

Clock-Wise:  
The Art of Time  
Management





# What is Time Management?

Time Management is about controlling use of  
Your most under - valued resource -

**Time** ie. Money.





# Time Management Allows you

- ◆ Eliminate wastage.
- ◆ Be prepared for meetings.
- ◆ Reduce excessive workloads.
- ◆ Monitor project progress.
- ◆ Allocate resources appropriate to a task's importance.
- ◆ Ensure that long-term projects are not neglected.
- ◆ Plan each day, week, month or quarter efficiently.

A vertical strip on the left side of the slide shows various medals and a compass rose. At the top, there are several circular medals with intricate designs. Below them is a blue ribbon with a circular medal featuring a starburst pattern. Further down is a large, ornate cross-shaped medal with a central circular emblem. At the bottom, a portion of a compass rose is visible, showing cardinal directions and degree markings.

# Why we fail?

“Most people set them, and then get behind schedule. They then give up this ‘hopeless cause’. Even the most successful people get setbacks, but they work twice as hard to ensure they achieve what they set out to do”.

By Michale Podolinsky



# How to Succeed?

- ◆ Make commitment to spend 10 to 15 minutes a day, to plan ahead.
- ◆ Define tasks clearly, create deadlines, focus on more important tasks.
- ◆ Break the task into smaller sections, allocate estimated time.
- ◆ Use regular block of time for an activity.
- ◆ Delegation of workload



# Delegation of workload

- ◆ Use technology
- ◆ Use your colleagues
- ◆ Outsource tedious chores
- ◆ Train others to do the jobs you want to delegate
- ◆ Have realistic expectations
- ◆ Provide additional information
- ◆ Remember that end result matters, not the methods
- ◆ Review progress of delegated task





# How to use Technology?

Many E-mail programmes have in-built calendar software that can keep track of

- ◆ Appointments
- ◆ Meetings
- ◆ “To-Do” lists
- ◆ Remainder & Alert functions



# E-mail Advantage

Preferred mode of business communication

- ◆ Mails
- ◆ Memos
- ◆ Notes
- ◆ Attach documents
- ◆ Queries
- ◆ Jokes
- ◆ Other spam





# Handling E-mail

- ◆ Get off the lists
- ◆ Unlisted address
- ◆ Check it once or twice per day
- ◆ Deal with it



# Deal with e-mails

- ◆ Requires quick response, respond immediately and delete mail.
- ◆ Requires response but not able to devote time, delegate it to a subordinate. (instead of “I do it”/ “It gets done”).
- ◆ Requires serious amount of time, schedule for action in Day planner and save or take a print out for future action.



# Time Planning Software

- ◆ Track down colleagues
- ◆ Cross checking schedules
- ◆ Booking Meeting
- ◆ Schedules & Books meeting rooms & other facilities
- ◆ Confirming attendance
- ◆ Handle inevitable changes
- ◆ Entire team's availability at a glance.





# Some Time Planning Softwares

- ◆ Meeting Maker ([www.meetingmaker.com](http://www.meetingmaker.com))
- ◆ Electronic Assistant Lite 3.1 ([www.dante-productions.com](http://www.dante-productions.com))
- ◆ Virtual Secretary 2001 ([www.wizardware.com](http://www.wizardware.com))
- ◆ Standard time for Palm 1.0 ([www.pilotzone.com](http://www.pilotzone.com))
- ◆ Quick Reminder 1.12 ([www.mobisystems.com](http://www.mobisystems.com))
- ◆ Time 1.2 ([www.comit.com.au](http://www.comit.com.au))



# Hurdles

- ◆ Lack of commitment
- ◆ Procrastination
  - fear of failure or success
  - low self-esteem
  - lack of prioritization skills
  - the task too daunting
- ◆ Plain stupidity & over confident.



# Effects

- ◆ Promotes efficient work practices.
- ◆ Highlights wastage.
- ◆ Effective use of time.
- ◆ Focus the chosen activity.
- ◆ Reveals problems.
- ◆ Lends a structure to implement and Monitor solutions.
- ◆ Take control of your own time - evaluate the usage.



# Biggest Mistake

The Biggest Mistake people can make is try to use each second fully, which is impossible. So,

“Don’t try to achieve every goal you want to achieve, achieve only the goals you need and stay focused on the important things in life.”



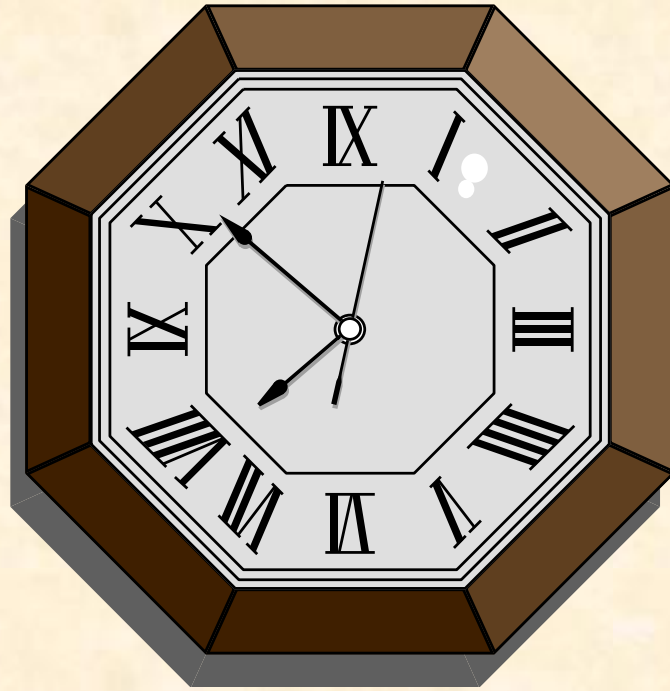


# Conclusion

“If you waste your time, you waste your life.”

“If you value and are stingy with your time, investing every second wisely, you are getting the most out of life”.

**Manage Time - Exploit Technology**



*Thank you*