a typical day.

2. Ask yourself whether the demand was
   - planned (pro-active) – Why?
   - or unplanned (re-active) – Why?

3. Identify and prioritise the areas that you would like to improve.

Making Time

Main Areas to consider:

- **Planning and Prioritising**
- **Dealing with People**
- **Ways of Working**

Planning and Prioritising

- Get priorities clear - and keep them in mind
- Plan the day - and stick to the plan
- Set realistic deadlines
- Look ahead to possible problems

Dealing with People

- Deal decisively with interruptions
- Know how to say ‘no’
- Act assertively
- Limit phone time
- See others as a source of support

Ways of Working

- Do the difficult things first
- Cut the clutter
- Complete one task before going on to the next
- Concentrate on a limited number of tasks
- Build in thinking time
- Be conscious of time

Prioritisation

In "*The 7 Habits of Highly Effective People*",

Stephen Covey identifies 2 main things to consider when prioritising;

Urgent – requires immediate attention. Tasks are usually visible and insist on action.

Important – has to do with results and contributes to your role. Tasks require initiative and pro-activity.

Urgent & Non-urgent work

THE DIFFERENCE BETWEEN IMPORTANT AND URGENT	
Important	**Urgent**
To do with meeting company objectives	Tasks which have a specific deadline for completion

Important

Those tasks that will lead to the accomplishment of an important objective. The situation will worsen if they are not completed successfully.

Urgent

Those tasks that have to be done in a very short time-scale. Which usually means NOW!

Prioritise

	HIGH URGENCY	LOW URGENCY
HIGH IMPORTANCE	A	B
LOW IMPORTANCE	C	D

Prioritise

	HIGH URGENCY	LOW URGENCY
HIGH IMPORTANCE	these should be dealt with immediately whenever possible Crisis Deadline driven projects Pressing problems A	spend time forward planning these into your day's work Prevention Planning Relationship building B
LOW IMPORTANCE	these should be dealt with quickly and simply Interruptions Some telephone calls and email Some meetings C	these should be done in 'background' mode or discarded if not necessary Trivia / Filing Catalogue cruising Some telephone calls and emails D

Exercise

- Have a go at listing some of your jobs that you need to do within a similar square with four sectors as shown below:

A: High Urgency & High Importance: High priority items to do now.	**C**: High Urgency, Low Importance: Less important tasks that need doing soon.
B: Low Urgency, High Priority: Important that these task get done but not necessarily today.	**D**: Low Urgency, Low Importance: Does anyone need to do this?

Time Management for students

	Urgent	Not urgent
Important	I Looming assignment deadlines Crises Cramming for exams Emergencies Last minute preparations	II Reading lecture notes Personal development Planned study Exercise and health Planning your time/setting goals
Not important	III Some emails and phone calls Many interruptions Some popular activities Some meetings	IV Trivia Some phone calls Excessive TV or surfing the net Time wasters

Procrastination

Why do we Procrastinate?

- Not Important
- Confused
- Overwhelmed
- Perfectionism
- Distractions

Not Important

How do you know if something is important?

Your Life – Your Roles & Responsibilities

- Work
- Home
- Family
- Social/Community

Not Important - Exercise

Identify your Roles & Responsibilities under the following headings:

- **Work**
- **Home**
- **Family**
- **Social/Community**

Confused

Not really sure what you are supposed to do.

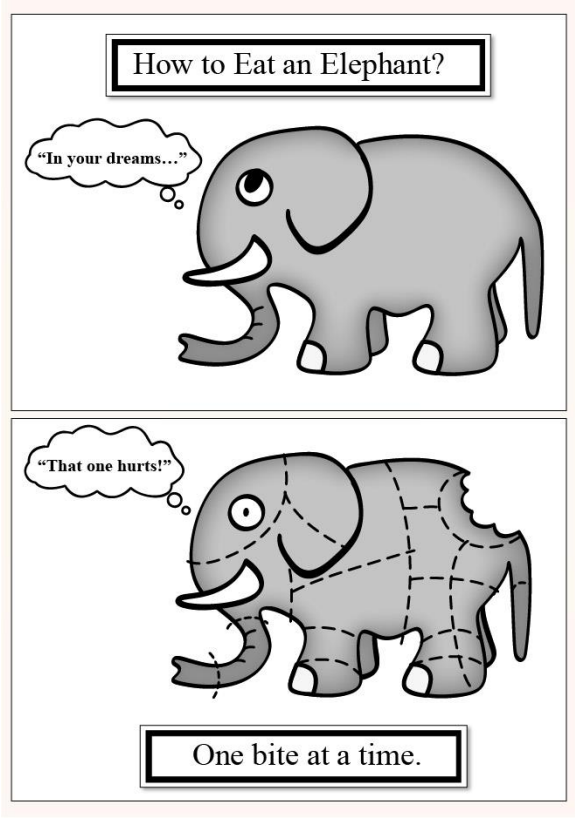
- **Clarification of the Task/Activity**
- **Determine the end result – What is the measure of success?**
- **"Start with the End in Mind" – Stephen Covey**

Overwhelmed

Why do you think people get overwhelmed?

How do you eat an elephant?

Break Down to Manageable Bites



Overwhelmed - Exercise

Think of a time when you were overwhelmed – How did you manage to start?

Think of a current activity you are putting off because you are overwhelmed

How could you break it down to manageable bites?

Perfectionism

We all want to do it Right, First Time

Over Specifying

Perfectionism - Exercise

Think of a time you put off starting something because you wanted to get it right.

Why did you eventually start it?

Distractions

People – Family, Friends, Colleagues, Interruptions

Notifications – Facebook, Emails, Phones

Environment - Clutter

Multitasking

Tiredness

Lack Motivation

Distractions - Exercise

What are your Distractions?

How Can You Counteract these Distractions?

Planning Your Time

1. Identify your ‘Project’, and confirm its importance
2. Define your Outcome
3. Break the Project down into bite size Activities
4. Determine the order they have to be completed
5. Determine ‘Best Time’, based on the activity type
6. Schedule the Activity
7. Methodically work your way through your Schedule
8. Monitor Progress, adjust as appropriate

Planner For The Week Of _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							

Work Planning

Work planning must meet 4 criteria:

- Planning needs to be flexible
- Planning must be directed at achievable objectives and communicated to others around you
- Planning must concentrate on the effective use of resources and time
- Planning must be reviewed constantly and adapted as needed

Work Planning

Positive attitudes to planning:

- Commit yourself to planning and implementing your plans
- Use a planning system which is simple and practical - it needs to be flexible
- Organise yourself for planning - Planning needs time for organising and review

Work Planning

Positive attitudes to planning:

- Communicate your plans and what you intend to achieve
- Link long-term planning with short-term planning
- Accept change and benefit from it - always see the benefits and plan to achieve these benefits

Exercise

- Time Management Quiz