

# Time Management

## Don't Let Time Pass You By

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# Objectives

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Identify common interruptions of working time and ways to minimize them;

Identify reasons you procrastinate and how to put a halt to them;

Learn tips on prioritizing while multi-tasking which can help to increase productivity;

Learn tools to help you become a time management champion.



# Time Management

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Time – The measured or measurable period during which an action, process, or condition exists

Management – The art or act of managing; supervisor or controlling

Managing – To direct or handle with a degree of skill

# Time Management Defined

Time Management is the process of effectively managing time so that the right amount of time is allocated to the right activity.

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## EFFECTIVE TIME MANAGEMENT CAN:

- Save Time
- Reduce Stress
- Function Effectively and Efficiently
- Increase Work Output
- Maximize Resources
- Higher Levels of Job Control



*“Time is free, but priceless. You can’t own it, but you can use it. You can’t keep it, but you can spend it. Once you’ve lost it, you can never get it back.” – Harvey MacKay*

# Common Time Management Distractors

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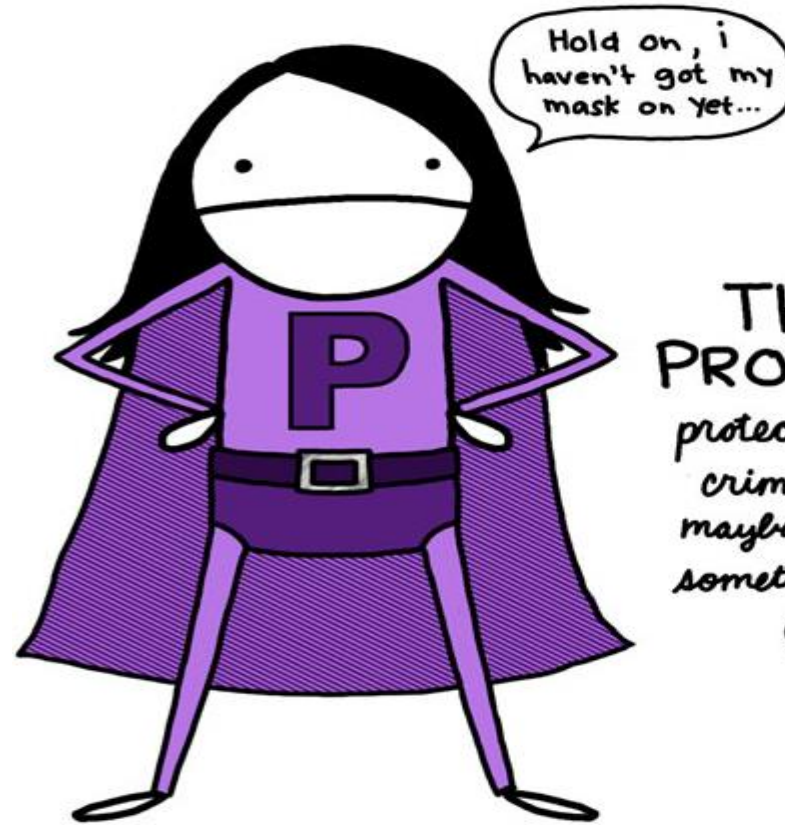
# Evaluate your attitude towards time

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## The Procrastinator

A survey in 2015 found that **on average, a person loses over 55 days per year procrastinating**, wasting around 218 minutes every day on doing unimportant things.

- The Telegraph




### THE MASKED PROCRASTINATOR

*protecting her city from crime and evildoers... maybe this afternoon or sometime tomorrow if she gets a chance.*



To the  
Procrastinators:

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“Don’t put off until  
tomorrow what  
you can do today”  
- Benjamin Franklin

Words of  
Wisdom

## 5 Types of Procrastinators

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1. The Perfectionist

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2. The Dreamer

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3. The Avoider

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4. The Crisis-Maker

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5. The “Busy” Procrastinator

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# The Perfectionist

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- Pays too much attention to the minor details.
- Afraid to start a task because they get stressed out about getting every detail right.
- Get stuck in the process because they're scared to move on.

## Tips to Overcome:

- Don't drown in the details
- Define the purpose of the task
- Set time limits for completion and stick to it

# The Dreamer

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- Someone who enjoys making the ideal plan more than taking actions.
- Highly creative but find it hard to actually finish a task.

## Tips to Overcome:

- Control your endless imagination by setting specific (and achievable) goals for each day based on the SMART Framework (Specific, Measurable, Attainable, Realistic, Time-Related).
- Break down your goals into small tasks that you can act on immediately.
- Reflect on your progress while you work and track your input and output for each task. Determine which tasks are only a waste of time with little importance. This can help you focus on doing the things that bring positive results, which will improve productivity.



# The Avoider

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- Scared to take on tasks that they think they can't manage.
- Would rather put off work than be judged by others when they end up making mistakes.

## Tips to Overcome:

- Focus on the worst first. Start your day working on what you find the most challenging. This will give you a sense of achievement, and helps you build momentum for a productive day ahead.
- Try to break down your tasks into smaller sub-tasks. Understand how much time and energy is really needed for a given task.
- Set realistic goals.



# The Crisis-Maker

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- Deliberately pushes back work until the last minute.
- They find deadlines (the crisis) exciting and believe that they work best when being forced to rush it.

## Tips to Overcome:

- Don't believe the illusion that the rushed work increases performance. It leaves you no room for reviewing the work for accuracy.
- Use the Pomodoro technique developed by Italian entrepreneur Francesco Cirillo. It focuses on working in short, intensely focused bursts, and then giving yourself a brief break to recover and start over.
- Giving your brain a regular break can highly boost your performance by recharging your brain's energy.



# The “Busy” Procrastinator

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- Most difficult to work with.
- Have trouble prioritizing tasks because they either have too many of them or refuse to work on what they see as unworthy of their effort.
- Have difficulty choosing a task and then postpone making any decisions.

## Tips to Overcome:

- Get your priorities straight.
- Important tasks should take priority over urgent ones because ‘urgent’ doesn’t always mean important.
- Identify the purpose of your task and the expected outcome. Important tasks are the ones that add value in the long run.



# The Wise Time Manager

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- Understands the balance
- Self- Knowledge
  - When are you most productive and energized
  - Maximize on strengths
- Know your seasons
- Utilize resources
- Share!



# Multi-Tasking Success

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1

Create a daily TO-DO list

- Consider the value of the task before committing – Be Realistic
- “Is it worth investing my time and company resources”

2

Prioritize your tasks

- List tasks in order of highest priority
- Try to complete one task before moving to the next

3

Leave some time for the unexpected

4

Don't over-commit yourself or the team



Wrong Action at Wrong Time =

**DISASTER**

Right Action at Wrong Time =

**RESISTANCE**

Wrong Action at Right Time =

**MISTAKE**

Right Action at Right Time =

**SUCCESS!!!!!!!**



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