

# BUSINESS PRACTICE

## TIME MANAGEMENT

# EFFECTIVE TIME MANAGEMENT

- Many people in business struggle with time management and would like to accomplish more tasks in a day or have more time for non-work activities.
- Time management skills are essential for effective people.
- With time management skills, you are in control of your time and your life.



# TIME MANAGEMENT TECHNIQUES AND PROCESSES

- Time management begins with a commitment to change.
- You can improve your time management through:
  - better planning and follow your plan as closely as possible
  - by delegating
  - controlling your environment
  - understanding yourself
  - identifying what you need to change about your habits, routines and attitudes



# TIME MANAGEMENT TIPS

- Do not become a slave to your email system and personal computer.
- Record everything you do for a day or two.
- Change everything habitual that can be wasting time and effort, such as meetings.
- Prioritize your activities.
- Handle each piece of paper only once.
- Never start a lot of tasks at the same time.
- Use a diary /activity planner to schedule when to do things.
- Make your self a "To do" list.



# THE IMPORTANCE OF TIME MANAGEMENT

- It increases productivity.
- You will be able to deal with a crisis more professionally.
- You will have more control of your work.
- You will have time to check your work.
- You will have more spare time on your hands.
- Your accuracy will improve.



**NB! NB! NB!**

Check an example of a  
simple weekly planner on  
page 128 of your  
**BUSINESS PRACTICE**  
L4 textbook.



# POOR TIME MANAGEMENT

- Is the opposite of good time management.
- Affects those people who do not know how to manage their time.
- If you manage your time poorly, the following occurs:
  - Your productivity will decrease.
  - Your stress levels will increase.
  - The organization will also suffer.



# TIME WASTERS

- **Definition:** Time wasters are things, people, problems, circumstances that waste your time and prevent you from meeting your goals.
- **Examples** of time wasters:
  - Procrastination and excuses
  - Telephone, mail and email
  - Meetings not prepared for and emergency meetings
  - Interruptions
  - Lack of planning, prioritizing and focus
  - Overloading of tasks
  - Micromanaging your subordinates
  - “Window dressing” to impress and not focus on core tasks

