CHAPTER – 3
TIME MANAGEMENT TOOLS (25%)

The term Time Management is a misnomer. You cannot manage time; you can manage the events in your life in relation to time. You may often wish for more time but you only get 24 hours, 1,440 minutes or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control.

Much like money, time is both valuable and limited; it must be protected, used wisely, and budgeted.

## People who practice good time management techniques often find that they:

> **Are more productive,**
> **Have more energy for things they need to accomplish,**
> **Feel less stressed,**
> **Are able to do the things they want,**
> **Get more things done,**
> **Relate more positively to others, and**
> **Feel better about themselves (Dodd and Sundheim, 2005).**

WAYS TO OVERCOME TIME WASTERS

Abraham Lincoln once said, "If I had eight hours to chop down a tree, I'd spend six sharpening my axe." A well-honed tool gets the job done quickly. You need a well-honed, system-based plan for getting the work done. Without such a plan, time can get away from you until what should take minutes takes hours if not days.

Smart time management is key to implementing your property management plan. Managing your time well delivers a range of benefits, some of them obvious, some less so. It improves your overall efficiency; it provides valuable strategic advantages; and it makes space for logical, creative thinking.
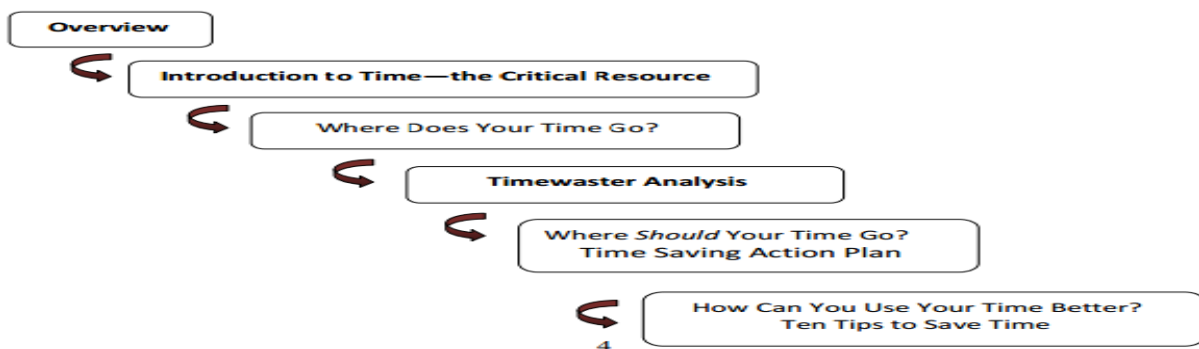
Following are some of the ways to overcome time wasters:

1. **Consolidate Similar Tasks Group or consolidate similar tasks:** This step will not only minimize interruptions but also will economize on the utilization of resources and efforts. For example, instead of making calls throughout the day, group and make out-going calls at specific times each day. Frequent callers can also be told that the best time to reach you is during certain hours. You can thus sensitize callers and help them to develop a habit of calling you when you can be most effective for them.

2. **Tackle Tough Jobs First:** A tendency exists to work on petty chores first with the idea of working up to bigger projects. What often happens, however, is that the tough jobs simply don't get done because too much time is spent doing the unimportant tasks. By the time you get to the tough jobs, you are too tired to work on them. The solution is to reverse the process. Start your day with the important work when your energy level is high and work your way down your list of priorities. If time is available at the end of the day, the low level priority items can be completed.

3. **Delegate and Develop Others:** If you think that the only way to get something done right is to do it yourself, then you are probably overwhelmed with work while your staff enjoys less harried work schedules. Try to break the "do-it-myself" habit. Delegate work whenever possible. Delegation does not mean "dumping" a task on someone else but rather carries with it the responsibility of making sure that the individual has the requisite skills and knowledge to do the job. The time devoted to training and motivating people to do tasks which you usually perform will reduce your time burdens in the future and enrich the jobs of others.

4. **Don't Be a Perfectionist:** There is a difference between striving for excellence and striving for perfection. The first is attainable, gratifying, and healthy. Striving for perfection that is unattainable is frustrating. Constant revision of letters and papers for trivial reasons not only wastes time but also takes its toll on relationships as well. Some might profit from a new look at the original Declaration of Independence. The writer made several errors and omissions. Letters and works were inserted between the lines. Perfection is not the standard of excellence for a document or letter to be glanced at briefly en-route to another person, file cabinet, or wastebasket.

5. **Take Breaks:** To work for long periods of time without taking a break is not effective time use. Energy decreases, boredom sets in, stress and tension accumulate, and attention wavers. Switching for a few minutes from a mental task to something physical (stand up or walk around the office—or change positions) can provide needed stimulation and relief. Rest is not a waste of time. It improves health and efficiency.

6. **Avoid the Cluttered Desk Syndrome:** If your desk is piled with paper and you waste time looking for buried items, clear your desk of everything except the work you intend to do during the day and keep it visible. The chances are that you will get that work done.

7. **Get Started Immediately on Important Tasks:** Putting things off until tomorrow is easy. In fact, people generally do the things they enjoy first and procrastinate on the tasks they dislike. Self-discipline is needed to overcome procrastination. Avoid not doing a job because it seems overwhelming. Try breaking the task into bite-sized pieces that are more palatable to digest. By following this "Swiss cheese" technique, you will soon find that poking holes in the project makes it less overwhelming. Unfinished work is more of a motivator than unstarted work. By having started a job, you have made an investment of your time and are more likely to complete the task.

8. **Reduce Meeting Time:** Many meetings should not take place. Sometimes the only reason for a weekly staff meeting is because a week has passed since the last one. Such meetings disrupt your work. Reduce the number of meetings—and follow an agenda on those you do have, saving time. If needed meetings are too long, schedule the next meeting to bump up against the lunch hour or quitting time. Most people will want to leave. Also, a standup meeting helps to guarantee a short meeting.

9. **Take Time to Plan:** Have you ever heard someone say, "I just don't have time to plan"? If you have, then you probably observed that these individuals were very busy but not very effective. A paradox of time is that by taking time to plan, you end up saving time. Instead of spending the day "fire fighting", develop a schedule for doing the things that must be done in the available time.

10. **Learn to Say "NO":** Someone is always asking for a piece of your time. Instead of being honest and saying "no" to the request, the tendency is to hedge and end up accepting a responsibility you neither want nor have time to perform. Saying "no" requires some courage and tact, but you will be proud of yourself when you learn to say "no." Of all the time-saving techniques ever developed, the most

effective is the frequent use of the word NO. Decline, tactfully, firmly, logically to demands that do not contribute to your effectiveness. Remember that many people who worry too much about offending others wind up working according to others' priorities.

Conclusion: Life, like work, can only be realistically addressed on a best effort basis. Success is not the guaranteed reward of the faithful. But don't let a failure stop you! Failure is only temporary unless you let it become permanent. Learn from error, or you will repeat your lack of success. Work smarter – not harder. Both you and your organization will be more effective.

PLANNING COMPONENTS AND TIME MANAGEMENT

Activity Definition: Identifying and scheduling different components of the project management sequence that is required for completion of project deliverables.

Activity Sequencing: The process of project time management that defines the order in which deliverables must be completed.

Activity Resource Estimating: Identifying and defining the types and quantities of resources and materials required to complete a deliverable.

Activity Duration Estimating: Identifying and estimating the timeline for completion of durables.

Schedule Development: The analysis of the order of activities, timelines, resources and schedule barriers to develop a project schedule.

Schedule Control: Project management intervention to mitigate changes to the product schedule.

TIME MANAGEMENT STRATEGIES

Finding a time management strategy that works best for you depends on your personality, ability to self-motivate and level of self-discipline. By incorporating some, or all of the ten strategies below, you can more effectively manage your time.

1. Know How You Spend Your Time. Keeping a time log is a helpful way to determine how you are using your time. Start by recording what you are doing for 15-minute intervals for a week or two. Now take a look at the results. Identify your most time-consuming tasks and determine whether you are investing your time in the most important activities to help you.

2. Set Priorities. Managing your time effectively requires a distinction between what is important and what is urgent. One of the easiest ways to prioritize is to make a "to do" list. Whether you need a daily, weekly or monthly list depends on your lifestyle. Just be careful not to allow the list-making to get out of control and do not keep multiple lists at the same time. Rank the items on your "to do" list in order of priority.

3. Use a Planning Tool. Experts recommend using a personal planning tool to improve your productivity. Examples of personal planning tools include electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards and notebooks. Writing down your tasks, schedules, and memory joggers can free your mind to focus on your priorities. Auditory learners may prefer to dictate their thoughts instead. The key is to find one planning tool that works for you and use that tool consistently.

4. Get Organized. Most people find that disorganization results in poor time management. A frequently used method is to set up three boxes (or corners of a room) labeled "Keep", "Give Away", "Toss". Separate the clutter by sorting items into these boxes. The key is to immediately discard items in your "Toss" box. Your "Give Away" box may include items you want to sell, delegate, or discontinue so find a method to eliminate these items.

5. Schedule Your Time Appropriately. Scheduling is not just recording what you have to do, it's also making a time commitment to the things you want to do. Good scheduling requires that you know yourself. Plan your most challenging tasks for when you have the most energy. Block out time for your high priority activities first and protect that time from interruptions.

6. Delegate: Get Help from Others. Delegation means assigning responsibility for a task to someone else, freeing up some of your time for tasks that require your expertise. Delegation begins by identifying tasks that others can do and then selecting the appropriate person(s) to do them. Another way to get help is to "buy" time by obtaining goods and service that save you a time investment.

7. Stop Procrastinating. You may be putting off tasks for a variety of reasons. Perhaps the task seems overwhelming or unpleasant. Try breaking down the task into smaller segments that require less time commitment and result in specific, realistic deadlines. If you're having trouble getting started, you may need to do some prep work such as collecting materials or organizing your notes. Also, try building in a reward system as you complete each small task.

8. Manage External Time Wasters. Your time may be impacted by external factors imposed by other people and things. You can decrease or eliminate time spent in these activities by implementing some simple tips such as: Avoid small talk on the phone. Stay focused on the reason for the call; Start and end meetings on time; Turn off instant messaging features on e-mail; Establish a master calendar for each family member to post their time commitments.

9. Avoid Multi-tasking. Recent psychological studies have shown that multi-tasking does not actually save time. In fact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity. Routine multi-tasking may lead to difficulty in concentrating and maintaining focus when needed.

10. Stay Healthy. The care and attention you give yourself is an important investment of time. Scheduling time to relax or do nothing can help you rejuvenate both physically and mentally, enabling you to accomplish tasks more quickly and easily. Poor time management can result in fatigue, moodiness, and more frequent illness.

Regardless of the time management strategies you use, you should take time to evaluate how they have worked for you. Ask yourself a few simple questions: Do you have a healthy balance between work and home life? Are you accomplishing the tasks that are most important in your life? Are you investing enough time in your own personal wellbeing? If the answer is "no" to any of these questions, then reconsider your time management strategies and select ones that work better for you. Remember that successful time management today can result in greater personal happiness; greater accomplishments at home and at work, increased productivity, and a more satisfying future.

TIME- TECH SYSTEM

It is intended to teach significant content: Goals for student learning are explicitly derived from content standards and key concepts at the heart of academic disciplines.

It requires critical thinking, problem solving, collaboration and various forms of communication: To answer a driving question and create high quality work, students need to do much more than memorizing the information. They need to use higher order thinking skills and learn to work as a team. They must listen to others and make their own ideas clear when speaking, be able to read variety of material, write or otherwise express themselves in various modes and make effective presentations. These skills, competencies and habits of mind are often known as '21 century skills', because they are prerequisite for success in the 21st century workplace.

It requires inquiry as part of the process of learning and creating something new: Students ask questions, search for answers and arrive at conclusions, leading them to construct something new: an idea, an interpretation or a product.

It is organized around an open-ended driving question: This focuses students work and deepens their learning by framing important issues, debates, challenges or problems.

It creates a need to know essential content and skills: Project based learning reverses the order in which information and concepts are traditionally presented. A typical unit with a "project' add-on begins by presenting students with knowledge and concepts and then, once gained, giving students the opportunity to apply them.

It allows some degree of student voice and choice: Students learn to work independently and take responsibility when they are asked to make choices. The opportunity to make choices and to express their learning in their own voice also helps to increase students educational engagement.

It includes processes for revision and reflection: Students learn to give and receive feedback in order to improve the quality of the products they create and are asked to think about what and how they are learning.

It involves a public audience: Students present their work to other people, beyond their classmates and teacher – in person or online. This 'ups the stakes', increasing students motivation to do high quality work and adds to the authenticity of the project.

Top 15 Time Management Apps and Tools

No one can dispute the countless benefits technology has brought us. It has undoubtedly allowed us to connect, perform, improve and leverage our resources beyond what was once imaginable. We all make daily use of a wide variety of different tools and devices to make life easier and more comfortable. How many tools and apps are you currently using to optimize your time?

If you are not taking advantage of the hundreds of apps and tools out there, you are certainly missing out. With so many apps to choose from, how do you know which ones to use? Of course, this will depend on your needs, and so below I have listed the top 15 apps to support you with the most common time management challenges.

1. Do you know where all your time goes? **(Rescue Time)**
2. Manage all your tasks effectively **(Remember The Milk**)
3. Share and send large files effortlessly **(Dropbox)**
4. Capture everything in one place **(Evernote)**
5. Need to just get something done? **(Focus booster**)
6. Track time spent on projects **(Toggl)**
7. Create focus on the tasks at hand **(Mind42)**
8. Want to back up and sync your files effortlessly? **(Syncback Freeware)**
9. Do you want to manage your to-do lists effectively? **(My Life Organized (MLO)**)
10. Do you often need to capture business cards? **(Cardmunch**)
11. Do you waste time managing all the passwords you have? – **(Universal Password Manager)**
12. Do you need to synchronize and access your agenda from different devices? **(Daily Agenda)**
13. Remove distractions **(Pocketfree**)
14. Increase your attention span (**Focus at will)**
15. Work smarter **(Launchy)**

HOW TO SAVE TIME?

VI. HOW CAN YOU USE YOUR TIME BETTER?

KEY POINTS TO CONSIDER NOW

- ✓ List Goals and Set Priorities
- ✓ Make a Daily "To Do" List
- ✓ Ask: What is the Best Use of Time Right now?
- ✓ Handle Each Paper Only Once
- ✓ Start with Most Urgent or the Most Important Tasks
- ✓ Do It Now !

**WORK SMARTER, NOT HARDER
GET CONTROL OF YOUR TIME AND YOUR LIFE**

10 Ways to Save Time Every Day

It's hard to think of a time when we were more pressed for extra moments in the day. Not only do most jobs require us to work beyond a 40-hour week, we now have Facebook, Instagram and Twitter to keep up with. And that is a bare minimum social media regimen. If one is to explore beyond those basic platforms, there is a treasure trove of time-wasting material out there. So, more than ever before – we are hard-pressed to save time. Every little bit counts!

Luckily, we've found some tricks that will help you to *easily* save minutes – even hours – off of your day. With that extra time you can lay back and relax, sleep more, go for a walk – anything your mind can dream of! These 10 tips won't be mind-blowing – but when you add them all up, you'll see an increase of free time that will make a big impact on your day-to-day routine. So without further ado, let's get going!

1. Work Anywhere You Can: The advent of all this technology means that we can now work in more places than ever before. But smartphones give us a huge advantage when it comes to the little tasks that are work-related – answering emails, making quick calls and reviewing notes, for example.

2. Do High-Intensity Interval Training (HIIT): HIIT workouts are increasingly popular for a reason they work! Short, intense and effective – they're the best workouts for saving time!

No more 1-hour trips to the gym, no more long bike rides – make your workouts 20 minutes or less, do them at home or outside – and reap the benefits of 30 minutes or more saved.

3. Maximize Sleep Quality: This is another big one – and many of us pay the price by not following this step. Sleep quality is *hugely* important and this is doubly true if we are sleeping less than optimal amounts. But if you can't get 8 hours every evening, you can at least get a very effective 6. And how to do this?

Not only will this give you better results as far as anti-aging, cognitive function and weight loss – this improved sleep quality will allow you to be more productive.

4. Delete Social Media Profiles: I know – this is a tough one. I'm going to be a stickler, too. I'm saying "delete" instead of simply "deactivate". While ultimately this is up to you, it will be better for you to remove your profiles to really see how much time you spent on social media previously. It will blow your mind. And before I get bombarded with the "how will people get in touch with me?" questions – I will gently remind you that you have a phone and email address that will still work just fine. It has been a quick sea-change into social media running our lives – but we can fight back and save time.

5. Delete Games: Clean up the games on our phone. If you have video games at home or on the computer, this is also true. If you really need to keep 1-2, you can try it, but to see the maximum impact of how much time you can save, you need to go a month without any at all. And don't worry about stress relief, if that is why you are playing these games – we're going to cover that.

6. Cut out the Nonsense (And Simplify): This is a *huge* timesaver to throw away some things and simplify your routine, place of residence, and life. It may take you an entire weekend, but the rest of your year will be substantially better for it! Start by picking up things that may not be totally needed, and really ask "do I absolutely *need* this?" If the answer is no – throw it away! If there are some things you would like to keep, but want to avoid clutter, rent a small, cheap storage space. It will be worth the peace of mind.

7. Use a Traffic App: While I wholeheartedly agree that games and almost every other app have no place on your phone, a traffic app can be a *massive* time saver. This is the *one* app you really need if you want to save time.

8. Walk or Ride Your Bike to Work: If you are looking to *really* hack your schedule, hit two birds with one stone and exercise *as* you commute. Though this one may not be possible depending on how far your place of business is from your home.

9. Bulk-Prepare Your Food: This will be worth it. Instead of worrying about what you're going to make for dinner every night, you will be enjoying that steak you cooked over the weekend – complete with an extra 30 minutes to enjoy.

10. Get Organized: Depending on your personality type, this may be the easiest – or the hardest – task on this list. But there is no debating that a more organized life is a more productive one. Following our earlier tip of getting rid of the clutter, organize what you *do* have, and your brain and mind will be much more organized, as well. More organized means less time searching for things you need and more space to be productive.

The above ways will move forward with, and get on the path to a more productive, relaxing life. Time is money, and there is nothing more valuable than your time, so make sure you are maximizing your own.

TIME MANAGEMENT SCHEDULE

How Do You Use Your Time?

In creating an ideal schedule that allows you to accomplish each of your academic and personal goals, it is helpful to spend a week logging everything you do. Once the week is complete, analyze your week. Calculate the hours you are spending on different activities. Are there any surprises? Does the time spent match your priorities? Do you have a balance that supports achieving your academic goals as well as taking care of yourself?

If your schedule is working, continue to maintain a routine. If not, it is now time to create a schedule that matches your goals.

The following guidelines will be helpful to create your week.

1) As a rule of thumb, for each 1 hour in class, it is estimated that students should spend 1-3 hours outside of class studying. However, not all classes are created equal. Some classes will require more time and some less.

2) Block and label the hours, Monday-Friday that you have scheduled classes.

3) Block and label the hours, Monday-Sunday that you have scheduled for any part-time work.

4) Block and label any other times for activities that you are committed to each week. Don't forget to include your study time! If you have other weekly activities – sports practice, religious services, clubs, meetings, etc., fill them in, too.

5) Review your schedule from last week. What other activities did you do every day? Block and label those times and the ones when you typically eat, exercise, watch a little TV, take an after-lunch nap, and hang out with your friends.

6) This revised schedule should now more accurately reflect how you should manage your time between your studies, your work, and your personal life. To follow it, keep it with you. It can be adjusted throughout the semester as you need it to. Just don't forget – you are in control of your time. The more you schedule your time, the more time you have available. Make it work for you!