



Time Management



Aims and Objectives

- * To understand how time can be managed and know why time management is important.
- * To be able to plan your own work activities



How good is your time management?

- * How often do you find yourself running out of time?
- * When you know how to manage your time you can gain control.
- * Effective time management helps you to choose what to work on and when.

The importance of time management and failure to use time...

- * Work out of control, behind on assignments
- * Cant get started with studies
- * Inefficient study, long hours but little work completed
- * Procrastination



10 Common Time Management Mistakes

1. Failing to keep a To-Do list
2. Not setting personal goals
3. Not prioritizing
4. Failing to manage distractions
5. Procrastination
6. Taking on too much
7. Thriving on 'being busy'
8. Multitasking
9. Not Taking Breaks
10. Ineffectively scheduling tasks



Advantages of Good Time Management

- * Increased effectiveness
- * Increased efficiency
- * Saves time
- * Prevents stress
- * Reduces anxiety
- * Motivates and initiates
- * Reduces avoidance of tasks
- * Allows review and reflection
- * Eliminates cramming
- * A more balanced life



Time Management Tools

- * When you properly understand how you use your time at work, you can minimise low value activities.
- * An Activity Log will help you build a picture of how you use your time.
- * You can also identify non-core activities that don't help you meet important deadlines.



Other Time Management Tools

- * Know your strengths and weaknesses
- * Know what is required of you
- * Work with your natural body rhythms and patterns
- * Allow for the unexpected
- * Allot particular hour blocks for particular tasks
- * Plan your reading time
- * Set realistic goals and meet them
- * Manage your work space as well as your time
- * Draw up a time management plan.



Questions

1. Below is a list of tasks your manager wants completing, number them in the order of which should be completed first.

* Reply to a customer complaint

* Order office supplies

* Write up minutes from weekly meeting

* Open letter marked urgent

Extension Task:

Explain why you put the tasks in that order

Questions continued...

- 2.** Explain what the difference between the terms 'urgent' and 'important'.
- 3.** Give two examples of things that can improve your time management

Questions continued...

- 4.** What is one advantage of good time management?
- 5.** Name an outcome of bad time management?

Objectives

- * Describe 2 different time-related problems that can lead to disruption in a place of work
- * Identify where they can access support when they run into difficulties with time management
- * Explain why punctuality and reliability are important in the place of work
- * Give 2 examples of why punctuality is important in the place of work, identifying the consequences of not being punctual
- * Identify what is meant by reliability in each of the following
 - Work-related contexts
 - Production
 - Customer Service

Task:

On the flipcharts write down 2 different time-related problems

Extension task: Describe how these can lead to disruption in a place of work

Where can you access support when they run into difficulties with time management?

An Activity Log

Help from other departments (e.g. IT)

Speak to your manager

Ask your co-worker for help

Task:

Write a short paragraph about where they can find support use tools slide from previous lesson

Definitions

Punctual

Doing something at
the agreed time

Reliable

Consistently good in
performance or
quality; able to be
trusted

Read the examples of not being punctual and explain what they think the consequence might be

Example 1

A postal worker turns up 1 hour late to collect the deliveries for the day. His normal day starts at 6am. They have to be back at the delivery office by 12pm to hand back anything undelivered.

Example 2

A reception class teacher has not set the room out for the children by 8:30 and is late letting them into the classroom

Example 3

A train driver takes an extra 15 minute break at lunch time and is not on board the train to London for 1pm.

Extension: Can you think of a scenario where you need to be punctual

In your groups of 2-3 consider what is meant by **reliability** in one of the following:

Group 1

Work-related contexts

Group 2

Production

Group 3

Customer Service