

COMMUNICATION AND TASK MANAGEMENT

LECTURE : 1

TOPIC : TIME MANAGEMENT

AIM : TO UNDERSTAND AND ORGANISE TIME EFFECTIVELY

LEARNING OUTCOMES

After completing this chapter you should be able to:

1. Understand the importance of time
2. Manage time in your daily task.

TOPIC OUTLINE

- 1.1 Introduction to time management
- 1.2 Learn how to get organised
- 1.3 Time Log
- 1.4 Mind Maps

1.1 Introduction to Time Management

1. Time is quoted as being an important resource.
2. Lack of time happens because of inefficient working methods, lack of planning and others.
3. The main factors affecting a person's use of time are:
 1. The Nature of the Job
 2. Organisation Culture
 3. Personality / Job Holder's skills
 4. Influence of Colleagues
 5. Superiors' management styles
 6. Demands made by own Staff
4. The principal issues of the time management can be grouped under three headings:
 - those related to the nature of the job;
 - those related to the personality and attributes of the job-holder;
 - those related to the people who make up the job-holder's role-set.

Nature of the job

- i. Job is fundamental → amount of control over time → desirable and necessary.
 - ii. Identification of the job priorities
 - iii. Encourage individual to identify:
 - the tasks they are responsible for;
 - the tasks which require the greatest effort /produce greatest return.
 - iv. Keeping a detailed time-diary (time log) → records everyday for his / her work activities
5. The essential requirements of good time management:
- ♣ clear objectives / goals,
 - ♣ careful forward planning,
 - ♣ the definition of priorities and action, and
 - ♣ the ability to delegate successfully.

1.2 Learn How to Get Organized

1. Are you a TP or CL?

TP - tidy and punctual

CL - cluttered and late

→ TP

- Detail-oriented perfectionists,
- A project – through step by step,
- Checking & rechecking,
- Tough time going to next step until the one they are working on is completed to their satisfaction,
- Punctual – high value on being on time.

→ CL

- No enthusiasm to work hard,
- No proper planning,
- Unable to accept mistakes,
- Delay/late in whatever they are engaged to do.

2. Four-Step Plan

- Determine your goals and objectives
- Develop a step-by-step plan for reaching those goals – mind maps
- Work your plans creatively. Change your plans as and when necessary and be prepared to change your goals if no longer motivating.
- Use your relaxation sessions to develop your intuition.

1.3 Time Log

1. Create basic time log file on the computer, in a spreadsheet format, save it and then print out copies as you need them.

Example:

Date	Activity	Time Analysis
Goals for the day:		
6 am	Woke up, made coffee	
6.15am	Exercise bike	
6.30am	Showered	
6.45am	Made kids lunches	

2. Your time-log analysis – what to check

- Did you manage to complete the goals?
- How much time was taken up?
- How many interruptions were there?

3. Having done this, you can start to re-think and re-plan your priorities. Use time in the way you want to, not in the way other people dictate.

1.4 Mind Maps

1. Known as a whole brain activity, involve both the analytical and the visual parts of the brain.

2. You can use mind maps to:

- create action plans,
- create and record agenda for meetings,
- solve problems,
- design presentations,
- study, etc.

Example

