MPS 17: Time Management

**Def:** using your time wisely, productively & effectively

**WHY IMPORTANT?**
1. Basic for all.
2. Probably most significant, single factor for personal effectiveness.
3. Dramatic changes possible.
4. Related to stress management.
5. Time major constraint; most precious resource.
6. PS: accuracy versus time
7. Interpersonal skills: meet commitments to develop trust
8. Difficult behaviours: the "Yes" person

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**MPS 17: Time Management**

**Where it fits in...**

- **Strategy**
- **Hints**
- **Thinking skills**
- **Assessment**
- **Resource Mgt**
- **Time mgt**
- **Self-esteem**
- **Stress mgt.**
- **Interpersonal skills**
- **PS be accurate**
- **Develop trust**

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**Activity**

Define: Where am I?

Identify 1 strength for the problem "How I manage my time."

Identify 1 area to work on.

**TIME ____ FINISH BY ____**

**Example:** I am good at making a daily planner.

**Example:** I waste time because I lose things.

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**PRETEST:**
Use an "X" to summarize your current awareness and skill

**TIME ____ FINISH BY ____**

**OBJECTIVES.....**
Three guiding ideas

1. Can't do everything!

2. Do what is important to you

3. Do what you do do well!
MPS 17: Time Management

Activity
List the activities and length of time spent on each for

Rate each 0 to 10 as to Importance for your life
Urgency or need for it to be done at that time
Do this in the context that:

TIME ___ FINISH BY _____

MPS 17: Time Management

For your _______, give an example in each quadrant. Worksheet_1701

TIME ___ FINISH BY _____

Discuss’ neighbour TIME _______

MPS 17: Time Management

be proactive, do key parts, prioritize, task & morale, anticipate, plan ahead, be organized.

<table>
<thead>
<tr>
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Feel good about yourself: Trust
Relate to personal goals, Balance in your life

MPS 17: Time Management

What is really important to you?

1. Feel good about yourself
2. Meets your Short term, Long term
   Medium term, Goals.

Trust
Keep in perspective

3. Balance in your life: many roles; many needs: physical, mental, spiritual,
Feel good about yourself: Importance of Trust

"Trust is the glue that binds relationships together."
Covey's model: Like a bank account

Deposit if...
- honest & loyal
- courteous & kind
- clarify expectations
- show you need 'em
- keep commitments
- apologize when wrong
- take time for OPV
- accept warts & all
- apply 7 fundamental personal rights: opinion, choose, needs, feelings, respect, make mistake & be forgiven & honour rights of others

Withdraw if...
- don't keep your word
- don't do expected tasks on time
- talk negatively behind their back
- ask others to do it your way even though you know that they disagree
- ask others to give up their rights

Know yourself

- strengths & limitations;
- attention span
- what motivates you
- what distracts you
- tendency to overestimate abilities?

Self-awareness
Self esteem

more in MPS 11.

MPS 17: Time Management: Importance

Feel good about yourself: Know yourself

- Activity
  Reflect on your own personal preferences:
  when: morning person?
  how: concentrate long time?
  most difficult first?
  where: with someone?
  with music on?

  for learning:
  work examples, then read?
  learn by underlining? by making own notes?
  with friends?

  TIME ___ FINISH BY ___
MPS 17: Time Management Principles
Know your personal goals
Short term (this week, this month)
Pass the next two tests
Complete 4 assignments

Medium term (3 months to 1 year)
Improve marks by end of term
Get good summer job

Long term (3 to 5 years)
Be best engineer specializing in process control in the company

MPS 17: Time Management: Importance Principles
Balance in your life
Roles:
- son/daughter
- student
- roommate
- part-time employee
- coach...

Dimensions: Maslow's
- physical
- mental
- emotional
- spiritual

MPS 17: Time Management: Importance Principles
Balance in your life

<table>
<thead>
<tr>
<th>Activity</th>
<th>Priority</th>
<th>Time /wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time job &amp; other responsibilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical: sports/exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental: marks, success, scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spiritual:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social/emotional: Family friends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relaxing/clubs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We don't want your life to be "missed points or opportunities"
MPS 17: Time Management

Importance

What is important?

Keep it in perspective:
Ask

"Is it the end of the world if I don't do this?"

How important is it really?

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Urgency

Do what you do do well!

Be proactive
& learn to say NO!

Don't let others run your time,
be in control

Attend to Task
Do the key & minor:
job & motivation

Be proactive
& organized

Use Pareto

Principles

Be proactive
See yourself as being in control of your life

Easy for some, difficult for others.
MPS 17: Time Management: Urgency  Principles
Be proactive
See yourself as being in charge of your life!

Parents? Peers? What will be will be?
Special somebody? Dog & cat?

Activity
Monitor your self talk. Frequency of...

"If only..."

"When I..."

Monitor what you worry about...

TIME ___ FINISH BY ___

MPS 17: Time Management: Urgency

Say NO!

MPS 17: Time Management: Urgency

• Learn to say NO!

Why we don't say NO!
1. Feel obligated; we do not honor self 1st
2. Seek friendship; think this depends on Yes
3. Seek acceptance; think this depends on Yes
4. Don't want a scene; want to avoid conflict
5. Don't let others know our needs
6. Let others claim priority; do not put time mgt as top priority
7. Don't claim our 7 RIGHTS
8. Think others know more & must be right
9. Don't want to appear disagreeable;
10. Say yes to avoid conflict
MPS 17: Time Management - Urgency
● Learn to say NO!
If we don’t say NO! Then:
• we get overcommitted, stress increases, others suffer
• we fail to meet our commitments
• trust is lost
• lose respect
• self respect may be lost
• may result in “difficult behaviour” the YES person

Example: handling conflict

MPS 17: Time Management - Saying NO!
Reflections about it:
Activity: on p 1708. As individual consider the responses.
TIME ________

Discuss with neighbour TIME ________

MPS 17: Time Management - How to say NO!
1. Start your response with “NO!”
2. Speak firmly
3. Keep answer short
4. Don’t feel you have to explain (unless it is a supervisor at work)
4. Have good eye contact

Examples: When NO means NO!
“No, I’m just too committed at this time.”
“No, give someone else a chance.”
“No, I’m just not in the mood to do that today.”
“No, I already have another commitment.”
“Not No... but...”

MPS 17: Time Management - How to say NO!
To supervisor or stakeholder:
“Love to. Here’s what I have to do... which ones do you want to take away”

To attend a useless meeting:
“I need to see an agenda and purpose for a meeting first. That allows me to prepare and to assess if I have anything to contribute. If not, then I won’t be there.”

Saying NO when you want to say YES but the timing is wrong:
“No... but”
“No, I’d love to but I have a commitment now. What about coffee on Sat?”

“No, Can you leave me your number and I’ll phone tomorrow to arrange something with you.”
**MPS 17: Time Management How to say NO!**

"No, ... another time."

"No, I'll pass on that opportunity at this time."

"No, and let's hear your view so I understand."

**Activity**

Your ways of saying NO! are...

TIME ___ FINISH BY ___

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**MPS 17: Time Management ● Learn to say NO!**

**Activity**

Sign the agreement, p__________

In pairs, one is the persuader; other is you, the client. Both create situation that is a temptation. ___________ starts as client. Give temptation to the persuader. Both take TIME ________ To prepare for roles. Then Role play the situation and client practices saying No! Tempter do your best! Get a YES

TIME _____ FINISH BY ____

Reflections:
Reverse roles: TIME_______
Reflections:

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**MPS 17: Time Management Urgency**

Summary: your favourites

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**MPS 17: Time Management Urgency ● Task & Morale**

<table>
<thead>
<tr>
<th>Task</th>
<th>&quot;Do it&quot;</th>
<th>Morale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports</td>
<td>They are part of your overall plan; they are your &quot;reward.&quot;</td>
<td></td>
</tr>
<tr>
<td>Relaxation</td>
<td>Check off when sections are complete.</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td>Work on a time basis - not a completion basis: &quot;Do the best you can.&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get used to accurately estimating &amp; monitoring.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learn how to cope positively with interruptions, incompetents, time wasters and disasters.</td>
<td></td>
</tr>
</tbody>
</table>
Morale boosters!

What motivates you? rewards you?
What gives you a sense of accomplishment?

**Activity**

rewards: food? talk? party? sports? cross off list?

TIME ____ FINISH BY ____

- **Apply Pareto's principle:**
  - Know how much you need to get the mark you want; monitor progress throughout.
  - Know which part of the question is difficult or worth the most marks.
  - Extra time making report fancy?
  - Key calculation to do that will be worth 80% of the marks: calculate and plot result
  - Hand something in rather than nothing
  - Try every question on an exam; show your thinking
  - Focus on Accuracy instead of Time
  - "Do it right!"
  - "On test, look at the question and if the solution is not immediately obvious, skip it until later"

Can you make Pareto work for you?

TIME ____

- **Prioritize: try to shift to Important/not urgent. Examples:**

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Activity: identify one event that can shift.

TIME ____
MPS 17: Time Management

**Urgency**

**Be organized:**

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Suggestion</th>
</tr>
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<tbody>
<tr>
<td>spend a lot of time looking for things I have lost</td>
<td>Place for everything; folders: today, this week, next week, next month.</td>
</tr>
<tr>
<td>ready to do assignment and calculator battery dead</td>
<td>spares, checklist when draw from spares so that can restock.</td>
</tr>
<tr>
<td>arrive at work/school and left and important document at home</td>
<td>day before, run over, in your mind, what events; write out the stuff you need and collect it the night before.</td>
</tr>
<tr>
<td>forget assignments</td>
<td>weekly, monthly planner</td>
</tr>
<tr>
<td>can't keep track of big assignments</td>
<td>Gantt chart</td>
</tr>
</tbody>
</table>

**Activity**

List several symptoms and create suggestions for coping with them

**TIME ____ FINISH BY ___**

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**MPS 17: Time Management**

**Urgency**

**Anticipate, be prepared**

monthly calendar; at end of month, write on back what went well; what events had to cope with

**Anticipate, be prepared**

After you have completed an event, record the facts so that when asked to organize the same event again, you have a record of what you did.

Party: invited 23; Invitations sent out 2 weeks in advance. Not early enough because 4 key people had other plans.

ordered 6 medium pizza; Della's 523-9214; mushroom, anchovies, 1 1/2 left over of anchovies.

started at 7:00; 15 there by 7:15; the rest wandered in by 8:00. Don't plan your key activity for 7:05 because no one was there.

Have a mixer activity for the first 1/2 h.

Name tags; everyone joked about having to wear them but 60% said later they were glad you had them. Repeat.
MPS 17: Time Management: Urgency

Anticipate, be prepared KT PPA
1. Think of all the things that could go wrong: computer disk crash; computer virus; Lorraine not complete her project on time; run out of computer paper; get sick.
2. For each, on a scale from 0 to 10 rate each for the probability that it might occur. 10 means "for sure!" 0 means NO!
3. For each, indicate the seriousness of this on a scale from 0 to 10. 10 = disaster; 0.1 means negligible impact
4. Multiply probability X seriousness of impact = not
5. Develop contingency plans, especially for those with high net.

MPS 17: Time Management: Urgency:

Contingency plans
Use Optimum sloppiness and Successive approximation.

30 h project: write out a 1 h answer.
**MPS 17: Time Management**

For long term projects: study for exams; project reports. Try Gantt chart

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**MPS 17: Time Management**

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<th>Suggestions</th>
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<tr>
<td>Meetings are wasting all my time</td>
<td>- agenda; - fixed time meetings; 1 h: 15 min. - know what is expected</td>
</tr>
<tr>
<td>Interruptions</td>
<td>- have designated interruption time; - ask for request in writing &amp; you'll get back</td>
</tr>
<tr>
<td>Spontaneous events</td>
<td>- 2 minute greet, say NOI make other arrangements</td>
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</table>
SUMMARY:
Use an "O" to summarize your current awareness and skill.
TIME ---- FINISH BY ----

OBJECTIVES.....