

Time Management Training – Module 02

Our **Time Management Training** Program is designed to help employees significantly improve productivity by learning to manage time more efficiently. Moreover, **effective time management** is one skill that is critical for all leaders. This skill also plays a critical role in one's ability to manage stress.

What is time management?

Time management training is dedicated towards training people to plan and exercise conscious control over time spent on various activities. This helps in the overall increase of effectiveness, output and competence of an individual.

By applying the skills taught in our **Time Management Training** you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This warrants that you achieve the greatest benefit possible with the limited amount of time available to you.

Importance of Time Management:

Try defining the term 'Time'. You will find it to be extremely challenging. In fact, the dictionary definition for 'Time' has synonyms, or like-meaning words to define time. Therefore, if defining time is that difficult, then, the term '**effective time management**' becomes a fallacy. That Time Management, in reality is the ability to manage self in order to make the best use of time as a resource given to us. In other words, it is the knowledge of '**how to use time effectively**'.

The **Time Management Training** conducted by D2EM Consulting gives you **Time Management tips** and techniques to manage self effectively.

People who understand the **importance of time management** and are good at managing it consistently are the highest achievers in all walks of life, from business to sport to public service as it enables you to be in control of your life. It also allows you to act on situations rather than react to situations. When reacting to situations you are ill prepared and under stress, so your action is far from your optimum capacity. Whereas, when you respond to situations, it is well planned and thus allows you to function at your highest.

At the core of **time management skills** is an important shift in focus: concentrate on results, not on being busy. This could well be one of the best **time management tips**. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

The important components of the **Time Management Training** conducted by **D2EM Consulting** are:

- Formulating goals using powerful goal setting techniques
- Tools to plan your work
 - To-Do-Lists
 - Prioritizing tools - **Time Management Matrix**
 - Scheduling your day
 - Getting organized
- Delegating
- Learning to say 'NO'
- Dealing with difficult tasks
- Maximizing the available time
- The importance of right attitude
- Use of technology in time management

Time Management Skills

1. Task Listing

Create a to-do-list. While creating one you will be able to estimate the time you will need to complete each task.

2. Task Prioritizing

Review your list and arrange them in the order of priority. This is where Time Management tools like 'The Urgent-Important' matrix and Pareto Principle come help.

3. Task Scheduling

Using the prioritized list, you will arrange the task in terms of the actual time when the task will be completed.

Effective Time Management Tips:

Most managers are constantly thinking of **how to improve time management** skills. Managers will benefit immensely if they follow the 10 tips listed below as part of their **time management system**.

1. **Do Not Procrastinate:** Most of us start the day procrastinating. We diligently set an alarm to wake- up in the morning but, wake-up only after snoozing for few minutes. Then there are other tasks in the day that we procrastinate on because the nature of work may overwhelm us. If so, look at breaking down the task into smaller parts.
2. **Understand your time wasters:** There could be a long list of time wasters for a typical corporate employee. Being part of meetings without an agenda, forward mails, petty family obligations, small talks etc. How much time you spend on each of it is really in your hands. It is all about discipline.
3. **Understand the way you spend your time:** Your productivity is bound to improve if you maintain a time-log for every 30-minutes to check how you use your time. Do this for few weeks and understand what time of day is most productive for you.
4. **Be Organized:** Remove all the clutter off your workstation. The more organized you are the more chances of managing time effectively
5. **Plan your day:** Use planning tool to record tasks that needs to be accomplished for the day. Review your plan as per exigencies that arises during the day.
6. **Prioritize & Schedule:** Learn to prioritize and schedule the tasks based on order of importance and deadlines.
7. **Take help from others:** Identify tasks that do not contribute to your productivity. Check if these tasks can be delegated.
8. **Avoid multi-tasking:** Contrary to the belief, multi-tasking may actually impede your productivity. The time lost every time you switch from one job to another is the reason for this loss of time.
9. **Work towards being productive and not busy:** Do not rush into being in action. The idea of time management is to do more in less time. This need planning.