



Time Management

Session starts at 10am



HELLO!

I am **Karen Maher**

I am an experienced HR consultant and workforce development specialist originally from the North East of England.

I specialise in coaching, mentoring, mediation and training delivery. I deliver QQI accredited courses including People Management, Supervisory Management and Medical Secretaries

I am also qualified to administer and deliver psychometric tests including EQi2 (Emotional Intelligence) and MBTI (Personality Types).



OVERVIEW

- What do we mean by time management?
- Benefits of effective time management
- Identifying your personal time stealers
- Dealing with common distractions - Interruptions/emails/phone calls
- Techniques so all day to day tasks are complete and nothing is over looked
- Using off peak times to plan for busy periods
- Planning tools and techniques - tasks; to do lists; daily plans
- The delegation process

Knowing what's important



Urgent vs. Important

Put the words into the relevant spaces:

The _____ of a task is determined by WHEN it should be done - the task becomes more _____ as you approach the deadline for completion.

The _____ of a task is determined by it's CONTRIBUTION to the achievement of key results and longer term goals.

URGENT

IMPORTANT

IMPORTANCE

URGENCY

Urgent Vs. Important

Put the words into the relevant spaces:

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URGENT

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Urgent vs. Important

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IMPORTANT

IMPORTANCE

Urgent vs. Important

The **URGENCY** of a task is determined by WHEN it should be done - the task becomes more **URGENT** as you approach the deadline for completion.

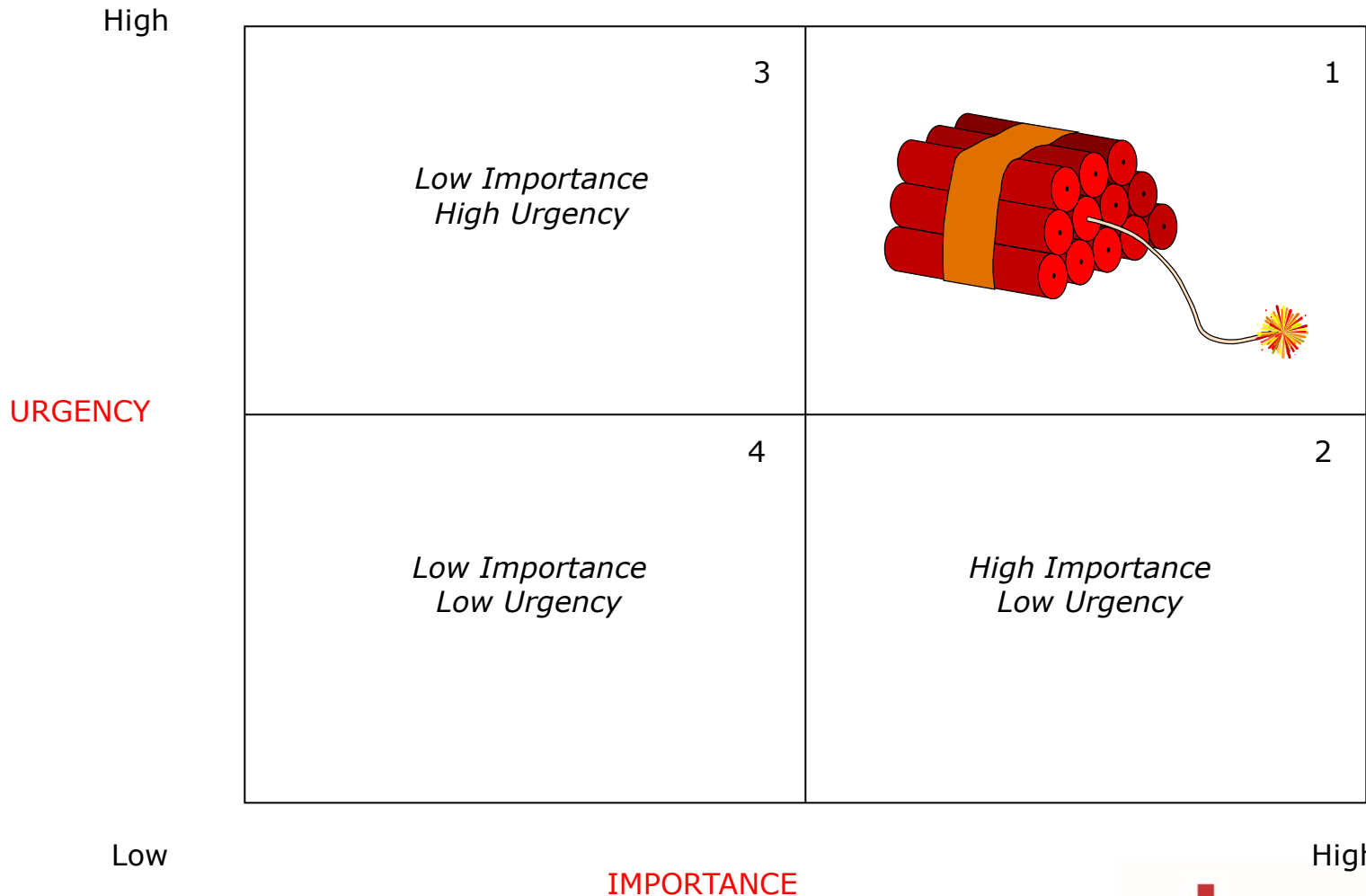
The **IMPORTANCE** of a task is determined by it's **CONTRIBUTION** to the achievement of key results and longer term goals.

Urgency/Importance Matrix

URGENCY	High	3 <i>Low Importance High Urgency</i>	1 <i>High Importance High Urgency</i>
	Low	4 <i>Low Importance Low Urgency</i>	2 <i>High Importance Low Urgency</i>
		Low	High

IMPORTANCE

Urgency/Importance Matrix



Urgency/Importance Matrix

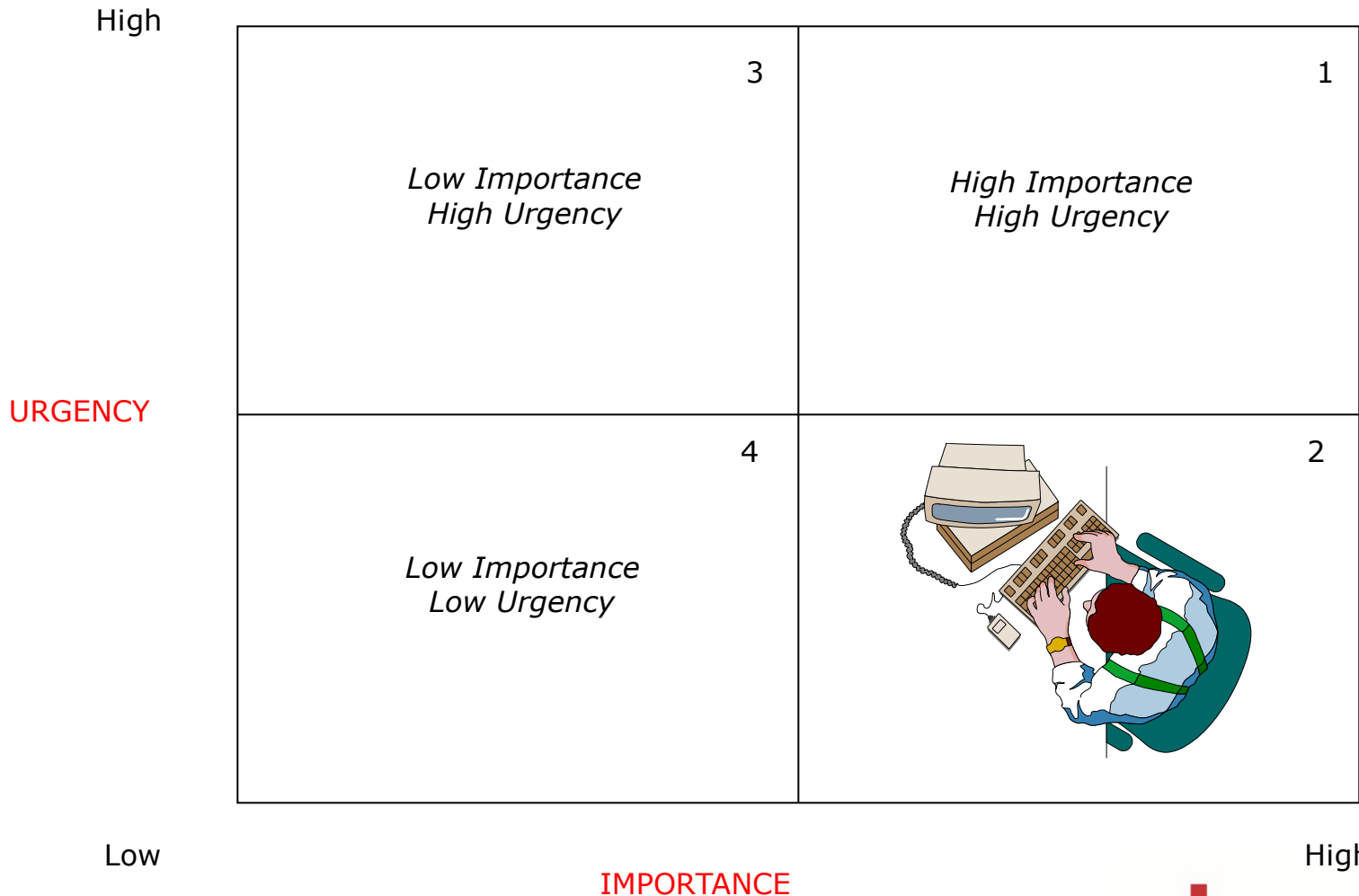
High

3 <i>Low Importance High Urgency</i>	1 Minimise the time you spend here
4 <i>Low Importance Low Urgency</i>	2 <i>High Importance Low Urgency</i>

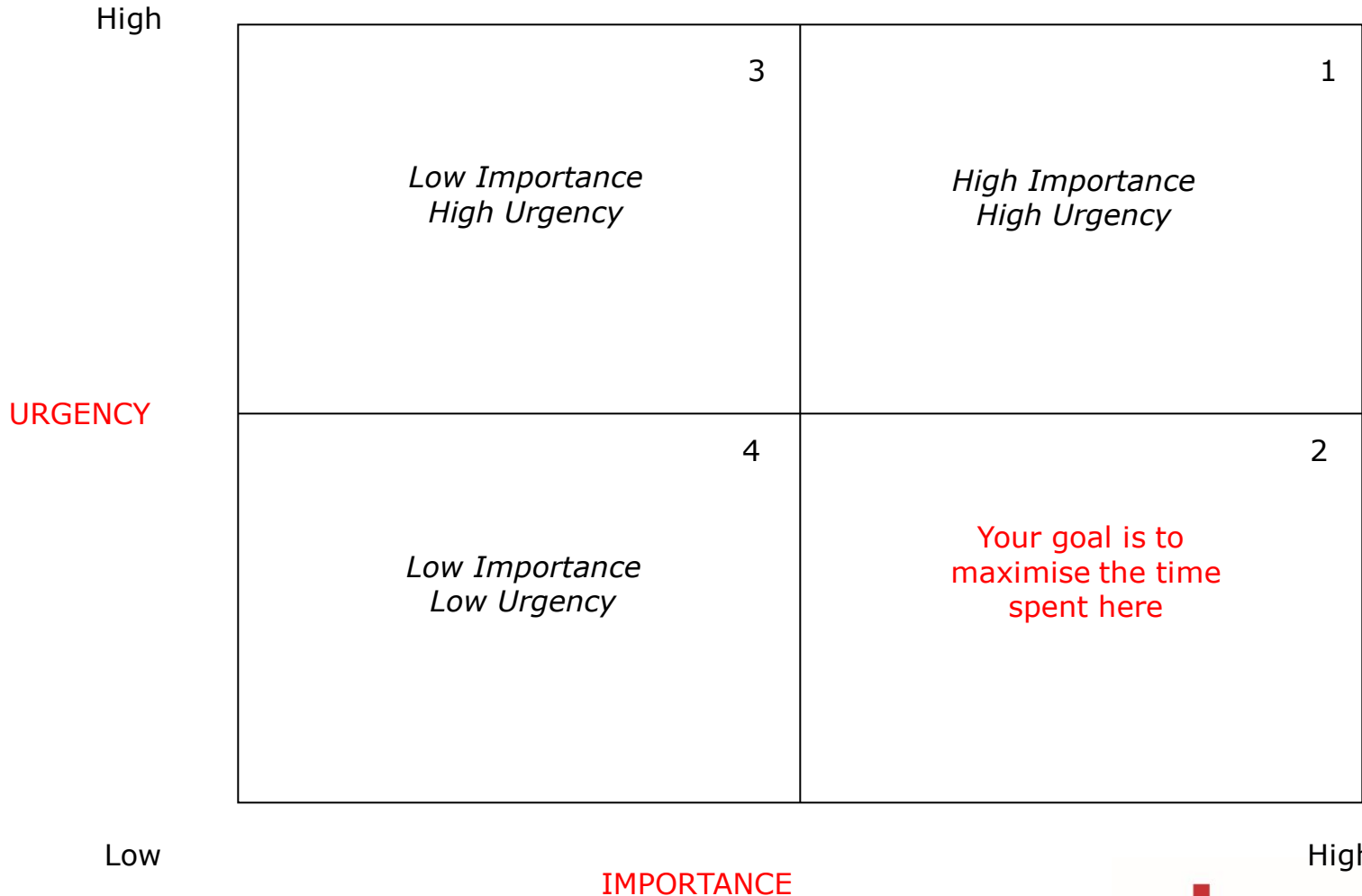
Low

High

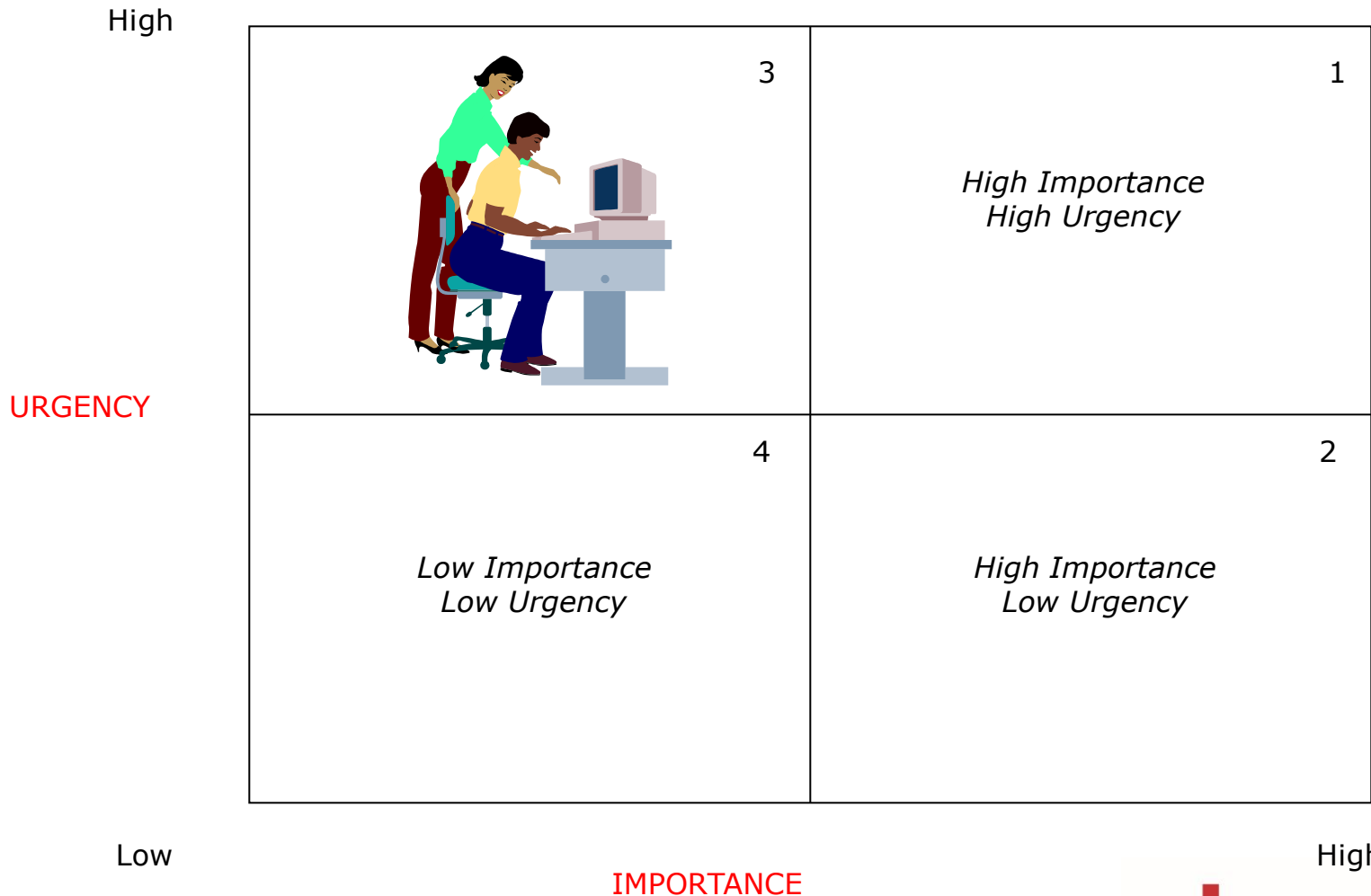
Urgency/Importance Matrix



Urgency/Importance Matrix



Urgency/Importance Matrix

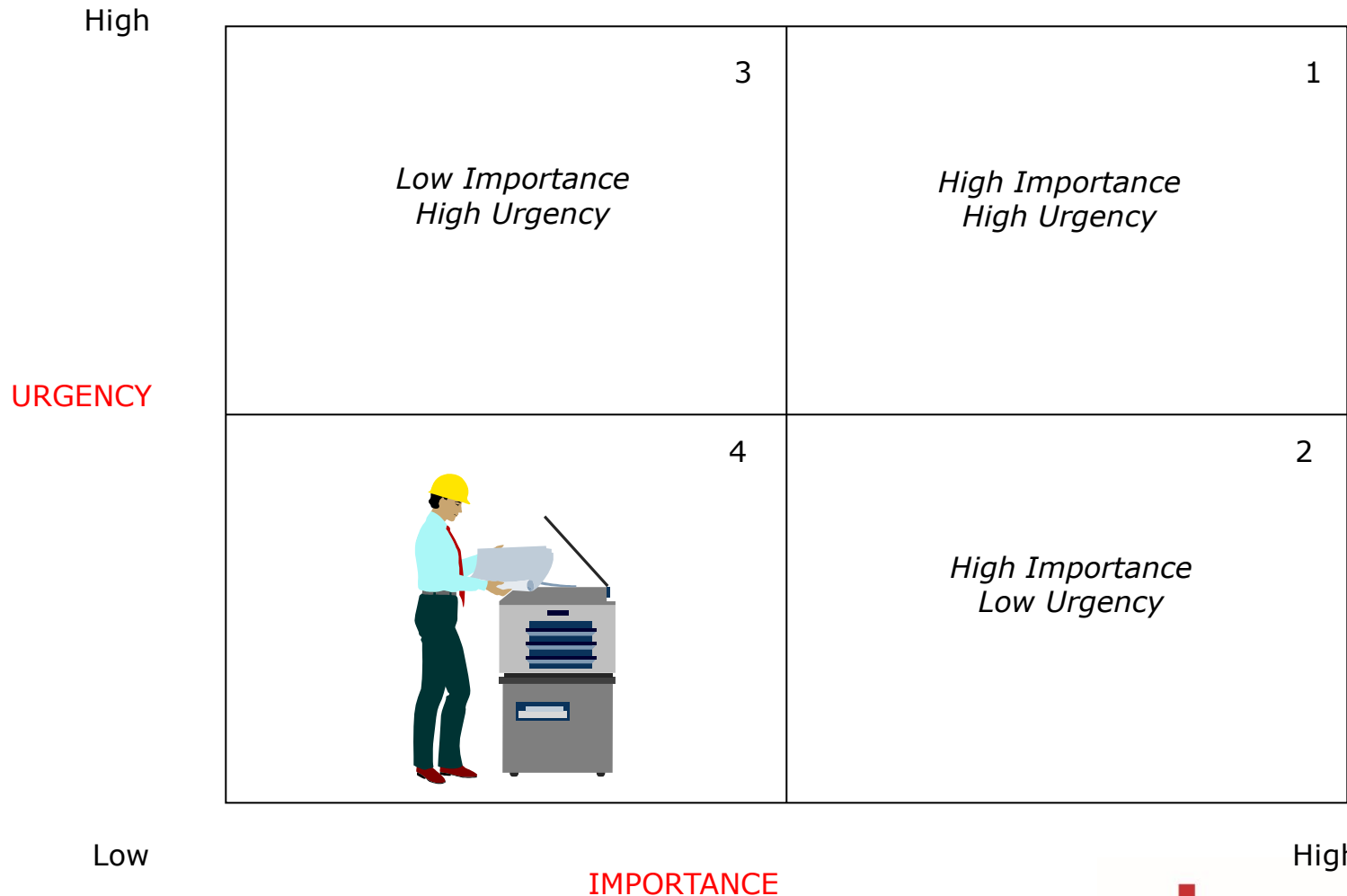


Urgency/Importance Matrix

URGENCY	High	3 <i>Effort spent here is of little value</i>	1 <i>High Importance High Urgency</i>
	Low	4 <i>Low Importance Low Urgency</i>	2 <i>High Importance Low Urgency</i>
		Low	High

IMPORTANCE

Urgency/Importance Matrix



Urgency/Importance Matrix

High	3 <i>Low Importance High Urgency</i>	1 <i>High Importance High Urgency</i>
URGENCY	4 <i>doing unimportant and low urgency tasks</i>	2 <i>High Importance Low Urgency</i>
Low	Low	High

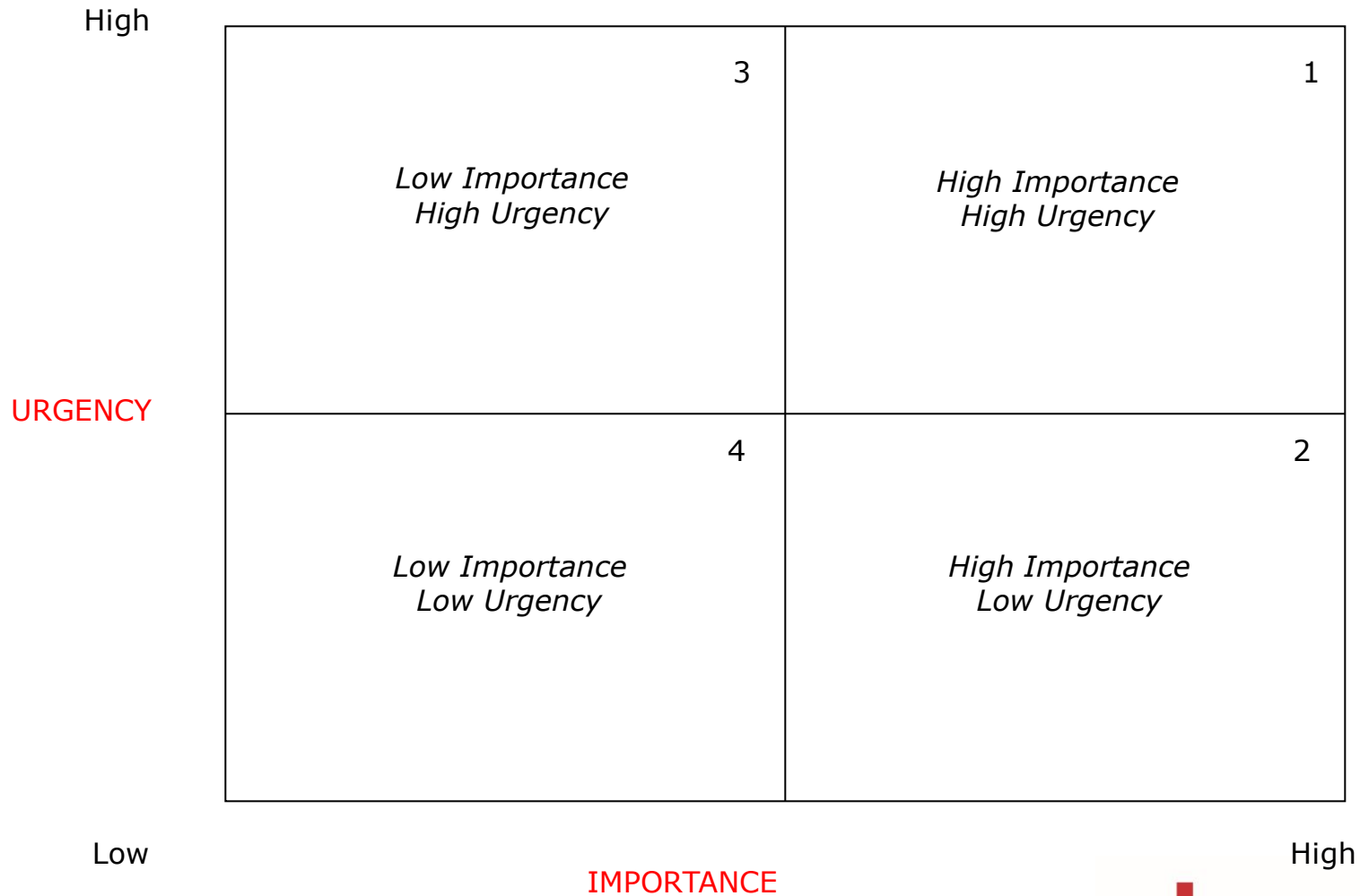
IMPORTANCE

To-do list

TASKS
Put finishing touches to next weeks presentation
Analyse figures for tomorrows meeting
Pick up hols brochures
File paperwork
Shortlist job applicants

Put these tasks into the appropriate boxes on the matrix

Exercise



To-do list - Answers

TASKS	Priorities
Put finishing touches to next weeks presentation	Box 2
Analyse figures for tomorrows meeting	Box 1
Pick up hols brochures	Box 4
File paperwork	Box 2
Shortlist job applicants	Box 1

Exercise

Prioritise each task

Rank each task in order of
importance



To-do list

TASKS	Priorities	Ranking
Put finishing touches to next weeks presentation	Box 2	3
Analyse figures for tomorrows meeting	Box 1	1
Pick up hols brochures	Box 4	4
File paperwork	Box 2	5
Shortlist job applicants	Box 1	2

Interruptions

Consider the priority of new tasks against existing tasks



When given a new task...

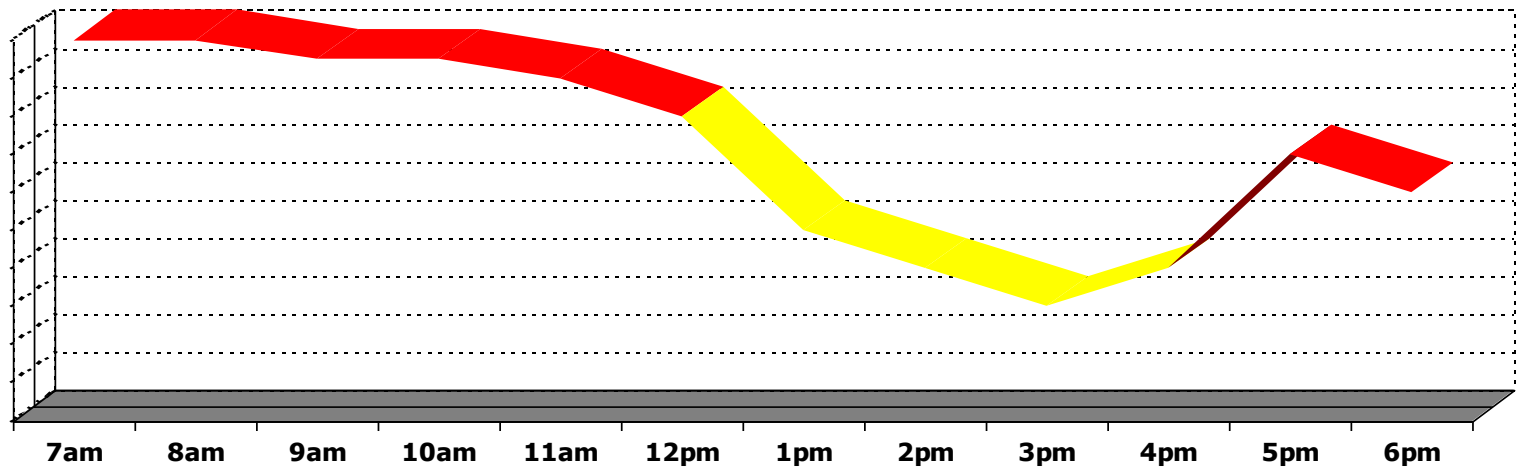
1. Pause for a moment
2. Assess it's importance and urgency
3. Give it a priority
4. Give it a rank order number



To-do list

TASKS	Priorities	Ranking	Time
Put finishing touches to next weeks presentation	Box 2	3	1 hour
Analyse figures for tomorrows meeting	Box 1	1	3 hours
Pick up hols brochures	Box 4	4	Half an hour
File paperwork	Box 2	5	15 minutes
Shortlist job applicants	Box 1	2	3 hours

Productivity –v- Energy levels



...what is it for you?

Dealing with Distractions

Telephone Interruptions

People dropping in

Poor information

'Techno-failure'

Changing priorities

Lack of organisational planning

Procrastination

Sifting through unnecessary emails



Dealing with Distraction

Moving goal posts

Putting things right

Indecision

Badly organised/chaired meetings

Distractions in the workplace

Searching for files/info not stored correctly

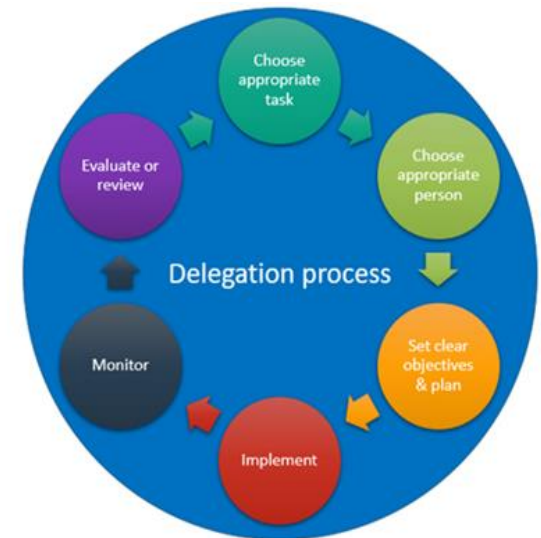
Unnecessary checking of others and their work



The delegation process

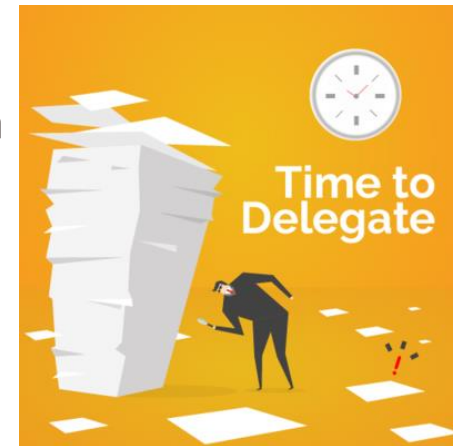
Delegation can be difficult. For some it's hard to let someone else do work that they used to do. For others, they don't have the time to train someone else to complete certain tasks.

Delegating is a good time-saver as it lessens your workload - which means you have more time to spend on more important tasks. Either hand over responsibilities to other team members who are qualified or engage an experienced consultant. If you do in-house training, the initial investment will be worth-it in the end.



How to delegate

- Select tasks suitable for delegation
- Identify tasks that can be dealt with by someone else
- Delegate to those who are willing and show potential
- Agree an understanding of the task
- Set out the authority and responsibility given with the task
- Explain the benefits of completing the task to the team member
- Arrange times for feedback on progress
- Get the balance right between delegating too much or too little



14 Time Management Tips

1. Create a time audit – what do you actually do?
2. Set a time limit for each task
3. Use a to-do-list
4. Plan ahead
5. Do your most important tasks first
6. Learn to delegate
7. Abandon 'Half work'
8. Change your schedule
9. Leave time in between events
10. Stop trying to be perfect
11. Learn to say No
12. Don't waste time waiting
13. Batch similar tasks together
14. Find inspiration



"If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first."

Mark Twain

Summary

What do we mean by time management?

- Benefits of effective time management
- Identifying your personal time stealers
- Dealing with common distractions - Interruptions/emails/phone calls
- Techniques so all day to day tasks are complete and nothing is over looked
- Using off peak times to plan for busy periods
- Planning tools and techniques - tasks; to do lists; daily plans
- The delegation process
- Creating your personal action plan

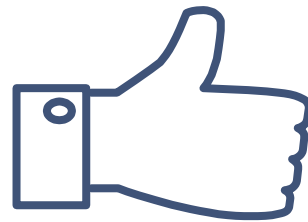
Summary & Recap

Q&A



**GOOD BYE &
GOOD LUCK!**





THANKS!

Any questions?
You can find me at
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