Time Management

© The Insights Group Ltd, 2013. All rights reserved.

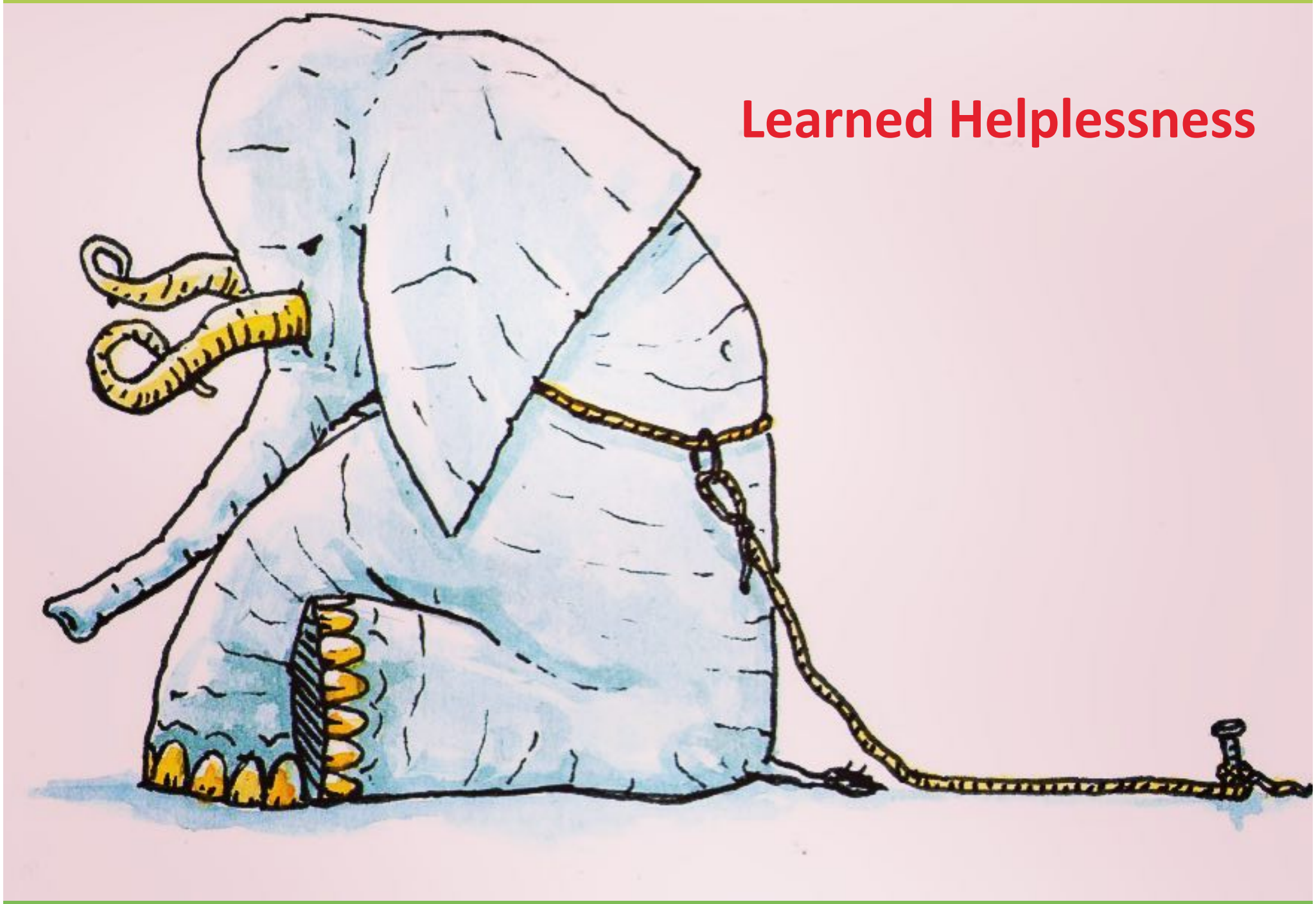
Creating Day Rituals

Workshop Objectives

- Create rituals for a more productive day
- Time management and planning
- Complete a time management self-analysis
- Identify and manage downtime (wastage)
- Creating energy and motivation

Lets get started

Learned Helplessness



Locus of Control

Cognitive
Reconstruction

Lets get started

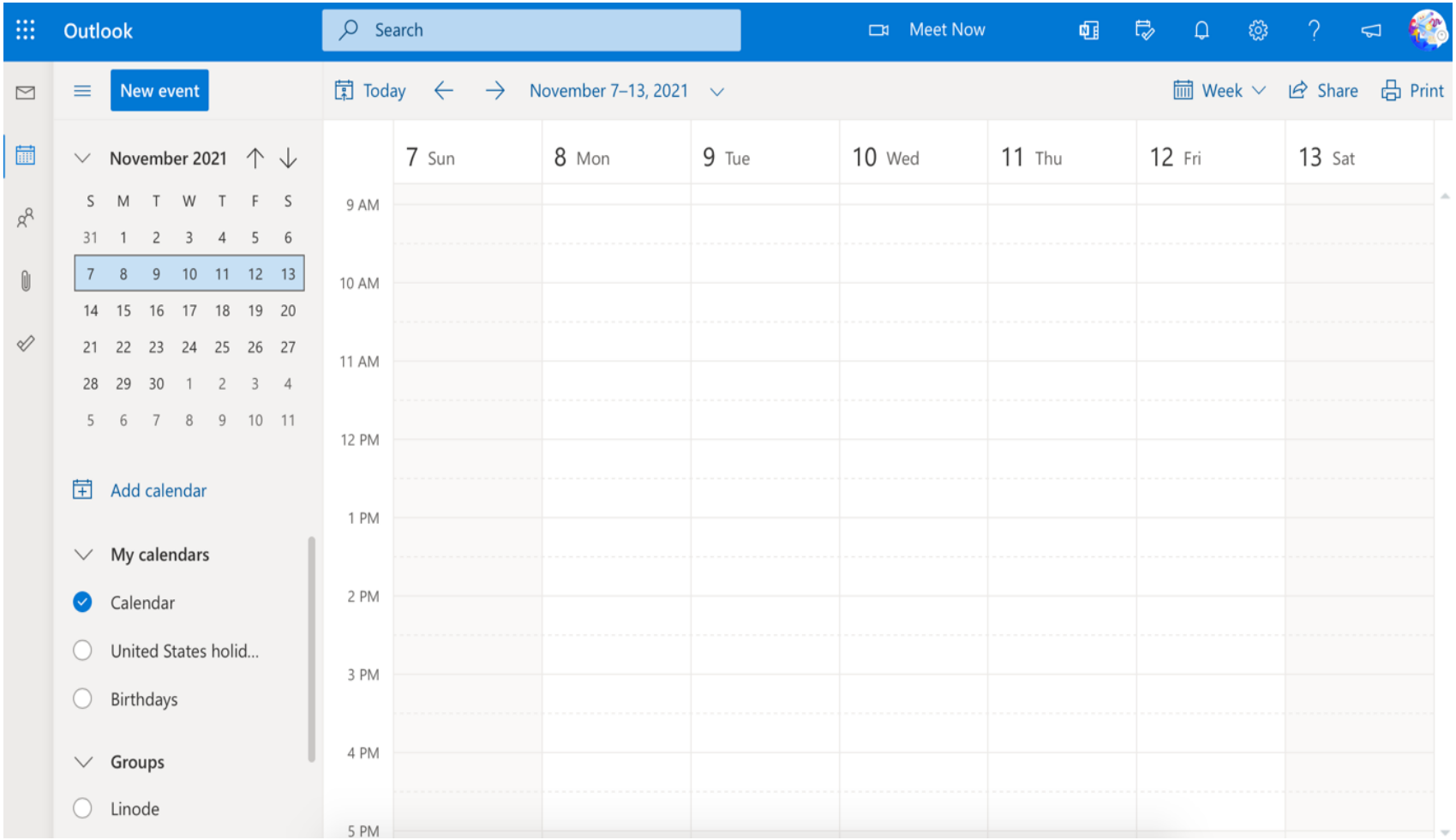
- WHAT ARE THE TRAITS OF A GREAT TIME MANAGER?

Time Management - Planning

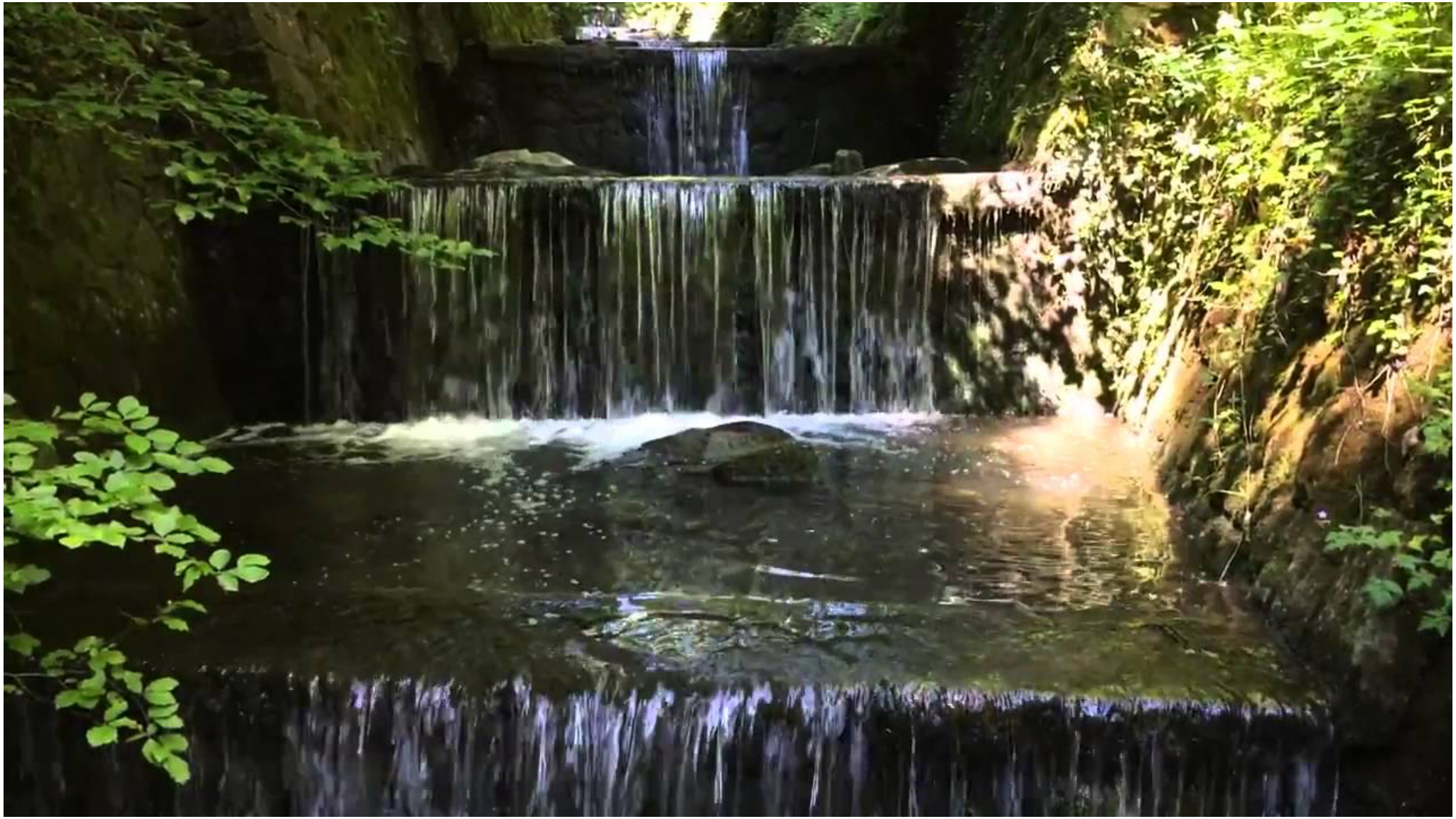
© The Insights Group Ltd, 2013. All rights reserved.

Time Management Journal

Run your day by appointment



Understanding Cascading Goals



The SMART Way

Definiteness of Purpose

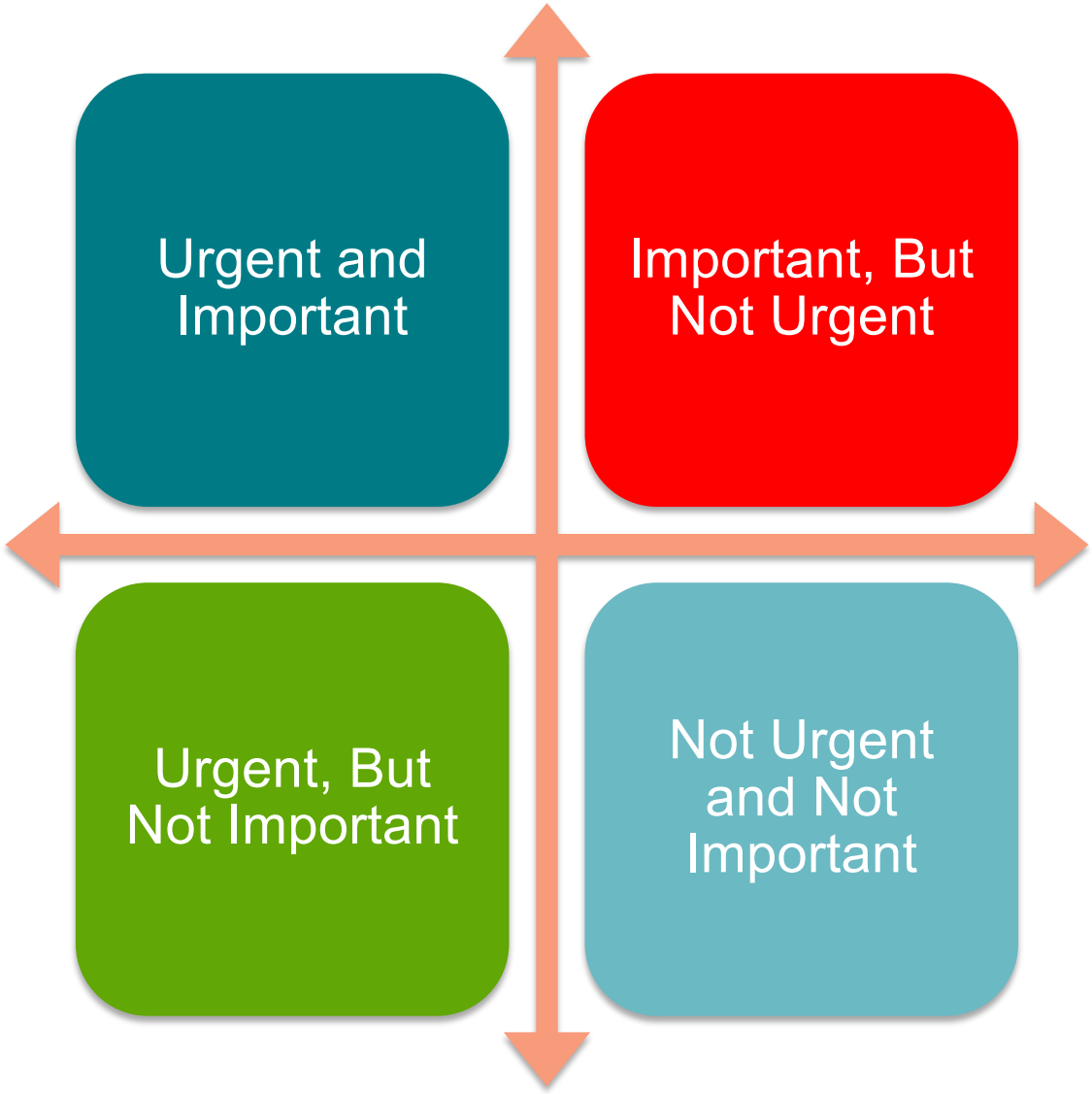
Eat your frog

Prioritise your tasks

Actions points (TASKS)

Category	Task	Priority	Date Due	Time
Prep	Update time management workbook		01/09/2016	8 Hours
Prep	Build new stress management course		28/08/2016	2 Days
Admin	Send manuals to hotel for Excel training		22/06/2016	1 Hour
Admin	Complete VAT quarter return		28/06/2016	3 Hours
Sales	Complete tender for KPMG		13/07/2016	3 Days
Website	Produce list of courses for developers		28/06/2016	2 Days
Website	Test online shopping process		28/06/2016	1 Hour
Travel	Book hotel for August training		13/07/2016	2 Hours
Admin	Buy paper and ink for printing		20/06/2016	45 Minutes
Development	Create new manuals formats		26/06/2016	3 Hours
Management	Catch up with Olga over website and manual development		25/06/2016	1 Hour
Management	Look into visa options for new employee		24/06/2016	1 Hour
Management	Write job discription for new training role and post online		24/06/2016	2 Hours
Admin	Arrange for car to go in for service		17/06/2016	30 Min
Admin	Arrange for courier to pick up package		22/06/2016	30 Min
Purchasing	Research and purchase 10 new laptops		28/07/2016	2 hours

Urgent v Important



Time Management Self Analysis

© The Insights Group Ltd, 2013. All rights reserved.

Personalities

Procrastinator
Waits until the last minute to accomplish (start?) a task

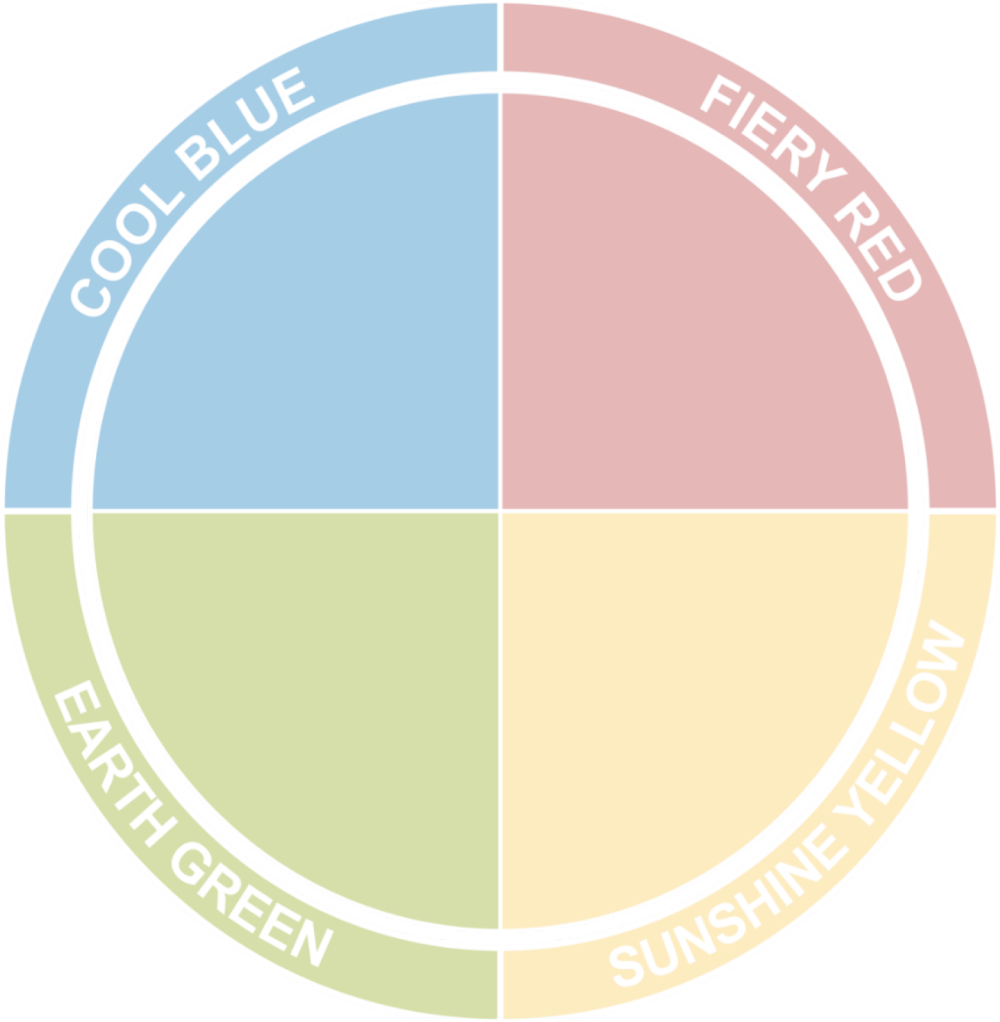
Perpetually late
Often arrives late for work or meetings

Perfectionist
Works on an assignment more than twice

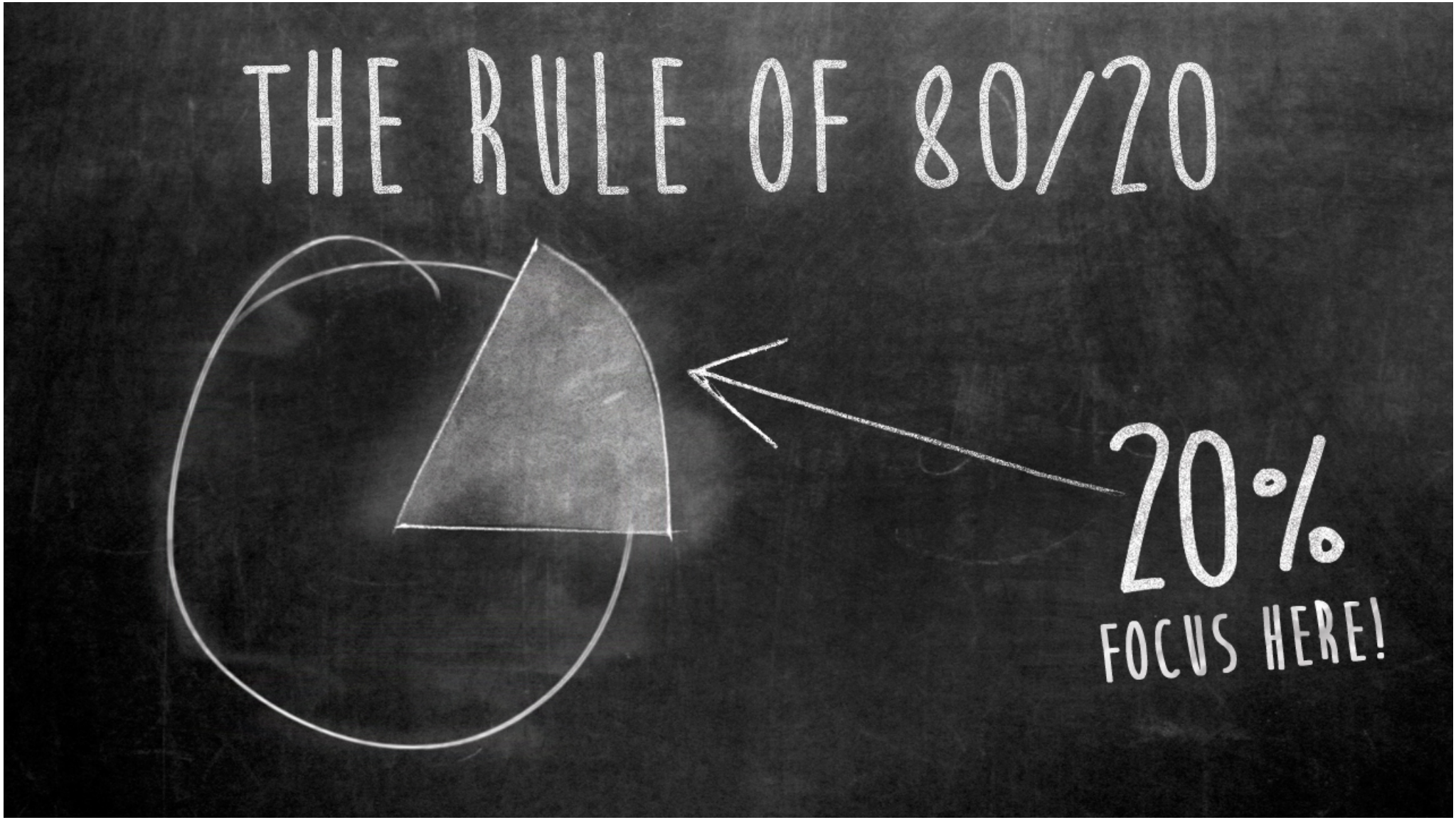
Easily distracted
Shifts from one project to another before finishing the first one

Do-it-all
Difficulty turning down requests even when there is no time

Insights Discovery

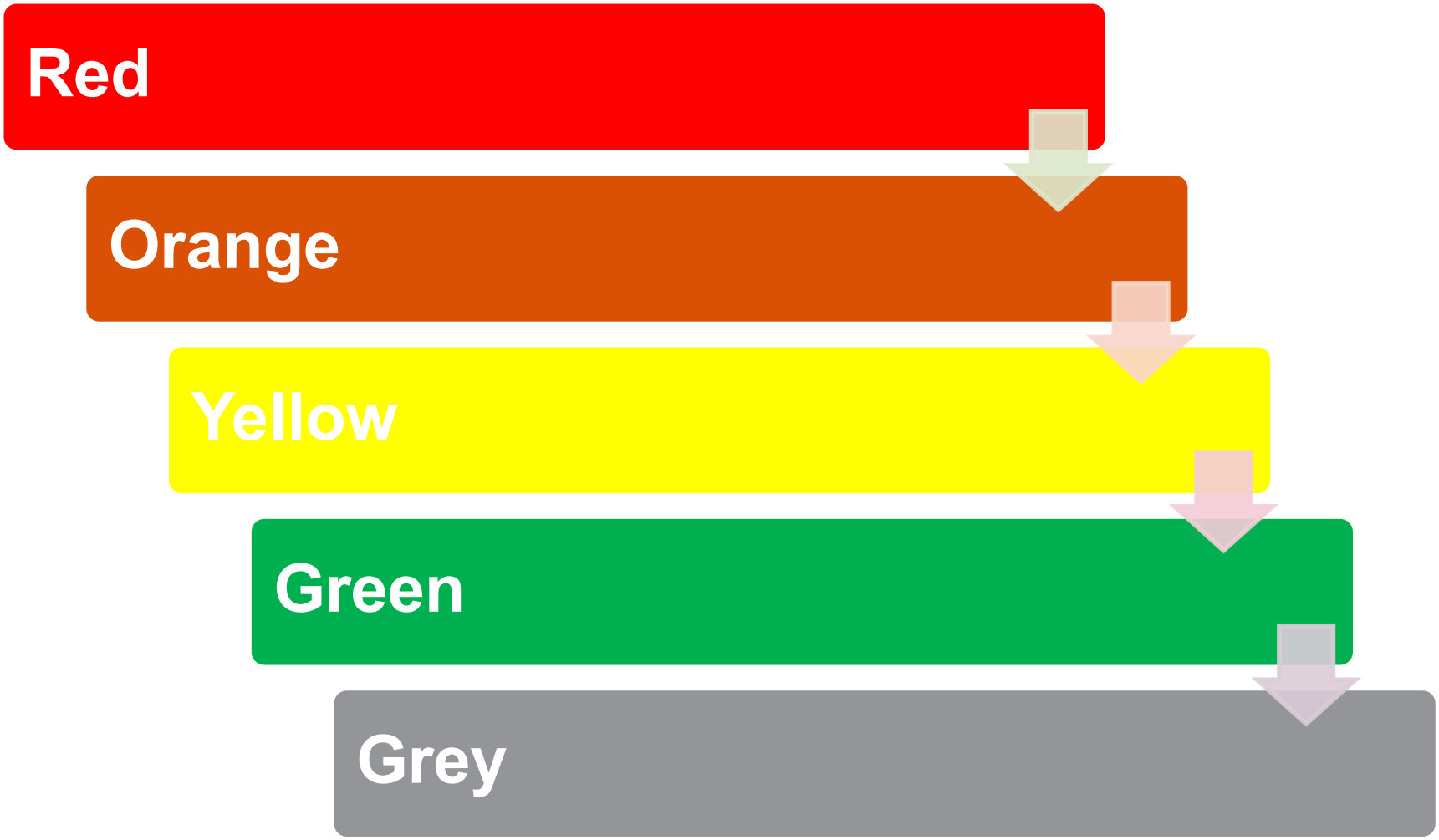


The 80/20 rule



Key result areas

Productivity cycles



Time management audits

	Hours Available	17.25		17.25		16.00		17.25		17.75		14.00		12.50		112.00	
		Monday	%	Tuesday	%	Vednesda	%	Thursday	%	Friday	%	Saturday	%	Sunday	%	TOTAL	%
1	Shower Dress	1.5	9%	1.75	10%	2	13%	1.75	10%	1.25	7%	1	7%	1	8%	10.25	9%
2	Commute	2.5	14%	2.25	13%	2	13%	2.25	13%	2.75	15%	0		0		11.75	10%
3	Gym	1.5	9%	1.25	7%	0		1.5	9%	1.5	8%	0		0		5.75	5%
4	Prep Note Taking	8	46%	8.5	49%	0		0		0		0		0		16.5	15%
5	Prep	0		0		8.5	53%	0		0		0		0		8.5	8%
6	Intro to Management	0		0		0		8.25	48%	8.25	46%	0		0		16.5	15%
7	Lunch	2	12%	0		0		0		2	11%	0		0		4	4%
8	0	0		0		0		0		0		0		0		0	
9	0	0		0		0		0		0		0		0		0	
10	0	0		0		0		0		0		0		0		0	
11	0	0		0		0		0		0		0		0		0	
12	0	0		0		0		0		0		0		0		0	
13	0	0		0		0		0		0		0		0		0	
14	0	0		0		0		0		0		0		0		0	
15	Free Time	1.75	10%	3.5	20%	3.5	22%	3.5	20%	2	11%	13	93%	11.5	92%	38.75	35%

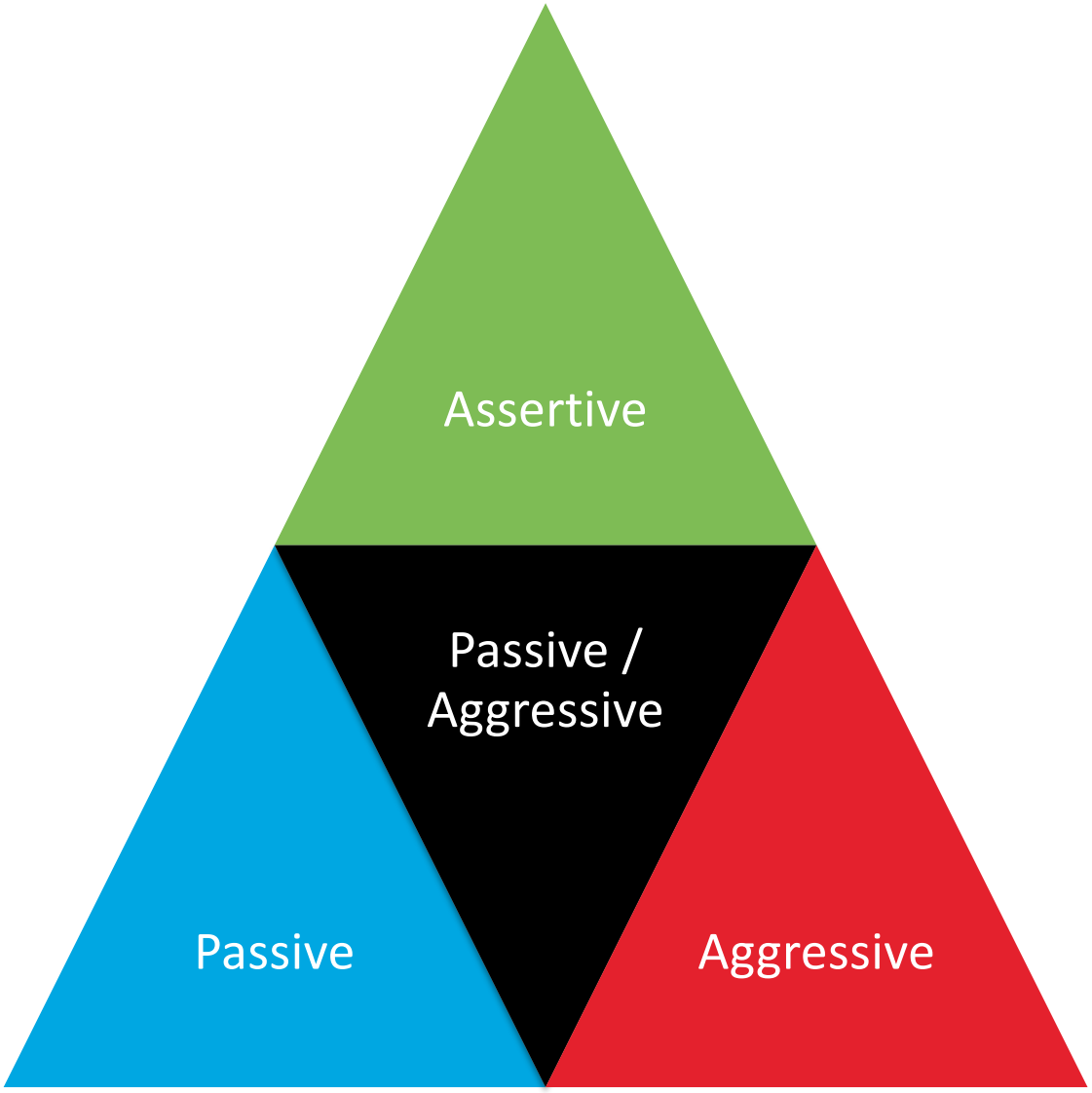
Time Management – Your Environment

© The Insights Group Ltd, 2013. All rights reserved.

High Performance Environments

Downtime

The Assertiveness Triangle



Dealing with Interruptions

Do you know where the forms are kept now?

Can I just interrupt you for a minute?

I can see you're busy but…

Did you watch it last night?

NO … ☺

Parent Ego State
Behaviours, thoughts and feelings copied from parents or parent figures

Adult Ego State
Behaviours, thoughts and feelings which are direct responses to the here and now

Child Ego State
Behaviours, thoughts and feelings replayed from childhood

Meetings

Managing email

Conversation History - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

New Reply Reply to All Forward Send/Receive Search address books Back

Video Message Reply with Video

Back Conversation History

Mail

Favorite Folders

- Inbox
- *Unread Mail*
- Sent Items

Mail Folders

All Mail Items

- Mailbox - Talainia L. Posey
  - Conversation History
  - **Deleted Items** (2201)
  - Drafts
  - Inbox
    - **Bayesian** (3)
    - [illegible]
    - trailridge

Mail

Calendar

Contacts

Conversation History

Search Conversation History

Subject	Participants	Di...	Received
Date: Today			
Incoming call: New Busine...	+18035558035551201; Talaini...	In...	Mon 4/14/2...
Incoming call from +1803...	+18035558035551201; Talaini...	In...	Mon 4/14/2...
Date: Two Weeks Ago			
Incoming call from +1803...	+18035558035551201; Talaini...	In...	Fri 4/4/200...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1202 (Ot...	1202; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1202 (Ot...	1202; Talainia L. Posey	O...	Mon 3/31/2...
Incoming call from +1 (80...	+1 (803) 555-1201; Talainia L. ...	In...	Mon 3/31/2...
Incoming call from +1803...	+18035558035551201; Talaini...	In...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 8035551...	8035551201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1202 (Ot...	1202; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1202 (Ot...	1202; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 8035551...	8035551201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 8035551...	8035551201; Talainia L. Posey	O...	Mon 3/31/2...
Outgoing call to 1201 (Ot...	1201; Talainia L. Posey	O...	Mon 3/31/2...

Incoming call: New Business Proposal

+18035558035551201; Talainia L. Posey

This message was sent with High importance.

From: +18035558035551201

Sent: Mon 4/14/2008 9:42 PM

Modes:

Incoming call: New Business Proposal (3 minutes and 48 seconds)

Other: +18035558035551201

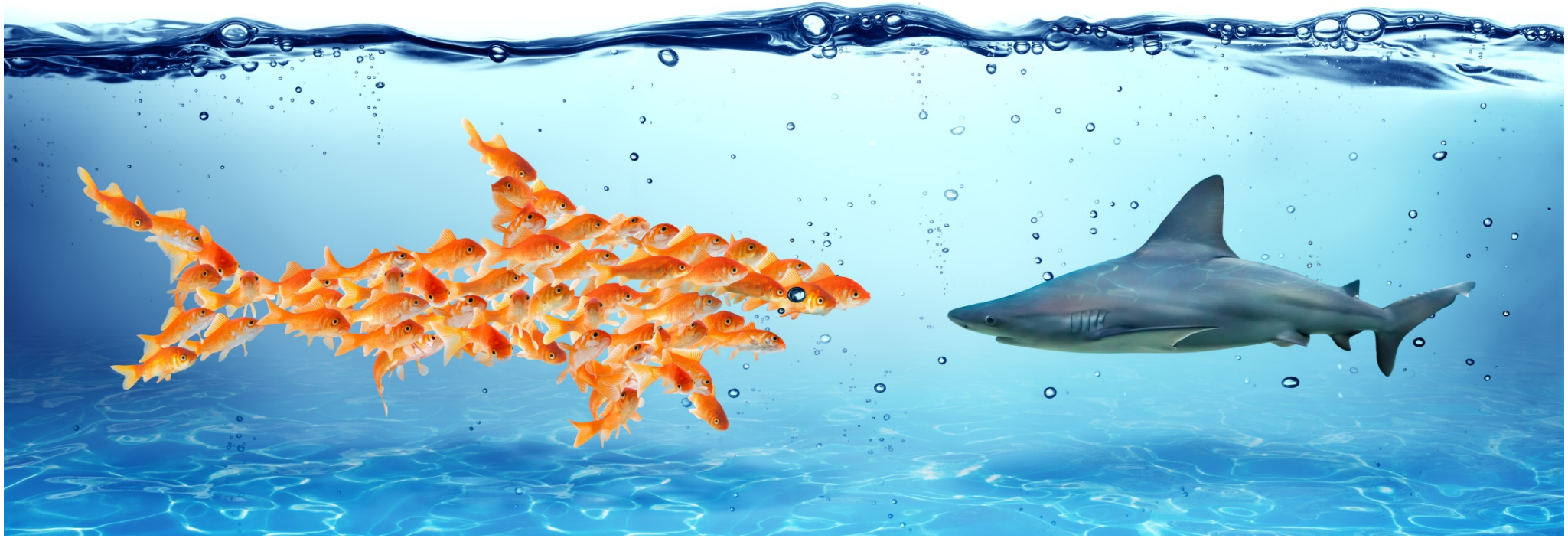
Microsoft Office Communicator 2007

The four Ds

Time Management – Other Considerations

© The Insights Group Ltd, 2013. All rights reserved.

Teamwork



Teamwork

What makes a productive team?

How is your team?

Teamwork - Processes

What processes can you improve?

Teamwork - Waste

What waste can you see?

Creating energy and motivation

Page 22

Wellness

Wellness

Psychological

Social

Biological

Philosophical/Spiritual

Wrap up and Action Planning

Workshop Objectives

- Plan and prioritise each day’s activities in a more efficient, productive manner
- Complete a time management self-analysis
- Identify and manage downtime (wastage)
- Become a confident task manager
- Select and implement a successful communication style
- Create rituals for a more productive day