skillcast®

Time Management

[name] [date]

Learning objectives

- Why is time management important?
- Prioritising your time
- Procrastination and how to avoid it
- Techniques to manage your time better

Why is time management important?

- Time is precious and finite
- We need to use it in the most productive way
- Poor time management skills have serious consequences
  - For our organisation
  - For our customers
  - For your team
  - For you personally

You make the call: Is it True or False?

Time management is a management fad that adds no real value

True

False ✓

Project delays can be costly and damage reputation

True ✓

False

Persistent lateness can damage customer confidence

True ✓

False

What are the consequences?

Organisation

- Missed deadlines
- Budget overruns
- Reputation damage
- Drop in sales
- Fines
- Loss of contracts

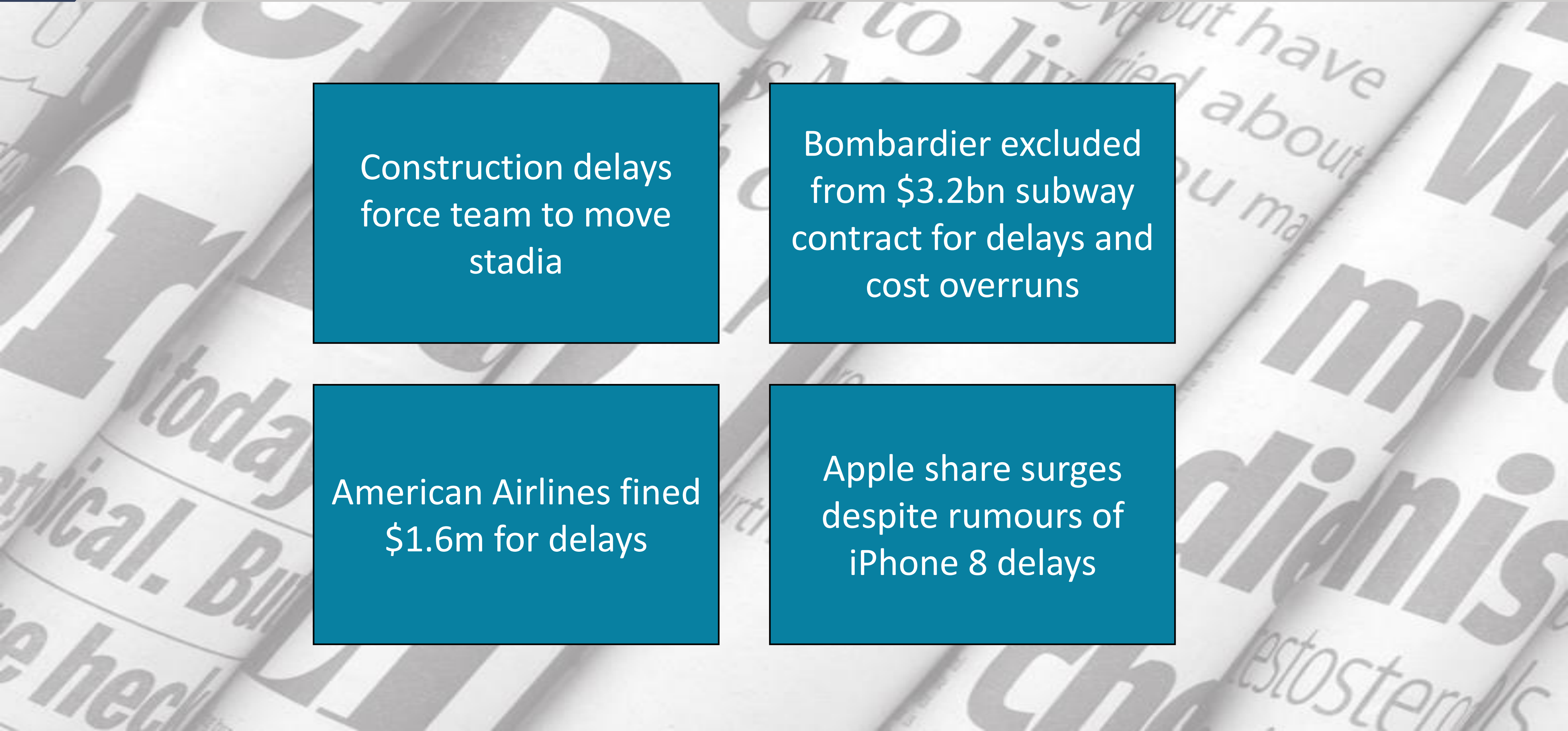
Customers

- Negative experience
- Loss of trust and confidence

You & Your Team

- Missed targets
- Persistent lateness
- Disciplinary action
- Blame game
- Interpersonal conflict
- Perceived unfairness
- Stress
- Loss of trust in team

When it goes wrong



Construction delays force team to move stadia

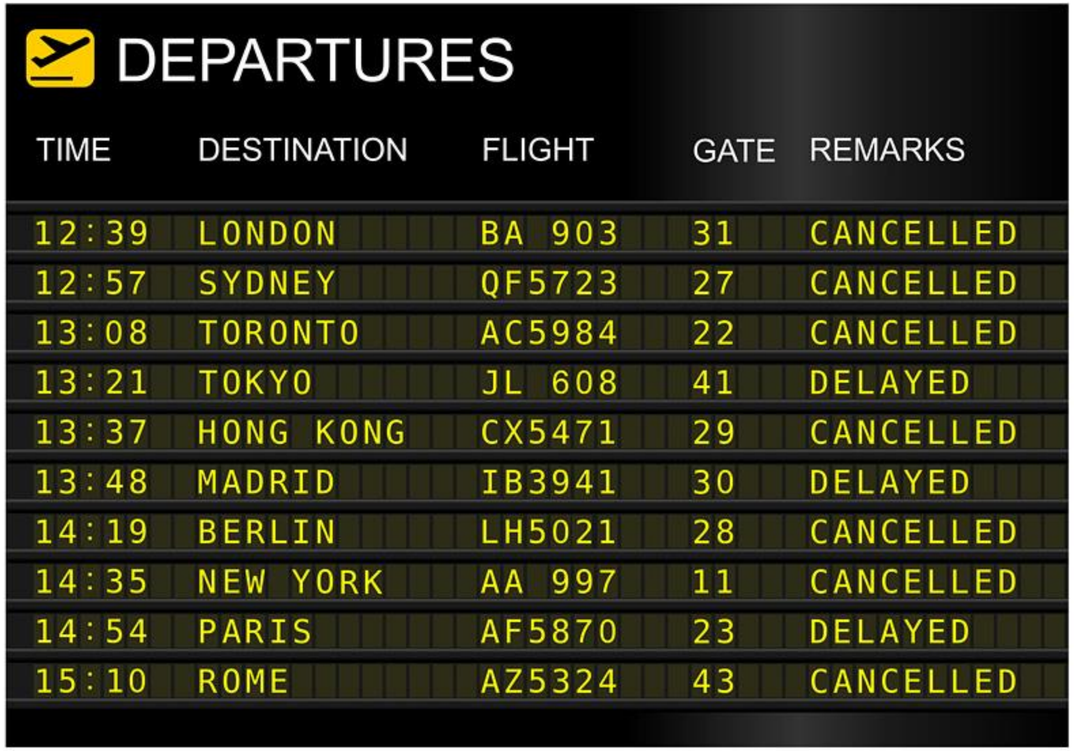
Bombardier excluded from $3.2bn subway contract for delays and cost overruns

American Airlines fined $1.6m for delays

Apple share surges despite rumours of iPhone 8 delays

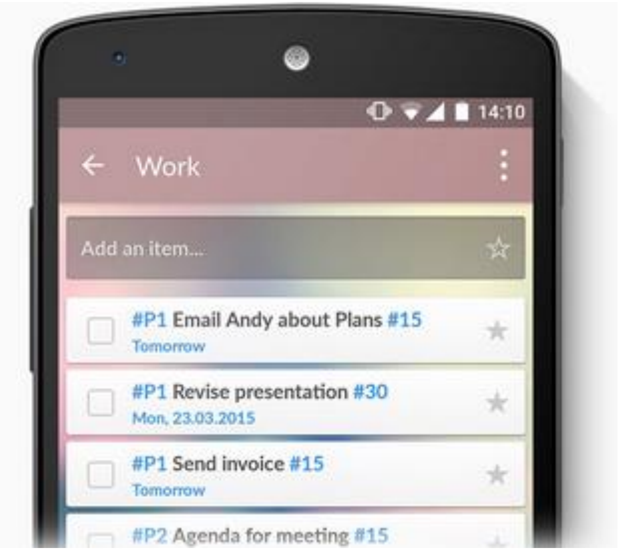
“Failing to plan is planning to fail”

- Meticulous planning can make all the difference
- How do you really spend your time?
- Use apps and tracking tools



DEPARTURES

TIME	DESTINATION	FLIGHT	GATE	REMARKS
12:39	LONDON	BA 903	31	CANCELLED
12:57	SYDNEY	QF5723	27	CANCELLED
13:08	TORONTO	AC5984	22	CANCELLED
13:21	TOKYO	JL 608	41	DELAYED
13:37	HONG KONG	CX5471	29	CANCELLED
13:48	MADRID	IB3941	30	DELAYED
14:19	BERLIN	LH5021	28	CANCELLED
14:35	NEW YORK	AA 997	11	CANCELLED
14:54	PARIS	AF5870	23	DELAYED
15:10	ROME	AZ5324	43	CANCELLED



☐ #P1 Email Andy about Plans #15
Tomorrow

☐ #P1 Revise presentation #30
Mon, 23.03.2015

☐ #P1 Send invoice #15
Tomorrow

☐ #P2 Agenda for meeting #15

Opinion: Increased risk?

Too much analysis can lead to paralysis. I prefer not to plan anything. You need to be flexible to cope with unforeseen events.

Planning is important but there’s no need to overdo it.

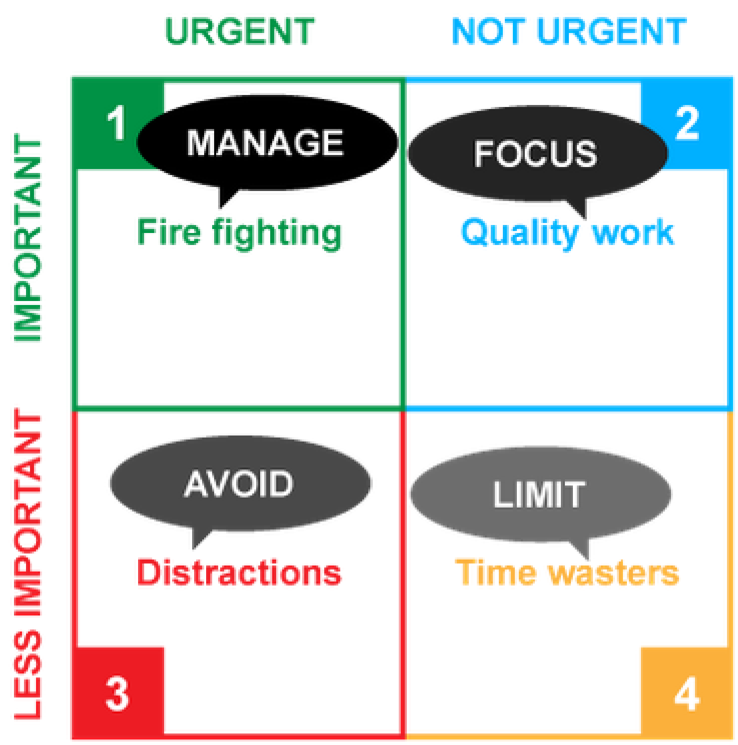
Poor planning can be disastrous. It can lead to the wrong people working on the wrong task - so you don't play to your strengths. Everything feels disorganised, like you're in perpetual catch-up mode.

Time management techniques

- Prioritising your time
- The 80/20 rule
- Multi-tasking
- Just get it done!
- To-Do lists
- Preventing procrastination
- Pomodoro Technique®

Prioritising with the important/urgent matrix

- List all tasks
- Decide whether they are important or urgent
- Plot them on the matrix
- Use the labels to assign priorities



	URGENT	NOT URGENT
IMPORTANT	1 MANAGE Fire fighting	2 FOCUS Quality work
LESS IMPORTANT	3 AVOID Distractions	4 LIMIT Time wasters

skillcast®

80/20 rule - The Pareto principle

- 80% of your most important work can be completed in 20% of the available time
- Unforeseen problems can cause difficulty and impact on your schedule
- Sometimes, the outstanding 20% of work can absorb 80% of your time
- Focus on the 80% first to improve productivity

Multi-tasking

"…the ability to undertake multiple tasks at the same time with competence…"

- Multi-tasking works for tasks that can be completed simultaneously
- But too much multi-tasking can be distracting, it can lead to paralysis and inertia

Just get it done!

- Get on with finishing what's been started
- Prioritises task completion
- Prevents build-up of incomplete activities

TOP PRIORITY
TOP PRIORITY
TOP PRIORITY

To-do lists

To-do List
1.
2.
3.
4.
5.

- ✓ Where you need to focus on accomplishment
- ✓ To Do lists can be refined by prioritising activities

You make the call: Advantage or disadvantage?

To do lists can stifle creativity, only what's on the list gets done

Advantage

Disadvantage ✓

They give a feeling of control and achievement, motivating you

Advantage ✓

Disadvantage

They help structure your thoughts and provide a sense of purpose

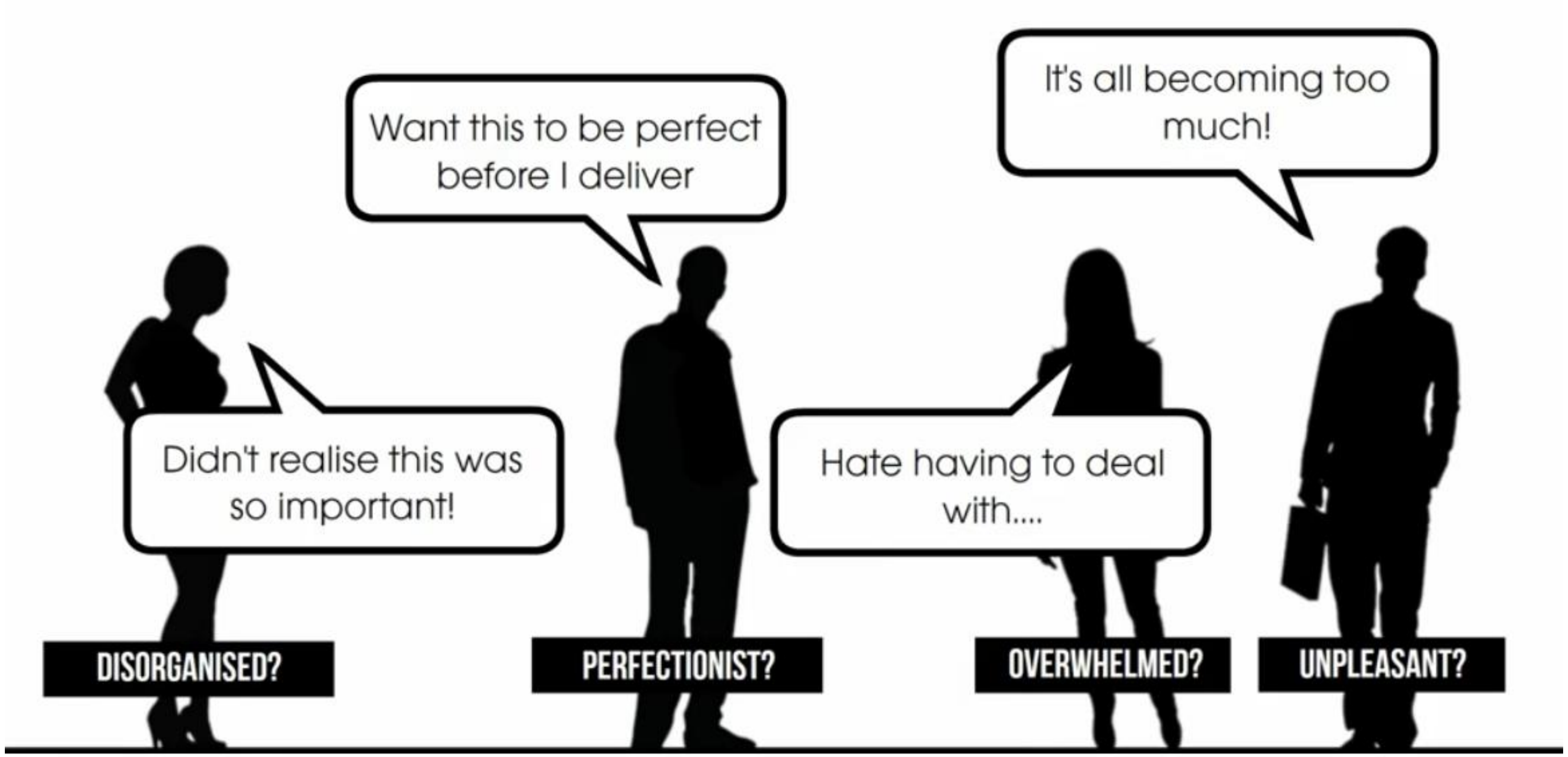
Advantage ✓

Disadvantage

skillcast®

Don’t procrastinate

- What is it?
- Signs of procrastination
- Reasons
- Avoiding it


It's all becoming too much!
Want this to be perfect before I deliver
Didn't realise this was so important!
Hate having to deal with....
DISORGANISED?
PERFECTIONIST?
OVERWHELMED?
UNPLEASANT?

Scenario: Matt’s promotion

To be honest, I feel a bit out of my depth here.

What should Matt do?

a) Use a To-do list

b) Set rewards – ask others to monitor and motivate

c) Split the activity into smaller tasks – create an action plan ✓

d) Consider the consequences of delays

Scenario: Heather’s feedback

I hate having difficult conversations with my team. I keep putting them off.

What should Heather do?

a) Use a To-do list

b) Set rewards – ask others to monitor and motivate

c) Split the activity into smaller tasks – create an action plan

d) Consider the consequences of delays ✓

Pomodoro Technique®

- A burst of activity for 25-minute intervals, followed by a 5-minute break
- Aids concentration and reduces interruptions

Do

- ✓ Take regular breaks to stay alert
- ✓ Be proactive – know how you spend your time and when you are most productive
- ✓ Only prioritise what is important and urgent, act promptly if you see signs of procrastination
- ✓ Use different techniques to improve your time management skills
- ✓ Report any problems or concerns immediately to your manager

Don’t

- ✗ Focus on activities or tasks that aren’t important or urgent
- ✗ Be distracted by technology - e.g. email, social media, internet browsing
- ✗ Allow others to steal your time - plan and rehearse strategies for dealing with interruptions
- ✗ Waste time in meetings - only invite those who need to attend, consider holding stand-up meetings, set an agenda etc.

Questions, comments
or concerns?

Next steps

- Call ______ on ______ if you need information or guidance
- Call ______ on ______ if you need to raise concerns
- Access self-study courses on our e-learning portal for further training [or optionally – Complete your mandatory training on our corporate e-learning portal]

About Skillcast

- Skillcast provides digital learning content, technology and services to help you train your staff, automate your compliance processes and generate management reports to help you keep track of it all.

- Our best-selling Compliance Essentials Library provides a complete and comprehensive off-the-shelf compliance solution for UK businesses.

Register for a free trial at https://www.skillcast.com/free-trial

Copyright © 2022 Skillcast. All Rights Reserved.