

TIME MANAGEMENT
TIME MANAGEMENT

BCOM SEM-I

SYLLABUS

- CH-1 Effective Use of Time
- CH-2 Utilization of Time Resource
- CH-3 Manager's Responsibility for Communication

SYLLABUS

- CH-4 Oral Communication Activities
- CH-5 Managing Information
- CH-6 Technical Obsolescence

SYLLABUS

- CH-7 Standards – Labour and Material
- CH-8 Your Road Best Travelled – Self Leadership
- CH-9 Mastering Your Life

Basic Book

“ Time Management “
Author- Reuben Ray
Himalaya Publishing House

Meaning of Time

Meaning of Time

§The period of Duration

§Past, present and future

§Greenwich Mean Time (GMT)

CH-1 Effective Use of Time

1. Time is Crucial
2. Telecommunication
3. Roots, Branches
4. More Time
5. Time Dynamics in Conversation

CH-1 Effective Use of Time

6. How to Move the Conversation Forward?
7. Causes and Consequences
8. Win or Lose in Conversation
9. Know of Direction

CH-1 Effective Use of Time

10. Disagreement and Rejection
11. Rules of Conversation Control
12. Effects Conversation have on Relationship
13. Improve Your Conversation Control

CH-1 Effective Use of Time

1. Time is Crucial
 1. Thinking
 2. Elapsed Time
 3. Decisions
 4. Reading and Writing

CH-1 Effective Use of Time

2. Telecommunication
 1. Telephone
 2. A Checklist for Making a Telephone Call
 3. Teleprinters Fax
 4. Computers
 5. Meetings
 6. Delegation
 1. Assessment
 2. Agreement
 3. Sustaining
 4. Accountability

CH-1 Effective Use of Time

1. Time is Crucial
2. Telecommunication
3. Roots, Branches

CH-1 Effective Use of Time

3. Roots, Branches
 1. A checklist page no. 19

CH-1 Effective Use of Time

4. More Time
 1. A checklist for 'Planning' page no. 20

CH-1 Effective Use of Time

5. Time Dynamics in Conversation
 1. Avoid Loosing Control
 2. What has happened?
 3. Past, Present and Future
 4. Analysis of the Conversation

CH-1 Effective Use of Time

6. How to Move the Conversation Forward?
7. Causes and Consequences
8. Win or Lose in Conversation

		I	
		Lose	Win
You	Lose	Both Lose	I win -you lose
	Win	You win - I lose	Both win

CH-1 Effective Use of Time

6. How to Move the Conversation Forward?
7. Causes and Consequences
8. Win or Lose in Conversation
9. Know of Direction

CH-1 Effective Use of Time

9. Know of Direction
 1. Rejection
 2. Disagreement
 3. Consideration
 4. Agreement
 5. Commitment

CH-1 Effective Use of Time

10. Disagreement and Rejection
 1. Guideline

CH-1 Effective Use of Time

11. Rules of Conversation Control
 1. Build your strengths
 1. Listen for the Cues and Clues
 2. How to be Problem and Solution-Centered?
 3. Manage Your Conversation Time

CH-1 Effective Use of Time

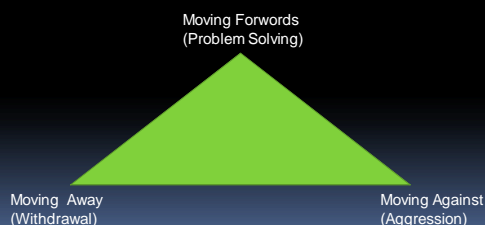
11. Rules of Conversation Control
 1. Build your strengths
 4. Interest in Permissions and Territory
 5. Seek the Win/Win Option
 6. Manage Facts and Opinions

CH-1 Effective Use of Time

11. Rules of Conversation Control
 1. Build your strengths
 7. Convert Verbals to the Visuals
 8. Give Accurate Summaries
 9. Assert Your Self
 10. Emphasizes the Positives

CH-1 Effective Use of Time

12. Effects Conversation have on Relationship



CH-1 Effective Use of Time

13. Improve Your Conversation Control

1. What Makes a Good Listener?

Poor Listeners

1. Interrupt
2. Change subject
3. Impetuous
4. Inattentive
5. Negative body language

Good Listeners

1. Patient
2. Eye contact
3. Summarize to clarify
4. Put at ease
5. Short prompts given

Poor Listeners

6. Easily distracted
7. Yes, but... people
8. Impatient
9. Switch off
10. Take over the conversation

Good Listeners

6. Have empathy
7. Take time to listen
8. Look attentive
9. Ask open questions
10. Don't interrupt

Poor Listeners

11. Curt
12. Thinking what they will say next
13. Too talkative
14. Discouraging, e.g., look away
15. Very critical

Good Listeners

11. Supportive body language
12. Show interest
13. Concentrate
14. Ask about my feelings
15. Pass few judgements

Ineffective Presenters

1. Vague – too general
2. Exhibit lack of confidence
3. Do not get to the point
4. Talk for themselves – not me
5. Poor eye contact
6. Avoid questions

Effective Presenters

1. Speak to the point
2. Illustrate with examples
3. Have the facts
4. Address people's concerns
5. Open behaviour posture
6. Respond well to questions

Unit – II Methods of Time Utilization

- 1. Effective Time Management
- 2. Management Time: Who's Got the Monkey?
- 3. How? I Save Time?
- 4. Time Wasters Related to Management Functions
- 5. Your Life Time Goals Exercise

Unit – II Methods of Time Utilization

- 6. Fixed for Time
- 7. Time management Inventory
- 8. Graphic Methods
- 9. Labour Measurement
- 10. Financial Planning Techniques
- 11. Time Management Skills

Unit – II Methods of Time Utilization

- 1. Effective Time Management

Overview

Control Plan
Direct Organize

Overview

Determine Standards
Devise Measurement system
Ensure Feedback
Interpret Results
Take Corrective Action

Control Plan
Direct Organize



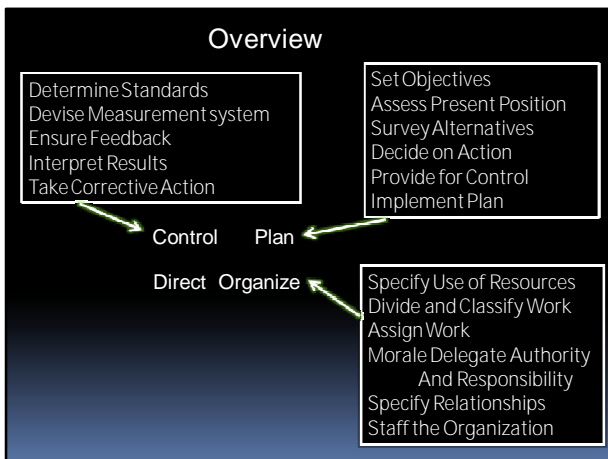
Overview

Determine Standards
Devise Measurement system
Ensure Feedback
Interpret Results
Take Corrective Action

Set Objectives
Assess Present Position
Survey Alternatives
Decide on Action
Provide for Control
Implement Plan

Control Plan
Direct Organize





Unit – II Methods of Time Utilization

1. Effective Time Management
2. Management Time: Who's Got the Monkey?
3. How? I Save Time?

How? I Save Time?

1. I count all my time as "On-time" to get satisfaction out of every minute.
2. I try to enjoy whatever I am doing.
3. I am a perennial optimist.
4. I build on successes.
5. I don't waste time regretting my failures.
6. I don't waste my time feeling guilty about what I don't do.

How? I Save Time?

7. I remind myself : "There is always enough time for the important things". If it's important I'll make the time to do it.
8. I try to find a new technique each day that I can use to help gain time.
9. I get up at 5 a.m. during the week and go to bed early.

How? I Save Time?

10. I have a light lunch so that I don't get sleepy in the afternoon.
11. I don't read newspapers or magazines (except occasionally). I do glance at the head lines at the news stands to keep up on the world.
12. I skim books quickly looking for ideas.

How? I Save Time?

- 13. I don't own a DVD player.
- 14. I have my office close enough to my home to be able to walk to work. But when I am lazy or in hurry I drive.
- 15. I examine old habits for possible elimination or streamlining.

How? I Save Time?

- 16. I have given up forever all "waiting time." If I have to wait I consider it a "gift of time" to relax, plan or do something I would not otherwise have done.
- 17. I keep my watch 3 minutes fast, to get a head start of the day.
- 18. I carry a scribbling diary in my pocket to jot down notes and ideas.

How? I Save Time?

- 19. I revise my life time goals list once a month.
- 20. I review my life time goals list every day and identify activities to do each day to further my goals.
- 21. I put signs in my office reminding me of my goals.

How? I Save Time?

- 22. I keep my long-terms goals in my mind even while doing the smallest task.
- 23. I always plan first thing in the morning and set priorities for the day.
- 24. I keep a list of specific items to be done each day, arrange them in priority order, and then do my best to get the important over done as soon as possible.

How? I Save Time?

- 25. I schedule my time months in advance in such a way that each month offers variety and balance as well as "open time" reserved for "hot" projects.
- 26. I give myself time off and special rewards when I have done the important things.

How? I Save Time?

- 27. I do first things first.
- 28. I mark smarter rather than harder.
- 29. I try to do only A's, never B's and C's.
- 30. I have confidence in my judgment of priorities and stick to them inspite of difficulties.
- 31. I ask myself, "would anything terrible happen if I didn't do it."

How? I Save Time?

- 32. If I seem to procrastinate I ask myself: "What am I awarding?" –and then I try to confront that thing head on.
- 33. I always use the 80/20 rule pareto principle.
- 34. I start with the most profitable parts of large projects and often find it not necessary to do the rest.

How? I Save Time?

- 35. I cut off non-productive activities as quickly as possible.
- 36. I give myself enough time to concentrate on high priority items.
- 37. I have developed the ability to concentrate well for long stretches of time.
- 38. I concentrate on one thing at a time.

How? I Save Time?

- 39. I focus my efforts on items that will have the best long-term benefits.
- 40. I keep pushing and am persistent when I sense I have a winner.
- 41. I have trained myself to go down TO DO LIST without skipping over the difficult items.
- 42. I do much of my thinking on paper.

How? I Save Time?

- 43. I work alone creatively in the morning and use the afternoons for meetings, if necessary.
- 44. I set deadlines for myself and others.
- 45. I try to listen actively in every discussion.
- 46. I try not to waste other people's time(unless it's something that really matters to me).

How? I Save Time?

- 47. I delegate everything I possibly can to others.
- 48. I make use of specialists to help me with special problems.
- 49. I have some one screen my mail and phone calls and handle all routine matters.

How? I Save Time?

- 50. I generate as little paperwork as possible and throw away anything I possibly can.
- 51. I handle each piece of paper only once.
- 52. I write replies to most letters right on the piece of paper.

How? I Save Time?

- 53. I keep my desk top cleared for action, and put the most important thing in the center of my task.
- 54. I have a place for everything (so I waste as little time as possible looking for things.
- 55. I save up all trivia for a three-four session once a month.

How? I Save Time?

- 56. I try not to think of work on weekends.
- 57. I relax and "do nothing" rather frequently.
- 58. I recognize that inevitably some of my time will be spent on activities outside my control and don't fret about it.

How? I Save Time?

- 59. I keep small talk to a minimum during work hours.
- 60. I look for action steps to be taken now to further my goals.
- 61. I'm continually asking myself : " What is the best use of my time right now?".

Unit – II Methods of Time Utilization

- 1. Effective Time Management
- 2. Management Time: Who's Got the Monkey?
- 3. How? I Save Time?
- 4. Time Wasters Related to Management Functions

4. Time Wasters Related to Management Functions

Management Function

Time Waster

1. Planning

- 1. Attempting too much at once in realistic time estimates.
- 2. No deadline / Daydreaming

4. Time Wasters Related to Management Functions

Management Function

Time Waster

1. Planning

- 3. The fighting / crisis management
- 4. Leaving task unfinished.

4. Time Wasters Related to Management Functions

Management Function	Time Waster
1. Planning	5. Shifting priorities. 6. No objectives / priorities orderly plan

4. Time Wasters Related to Management Functions

Management Function	Time Waster
2. Organizing	1. Multiple bosses. 2. Confused responsibility and authority.

4. Time Wasters Related to Management Functions

Management Function	Time Waster
2. Organizing	3. Duplication of effort 4. Personal disorganization / stacked desk.

4. Time Wasters Related to Management Functions

Management Function	Time Waster
3. Directing	1. Not coping with change. 2. Not managing conflict. 3. No co-ordination / no team work.

4. Time Wasters Related to Management Functions

Management Function	Time Waster
3. Directing	4. Lack of motivation 5. Ineffective delegation 6. Involved in routine details. 7. Doing it myself.

4. Time Wasters Related to Management Functions

Management Function	Time Waster
4. Controlling	1. Telephone / visitors. 2. In complete information. 3. No standards or progress reports.

4. Time Wasters Related to Management Functions

Management Function

4. Controlling

Time Waster

4. Over control.
5. Mistakes / ineffective performance.
6. Overlooking poor performance.
7. Inability to say 'No'.

4. Time Wasters Related to Management Functions

Management Function

5. Communication

Time Waster

1. Meetings
2. Under-, over-, and unclear communication.
3. Failure to listen.
4. Socialization.

4. Time Wasters Related to Management Functions

Management Function

6. Decision-Making

Time Waster

1. Snap decisions.
2. Indecisions / procrastinating.
3. Wanting all facts
4. Decisions by committee.

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5. Your Life Time Goals Exercise

5. Your Life Time Goals Exercise

1. The First Life Time Questions
2. The Second Life Time Questions
3. The Third Life Time Questions
4. Improvisation on All Three Questions
5. Set Life Time Priorities

6. Fixed for Time

1. To Organise
2. Block Thinking
3. Write Instead Of Talk
4. Phone Instead Of Visit
5. Meeting Productive
6. Set Deadlines And Budget Your Time

6. Fixed for Time
7. Avoid Impulse
8. Other Applications
9. Pin Boy Principle
10. Plan The Work

Unit – II Methods of Time Utilization

6. Fixed for Time
7. Time management Inventory

7. Time management Inventory

TIME	ACTIVITY	COST	VALUE
12:30 – 12:45	Looked for purchasing report form	Rs. 2.82	High Medium Low None

7. Time management Inventory

1. Get Started
2. Save The Dessert For Last
3. Take Advantage Of Creative Times
4. Set Aside Blocks Of Time For Important Tasks

7. Time management Inventory

5. Set Deadlines
6. Know The Difference Between Urgency And Importance
7. Reward Yourself
8. Skim Before You Read

7. Time management Inventory

5. Set Deadlines
6. Know The Difference Between Urgency And Importance
7. Reward Yourself
8. Skim Before You Read
9. Guidelines Dealing With Time Management

9. Guidelines Dealing With Time Management

1. Do not let others waste your time. Develop techniques to reduce interruptions.
2. Save blocks of time for important jobs. It often takes five to ten minutes to get started again after interruptions.

9. Guidelines Dealing With Time Management

3. Know the cost of your time. Spend it wisely, as if it were money. It is remember, however, that before you can effectively manage your subordinates' time, you must first learn to manage you own time.
4. Do the difficult jobs while you are at your best. For many people, this is in the mornings.

9. Guidelines Dealing With Time Management

5. Set deadlines for yourself and your subordinates. And make it a practice to meet the deadlines.
6. Skim the documents that come to you and determine which ones you want to read thoroughly. There is seldom enough time to read everything.

9. Guidelines Dealing With Time Management

7. Learn to delegate. You cannot do everything yourself.
8. Reward yourself. Looking forward to a reward may make the day go faster.
9. Learn to say no. There is no limit to the amount of work that need doing, and sooner or later someone will ask you to do most of it.

7. Time management Inventory

10. Guidelines Dealing With Time Management

7. Time management Inventory

10. Guidelines Dealing With Time Management

11. Time Available For Decision Making

- 7. Time management Inventory
- 10. Guidelines Dealing With Time Management
- 11. Time Available For Decision Making
- 12. Zero Base Budgeting (ZBB)

Unit – II Methods of Time Utilization

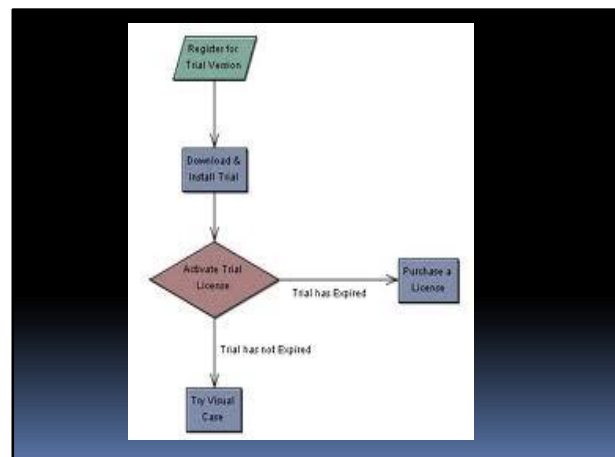
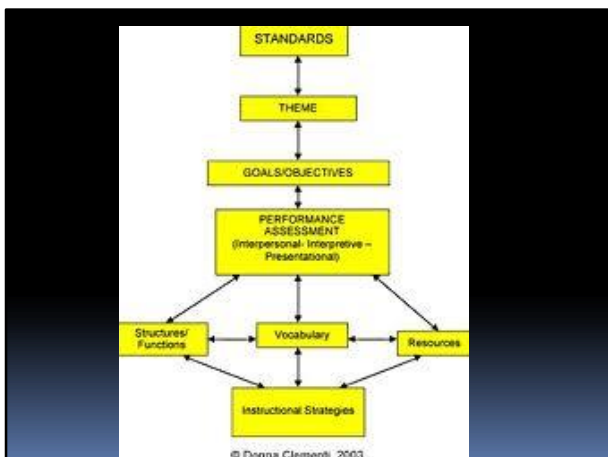
- 6. Fixed for Time
- 7. Time management Inventory

Unit – II Methods of Time Utilization

- 6. Fixed for Time
- 7. Time management Inventory
- 8. Graphic Methods

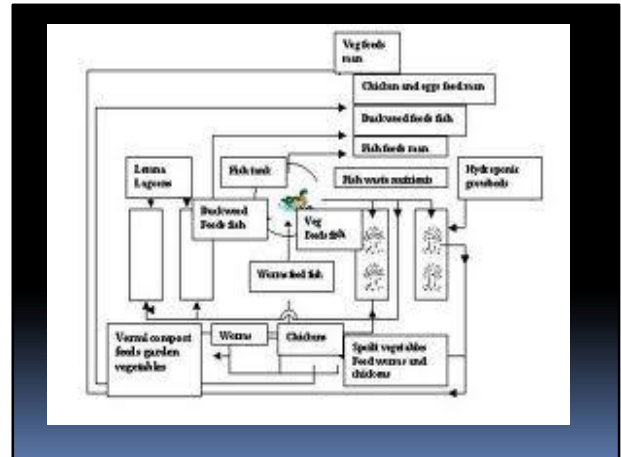
8. Graphic Methods

1. Flow Process Chart



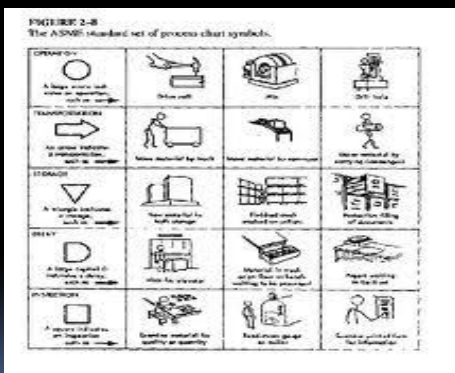
8. Graphical Methods

1. Flow Process Chart
2. Operation Chart



8. Graphical Methods

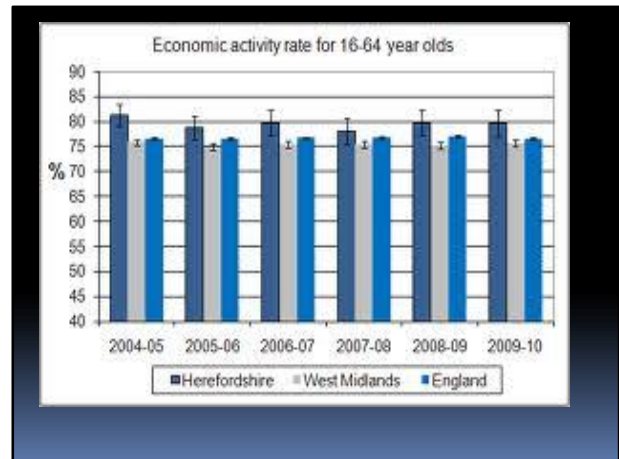
1. Flow Process Chart
2. Operation Chart
3. Worker-Machine Chart



8. Graphical Methods

1. Flow Process Chart
2. Operation Chart
3. Worker-Machine Chart
4. Activity Chart

Day	Activity	Duration	Intensity
Monday	• Brisk walk home from school • Swimming squad	• 15 minutes • 1 1/4 hours	• moderate • vigorous
Tuesday	• Brisk walk home from school	• 15 minutes	• moderate
Wednesday	• Brisk walk home from school • Swimming squad	• 15 minutes • 1 1/4 hours	• moderate • vigorous
Thursday	• Brisk walk home from school • Netball training	• 15 minutes • 1 hour	• moderate • moderate to vigorous
Friday	• Brisk walk home from school • PE class fitness testing • Netball warm up • Netball game	• 15 minutes • 1 1/2 hours • 10 minutes • 40 minutes	• moderate • moderate to vigorous • moderate • vigorous
Saturday	• Swimming squad	• 1 1/4 hour	• vigorous
Sunday	• shopping (slow walking)	• 1 hour	• low



Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Brisk walking							
Gardening							
Mowing lawn							
Stretching exercises							
Weight lifting							
Jogging/running							
Aerobics							
Bicycling							
Stair climbing							
Swimming							
Tennis							
Bowling							
Golf							
Other sports							
Dancing							
Other activities							

