



Effective Time Management

Don't say that you don't have time. You have exactly the same number of hours per day that were given to Helen Keller, Michelangelo, Mother Teresa, Thomas Jefferson or Albert Einstein.

H. Jackson Brown

Tips For Effective Time Management

- ◆ Find out where you are wasting time (we spend a lot of time in wasteful activities)
- ◆ Spend time Planning and Organising
- ◆ Create time management goals. Look at behaviours that can interfere with successful time management.
- ◆ Implement a time management plan. Not just set goals but track the time to see if they are helping you to increase productivity and decrease your stress.





- ◆ Prioritize ruthlessly. Start each day prioritizing the tasks. Keep a planner. Learn to differentiate between urgent and important.
- ◆ Learn to delegate. You need to let other people carry some of the load.
- ◆ Establish routines and stick to them as much as possible.
- ◆ Get into the habit of setting time limit for tasks.
- ◆ Be organized. (We waste lot of time locating things at home or office)



- ◆ Don't waste time waiting. Do something worthwhile while waiting
- ◆ Conquer Procrastination
- ◆ Avoid being Perfectionist
- ◆ Learn to say 'NO'
- ◆ Reward Yourself



You must follow some Time Management System. You yourself will have to choose the system . What works for you may not work for everyone.



How effective are you at using your time?

- ◆ Record and analyse what did you do yesterday.
- ◆ List your Activities
- ◆ Activities not helpful in meeting your objectives.
- ◆ Marginal activities i.e. travelling, waiting, lunch etc.
- ◆ Time spent in planning or thinking.
- ◆ Activities helpful in meeting your objectives.



- ◆ You can now see at a glance how you use your time.
- ◆ From now on record what you do when you plan it or when it occurs.
- ◆ Review weekly how you spend your time.



Thank you