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Gear2Lead

TIME MANAGEMENT- Part 1

With ASHREF ISMAIL

Presentation Overview

- What is Time Management Skills?
- Why is it important?
- Skills needed for time management?
- Time Management Activities



Time Management Skills



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- A set of skills that include but are not limited to goal-setting, planning, organization, prioritization, communication, and stress management.
- When mastered, they make you smarter and more successful, influencing your overall performance and life.



Why is Time Management Important?



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- You learn to work smarter – not harder. It leads to better productivity and efficiency.
- You get more opportunities to achieve your goals, get better grades, and therefore beat your fear of failure.
- You have less stress and a better professional reputation.



Set of Skills You Need to Master Time Management



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Goal-setting

Decision-
making

Self-awareness

Focus

Prioritization

Communication

Planning

Organization

Stress
Management

Patience

Goal Setting

- You need to base your every decision upon what you want to achieve in life.
- Clear goals make solutions easier to reach.



Prioritization



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- You'll always have tons of things to do, but not all of them should be done right here and now.
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- Your ability to prioritize tasks and ideas is what helps to manage time wisely.



Self-awareness



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- Time management activities are many, but none of them will work for you if you don't know who you are and what you want from life.
- The more you know about yourself, the easier you'll decide how to manage time best.



Focus



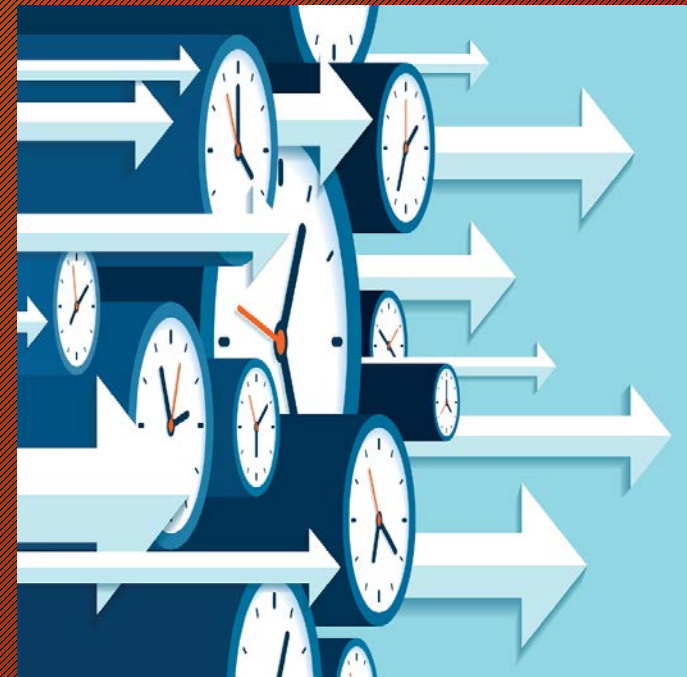
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- Your problem is not lack of time but lack of direction (focus)
- All people have 24 hours in a day, but only a few can ignore distractions and focus on significant tasks to complete.



Decision-Making

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- Your every decision affects you and the world around you.
- If you can't make decisions, you won't understand the time and resources you'll need to succeed.



Planning

- Your ability to plan gives you an idea of how much time you'll spend on each task and how to organize your day, week, or even month accordingly. (And do so in WRITING at least!)



Communication



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- It enables you to build relationships with people, explaining to them why you can't do this or that right now and delegating some tasks when possible.



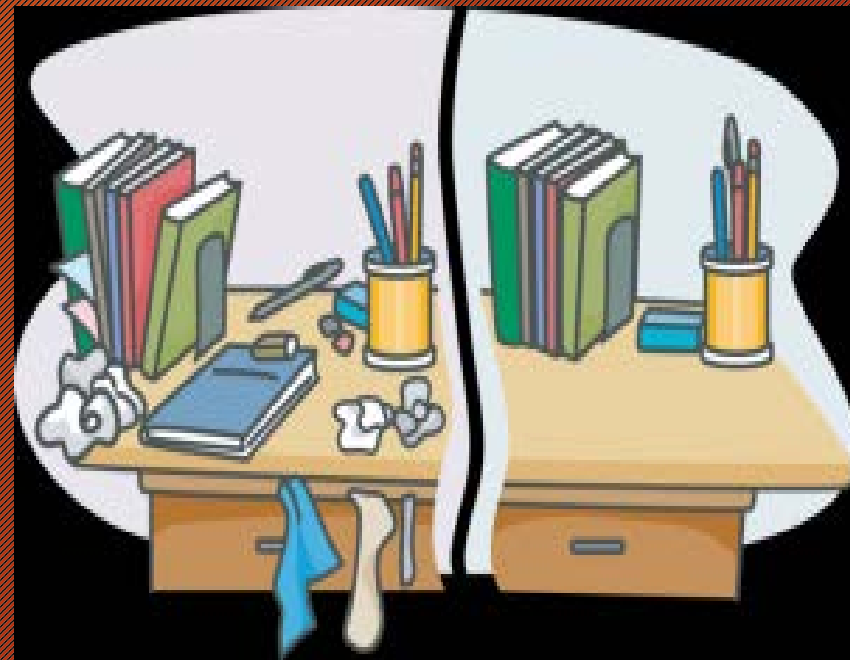
Stress Management

- Your ability to understand when it's better to prevent the problem than deal with it after it's occurred saves time by far.



Organization

- Time management is also about deciding the right thing to do at the right time.
- When you're not organized, you don't know where to start and how to use time effectively.



Patience



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- Your ability to work with no rush matters, too.
-
- Let's face it, we often have to spend even more time on revising something we did on-the-fly in the hope of time-saving.



TIME MANAGEMENT ACTIVITIES

Take Care of Yourself

Create a Self-Care Practice:

- I like to look at self-care through the lens of the 8 dimensions of wellness: physical, mental/emotional, intellectual, environmental, spiritual, financial, occupational, and social.

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- **Set Boundaries**

- **Time Blocking**



Make a Plan

Planning hack: the to-do calendar.

- Instead of creating a laundry list of things to do, schedule blocks on Google Calendar to complete those tasks.
-
- This way, you're not just deciding what you need to do but already set time aside to get those things done.



Establish Routines

One of the easiest things you can do to gain back time is re-order when you do things.

- It's little stuff that adds up and makes life feel simpler and less frustrating.
- Pick out clothes the night before.
- Business travelling schedules



Identify Your Productive Triggers



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Don't just focus time-wasters, but on productive triggers which are more important.

- These are things that motivate you to work harder and stick to your plans/schedules.
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- These also include the activities and habits that make you more productive and bring you closer to your goals.
- You need to figure out what your productive triggers are if you're not yet aware of them.



Take Breaks

Work, in short, 30-minute sprints. This is excellent for brainstorming and generating ideas, outlining papers, or taking care of a lot of small tasks.

Deal with interruptions

Use dead-time profitably



Use To-Do Lists and Checklists



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- **Use the 4D method:**
 - 1. Dump
 - 2. Delay
 - 3. Delegate
 - 4. Do
- **DO NOT PROCRASTINATE! Please!**
- **Get started on tomorrow's task today**



Prioritize your Tasks



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Once you decide what needs to be done...

- On a sheet of paper create 3 columns, each titled “Today,” “Maybe Today,” and “Tomorrow.”
- Use small post-it notes to write each task on, place them in the column in order of urgency: tasks you **must** get done today, tasks you’d **like to** get done today, and then tasks that can **wait** until tomorrow.



Delegate When Possible



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Don't be afraid of delegating some tasks to your family, friends or colleagues.

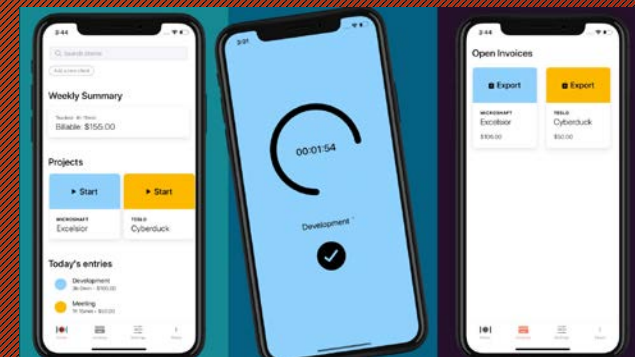
- Think of the routine tasks you can share, and just ask.
- Also, feel free to delegate specialist tasks to experts when possible.
- Time management means nothing when you are physically, emotionally and psychologically drained. Find the balance, as it's key to your happiness and success.



Track your time

To manage your time better, make full use of the technologies available to you.

- One way I've been able to get better at time management is measuring where it goes.
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- I use a time tracker (there are tons of them available for free out there) to measure where my time goes.
- As long as you're honest with yourself, you can find out what drains your time the most.



Do One Thing at a Time

One time management tip I used to great effect is single tasking or “doing one thing from start to finish”.

- Multitasking is overrated, makes you less productive but even more importantly, multitasking is bad for your health.



Learn to Say No!



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Don't accept every request that comes your way.

- Yes, we feel bad when we say no to people we want to help but it is okay to say no sometimes.
- If it doesn't fit into your schedule or align with your priorities, do not overwhelm yourself by taking on more.



Remember Parkinson's Law



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Parkinson's Law states that "work expands so as to fill the time available for its completion."

- This means if you give yourself five hours to complete a task that can be done in two hours, you'll spend five hours on it.



Take a Small Step at a Time

If it takes less than 5 minutes, do it right now.

- A bin full of garbage? Throw it now.
- The table is dirty? Clean it up.
- Miss a friend? Message them.
- Have a question for your teacher? Send that email.
- We're always procrastinating no matter what.
- However, this is a simple solution to being more efficient and feeling better about yourself.
- Small step at a time.



Boost Productivity With Free Apps



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Leverage free apps.

- Software is changing the landscape of how we work, play and live helping make us be more productive and reach our potential.
- From password managers, project management apps, and more – there are thousands of time management apps.
- Please share with us...



Try the 2-3-4 Method



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A simple process to get more done every day is called the 2-3-4 method.

- It starts by choosing 2 tasks that **must** get done.
- You don't stop until they get finished.
- These 2 require the most thought and will help you manage your time.
- ###
- Next, you select 3 tasks that would be nice to get done but aren't essential for the day.
- ###
- Finally, 7 other tasks probably won't get done but should be on your radar. If you get around to them then you've done a good job.

Time Management Template for Daily to-do Lists



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Do it now! (<i>urgent</i>)	Schedule it! (<i>not urgent, but important</i>)
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Delegate it!	Don't do it! (<i>not urgent, not important</i>)
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Bid  Papers

So here's what you do:



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- At the start of the day, make a list of all the things you could get done in the day.
- Get everything down on paper.
- Then ask yourself: “If I could only finish ONE thing today... What would make me feel absolutely AMAZING to get done and crossed off?”
- Then, turn off your phone, throw shut down your email, lock yourself in the most isolated room you can find... and don't get up until you've finished that one thing.
- If you do this every day, you'll always make sure that you're making progress on the most important things in your life.
- **Remember, you're NOT a robot – you don't have to be a perfectionist!**

Thank you!



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- I will upload this presentation with my sample schedule on www.realworldtraining.co.za
- Send me your weekly schedule.
- Coming Saturday: 10:00 – 11:00
- Part 2
- Please recruit members for our **Vision 101 Group!**

