

Time

Time is life and life is time.

Time is precious.

Doing the right thing at the right time is **Time Management**.

What is Time Management?

Time management is the act or process of planning or exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity.

For a human being of 70 years, on average...

Sleep	25 Years
Study/Education	8 Years
Rest/Illness	6 Years
Holiday/Recreation	7 Years
Commuting	5 Years
Eating	4 Years
Transition	3 Years

Getting ready for all activities above, that leaves only 12 years for effective work.

Common Problems

I am busy.

I don't have time.

I am not happy with my life.

I don't feel I have achieved anything this year.

I don't have control on my life.

Most Common Time Wasters

Lacking objectives, priorities, daily plan.

Attempting too much at once.

Leaving tasks unfinished.

Inability to say "No".

Lack of self discipline.

Crises management.

Inadequate and inaccurate, delayed information.

Lack of communication or unclear communication.

Indecision and procrastination.

Meetings.

Telephone interruption.

Advantages of time management

Reduces your stress level.

Helps you remain focused on the task.

Minimizes procrastination.

Augments your productivity.

Need for time management

It is helpful in setting goals.

It helps take rapid action when opportunities and crises arise.

It helps plan all your tasks effectively.

It helps you give a defined and organized structure to your days and weeks.

It helps you perform and fulfill all your important activities.

It helps you save time



Procrastination: Definition

Procrastination is the tendency to avoid or delay acting upon a task under one's immediate control. Procrastinators persistently postpone and avoid completing a task or making a decision.

*Procrastination: comes from the Latin **pro**, meaning "forward, forth, or in favor of", and **crastinus**, meaning "of tomorrow"*

Primary manifestations of procrastination

- Excessive sleeping.
- Playing computer games.
- Watching TV
- Checking your Facebook status.
- Shopping online.
- Social activities and disruptions.
- Alcohol and other drug use.
- Environmental handicaps.
- Music.
- Noise distraction.
- Having a cluttered and disorganized living space.

Why Do We Procrastinate?

Personality — Psychological	Social — Situational
Fear of failure.	Lack of skill.
Perfectionism	No deadline.
Low self-esteem.	Overwhelmed.
Hoping someone else will do it.	Too little to do.

The problem can be particularly pronounced among students; an estimated 25 to 75 percent of college students procrastinate on academic work.

Procrastination leads to...

- Wasted time.
- Missed opportunities.
- Poor performance.
- Self-deprecation.
- Increased stress.

Covey's Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant #1 "NECESSITY"</p> <p>Your Key Action: "MANAGE"</p> <p>Common Activities</p> <ul style="list-style-type: none"> - Crises - Deadline-driven activities - Medical emergencies - Other "true" emergencies - Pressing problems. - Last minute preparations 	<p>Quadrant #2 "QUALITY & PERSONAL LEADERSHIP"</p> <p>Your Key Action: "FOCUS"</p> <p>Common Activities</p> <ul style="list-style-type: none"> - Preparation and planning - Values clarification - Empowerment - Relationship-building - True recreation
NOT IMPORTANT	<p>Quadrant #3 "DECEPTION"</p> <p>Your Key Action: "USE CAUTION or AVOID"</p> <p>Common Activities</p> <ul style="list-style-type: none"> - Meeting other people's priorities and expectations - Frequent interruptions - Most emails, some calls - Urgency masquerading as importance 	<p>Quadrant #4 "WASTE"</p> <p>Your Key Action: "AVOID"</p> <p>Common Activities</p> <ul style="list-style-type: none"> - Escapist activities - Mindless tv-watching - Busywork - Junk mail - Some emails - Some calls

Adapted from Stephen Covey's "First Things First" - Covey Leadership Center, Inc. © 2003