



TIME MANAGEMENT CAFÉ

ORGANISED BY



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WHAT IS TIME MANAGEMENT?

Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success.

Each benefit of time management improves another aspect of your life.

WHAT ARE THE BENEFITS OF TIME MANAGEMENT?

- **Deliver work on time. ...**
- **Provide a better quality of work. ...**
- **More productivity and efficiency. ...**
- **Much less procrastination. ...**
- **Less stress and anxiety. ...**
- **Improved quality of life. ...**
- **More opportunities and career growth. ...**
- **More time for leisure and recreation**
- **.....**

PRINCIPLES OF TIME MANAGEMENT?

- **Planning.**
- **Organize and Prioritize.**
- **The 80/20 Rule.**
- **Do One Thing At A Time.**
- **Avoid Distractions.**
- **Delegate.**
- **Keep Yourself Healthy and Stress-free.**
- **Learn to say “NO”**

PARETO PRINCIPLE

- **Twenty percent of your time will produce 80% of your productive output.**

- **Can you afford not to manage at-least that 20% ?**

**THE BAD NEWS IS TIME FLIES.
THE GOOD NEWS IS YOU'RE
THE PILOT.**

Michael Althsuler



PROCRASTINATION

WHAT IS PROCRASTINATION?

- **'Procrastination' means putting off a task you should be doing**
- **I don't have time, I'll do it later**
- **So, for example, you need to get your homework done, but instead you make a cup of tea, then go on your phone, then have a chat with someone in the kitchen... 40 minutes later you haven't even begun doing your homework**

FORMS OF PROCRASTINATION

- **Ignoring the task, hoping it will go away**
- **Underestimating how long it will take**
- **Overestimating your abilities and resources**
- **Telling yourself that poor performance is okay**
- **Doing something else that isn't very important**
- **Believing that repeated "minor" delays won't hurt you**
- **Talking about a hard job rather than doing it**
- **Putting all your work on only one part of the task**
- **Becoming paralyzed when having to make choices**

WHY DO WE PROCRASTINATE?

- **A task may be too unpleasant to face, or too difficult, or very tedious, or boring, or there simply may be so many other more interesting things to pull your attention away that you struggle to keep on track.**
- **This is certainly an issue in the digital age, when we all have smartphones in our pocket and a world of distractions at our finger tips.**

WHY DO WE PROCRASTINATE?

- **Procrastination: Putting off the doing of something intentionally and habitually**
- **If you suspect yourself; ask yourself – why am I putting this off?. If there is no reason. Do it. Do not confuse reason with excuse**
- **PROCRASTINATION is world's number one time waster. Banish it from your life. There is no time like present to do any work**

HOW TO OVERCOME PROCRASTINATION?

- Win the mental battle by committing to being on time.
- **Set and keep deadlines.**
- Organize, schedule & plan.
- **Divide a big job into smaller ones.**
- Find a way to make a game of your work or make it fun.
- **Reward yourself when you're done.**
- Tell your friends, family, colleagues to remind you of priorities and deadlines.
- **Learn to say "no" to time wasters.**
- **Quit Make excuse**



AVOID SCHEDULE OVERLOAD/INTERRUPTIONS

COMMON TIME MANAGEMENT PROBLEMS: MEETINGS

- **Meetings are potential time wasters**
- **Meetings are necessary evil; distractions from one's regular work**
- **Try to say 'No' to a meeting where you are not required**
- **Agenda should be definite. Every one should receive the agenda and relevant papers well in advance**
- **There should be a finishing time for meeting**

HOW TO CONTROL INTERRUPTIONS

- **Set a time limit and stick to it.**
- **Set the stage in advance : You are very busy with a deadline in light.**
- **With casual droppers-in, remain standing.**
- **Meet in other person's office.**
- **Get visitors to the point.**
- **Be ruthless with time but gracious with people.**
- **Have a clock available .**
- **Use a call-back system for telephone calls.**

HOW TO DEAL WITH A BIG TASK?

- **The salami technique: involves breaking down the task to its smallest parts and then working through each of them in order until the task is complete.**
- **This is really effective if you have a big piece of work to do and you're finding it hard to get started.**

THE SALAMI TECHNIQUE EXAMPLE

- **If you have a comparative essay to complete. You can break this down to**
 - **First analyzing the question, Then brainstorming your response.**
 - **From here you can make an outline of your answer,**
 - **Then write it section by section; for example intro, section 1, section 2, section 3, conclusion.**
 - **Lastly you can review and edit your answer.**
 - **So what was a large task has become a much simpler sequence of small tasks that you work through one by one**

SET UP YOUR WEEKLY/MONTHLY PLAN

Spend 30 minutes or so mapping out the week

Ask yourself these questions about the week:

- What do I expect to accomplish?**
- What will I have to do to reach these goals?**
- What tasks are more important than others?**
- How much time will each activity take?**
- When will I do each activity?**
- How flexible do I have to be to allow for unexpected things?**

TIME FOR EVERYTHING

- **Take time to work, it is the price of success**
- **Take time to think, it is the source of power**
- **Take time to play, it is the source of youth**
- **Take time to read, it is the source of wisdom**
- **Take time to love, it is the privilege of Gods**
- **Take time to serve, it is the purpose of life**
- **Take time to laugh, it is the music of soul**



THANK YOU