

Lesson 7: PERSONAL EFFECTIVENESS: TIME MANAGEMENT



Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. It enables people to get more and better work done in less time.

- **Importance of Time Management**
 - Better task management,
 - Higher productivity,
 - Managing stress levels
 - Better work-life balance.
- Some of time management skills include:
 - Staying organized,
 - Prioritizing what you need to accomplish,
 - Setting goals clearly,
 - Strong communication skills,
 - Effectively planning out,
 - Practicing delegating tasks and
 - Positively handling stress.
- Consequences of Bad Time Management
 - Missed Deadlines
 - Poor work quality
 - Higher stress levels
 - Work imbalance
 - Burnout
- Some of the time management methods are:

1. The 80/20 principle / Pareto's principle

Personal Effectiveness: Time Management

The principle suggests that 80% of results come from 20% of the actions or efforts. Pareto's principle keeps time management at the centre stage, by letting you focus on the most important tasks rather than spending time on tasks that are not going to make much difference.

- 80 percent of sales volume comes from 20 percent of products in the product line.
- 80 percent of a company's revenue comes from 20 percent of its customers.
- 80 percent of a company's production comes from 20 percent of its employees.

2. The ABCDE method

If you're struggling to manage and spend your time efficiently, try setting priorities with the ABCDE method. Here's how to use the above method as a useful time management tip for work and personal use.

In this method, you first make a list of tasks at hand and then classify each task as A, B, C, D, and E in which

- A stands for the most important tasks: You have to complete these tasks at any cost, otherwise it could have serious consequences.
- B stands for less important tasks: Such tasks should be done but won't affect as much as the ones falling in the A category.
- C stands for tasks with no consequences: Such tasks are something that would be nice to do, but for which there are no consequences at all, whether you do it or not.
- D stands for tasks that can be delegated. If there is something that could be delegated to someone else, it would be marked as D. However, it could be situational, because not every task could be delegated to someone.
- E stands for tasks you can eliminate: An E task is something that is completely irrelevant and could be eliminated as doing these tasks are not doing any good to your productivity and efficiency.

3. The 4D system

The 4 D's refer to Delete, Delegate, Defer and Do. Let's discuss them in brief:

- Delete (Drop): There are always some tasks that don't require your attention and could be simply deleted from your list.
- Delegate: If someone can do something even 75% as well as you, delegate it to him/her. If there is no one you could delegate work to, you can either start training him/her or even out source the task.
- Defer: Not everything is supposed to be done immediately. If there is something, which could be done later and has no serious repercussions, then defer it.
- Do: If there is something important to do and you have the time to do it, get it done then and there.

4. '18 Minutes'

18 minutes is an interesting technique. 18 minutes approach gives you an easy insight to manage your day and have a moment to reclaim your life from distractions.

- Five minutes in the morning: Sit down and think about, what you need to do today to make it successful. Then take those things off your to-do list and schedule them into your calendar.
- One minute per hour: Refocus. Set an alarm every hour and when it beeps, take a deep breath and ask yourself if you spent your last hour productively.
- Five minutes in the evening: Turn off your computer and review how the day went.