

# Time Management

Beth Asbury



## Outline

- Time Bandits
- Scheduling tasks
- Prioritising tasks
- Energy levels
- Workload analysis
- Frog sheets

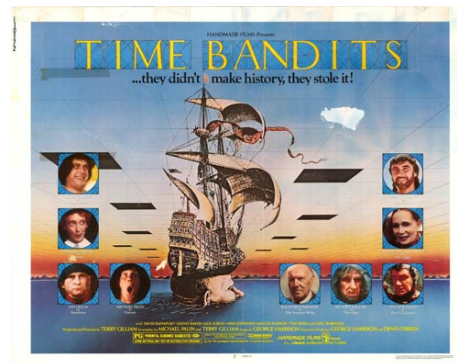
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## The Cost of Your Time

Annual Salary	1 min	5 mins	10 mins	30 mins	1 hour	1 day
£100,000	£2.30	£11.52	£17.73	£69.15	£138.30	£1106.38
£70,000	£1.61	£8.07	£16.13	£48.40	£96.81	£774.47
£45,000	£1.04	£5.19	£10.37	£31.12	£62.23	£497.87
£30,000	£0.53	£2.66	£5.32	£15.96	£31.91	£255.32
£20,000	£0.35	£1.77	£3.55	£10.64	£21.28	£170.21
£15,000	£0.27	£1.33	£2.66	£7.98	£15.96	£127.66



### Time Bandits (Imposed by Others)

- Explaining a task you've already shown someone how to do again/asking you for information they can get elsewhere
- Chatting/asking questions when you're busy
- Distractions (e-mails, telephones, background noise, unwanted visitors)
- Travelling to meetings, traffic jams, late trains/buses
- Unscheduled meetings
- Changes of subject during meetings/not sticking to the agenda
- Duplication of work, repeated drafting or correcting others' mistakes
- Delegation of work
- Changing or conflicting deadlines and short deadlines imposed by others
- Irrelevant reading or paperwork
- Poor communication
- Unclear job descriptions
- Excessive workload
- Under-resourcing

### Time Bandits (Imposed by Yourself)

- Procrastination
- Poor planning/not prioritising
- Concentrating on the tasks we most like to do and neglecting the others
- Putting off difficult or boring tasks
- Doing the task we were most recently asked to do, not the most important
- Lack of self-discipline
- Insufficient knowledge/training and not asking for help
- Agreeing to everything/not saying 'no' and overcommitting
- Short attention span
- Inability to delegate
- Correcting your own mistakes or duplicating work
- Mislaying essential documents
- Tiredness
- Chatting
- Not finding out what your superior's priorities and deadlines are

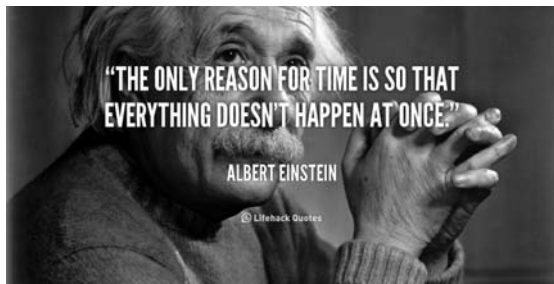
### Dealing with the Enemy Without

- Handling interruptions: Be assertive, but polite; stand up and keep eye contact, give yourself some control; ask direct or controlled questions; practice saying 'no'; set a time to discuss it later
- Preventing interruptions: Closed door policy; scheduled visiting hours; gate keepers; signs not to disturb you; scheduled 'downtime'
- Incoming calls: Use voicemail; ask if you can call back; ask someone to take calls for you; control the length of the call; move the phone out of your line of sight
- Meetings: Have an agenda with timeslots; use a good person to chair and someone else to minute; schedule them at awkward times, so people want to finish on time; don't let people waffle (consider having the AOB at the beginning, not end); use an egg timer; look into video-conferencing instead of travelling; confirm whether you need to be at a meeting and excuse yourself if not
- E-mails: Use a spam filter; turn off the incoming mail notification and only look at them when you want to; divulge your e-mail address selectively; write 'one screen' e-mails and add attachments; put contact times in your automatic signature; forward e-mails that are not your job
- Accept red tape where it exists and plan around it

### Dealing with the Enemy Within

- Take a proper lunch break and go outside, if you can
- Get up from your desk for a few minutes every hour
- Set yourself goals or deadlines and reward yourself when you achieve them
- Delegate jobs that can be done by other people just as well as you can
- Write 'to do' lists and identify your top ten
- Carry a notebook and pen to capture good ideas
- Get the unpleasant jobs out of the way first
- Organise your desk, so that everything you need is within arm's reach
- Eat and sleep properly, keep fit and learn some relaxation techniques
- Get clear definitions of tasks and objectives, and finish your work
- Don't be a perfectionist
- Don't take on too much work
- Plan your time for each task
- Get training and seek help when you need it

### Scheduling Tasks



### Prioritising Tasks: The Four Ds

- 1) If a task is **important and urgent**, do it now! Get it over with first, don't procrastinate - just get it done. Break it into little steps, if needs be, perhaps reward yourself when you're done.
- 2) If a task is **important, but not urgent**, plan when to do it ('diarise' it). Definitely break it into little steps, if you can, and schedule a bit in regularly, so that it doesn't become a huge, indigestible job when the deadline looms (when it becomes important and urgent) - an 'elephant task'.
- 3) If a task is **not important, but is urgent**, plan when the most appropriate time is to deal with it or delegate it, if you can, but not necessarily permanently. If you do delegate it, make sure you communicate it clearly, so that the other person is prepared for it.
- 4) If a task is **not important and not urgent**, consider whether it has to be done at all and dump it, if appropriate. If it should be done and you would find it interesting to do, consider diarising it for another time, otherwise, delegate it permanently to someone else, if you can.

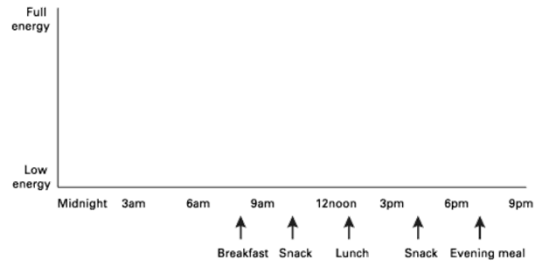


## Elephant Tasks

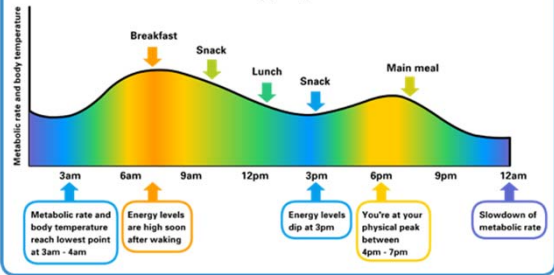


No elephants were harmed during Photoshopping

## Energy Levels



## Natural Energy Highs and Lows



## Workload Analysis



## Frog Sheets

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Enter the worst frog first

Best frog (the greenest I need to work today) **Priority 1**

Task	Time 2 need	Actual Time	Task Completed

Next frog (the yellowest I need to work today) **Priority 2**

Task	Time 2 need	Actual Time	Task Completed

If I have done all of the above, what would I like to get done today?

Task	Time 2 need	Actual Time	Task Completed

Bath: Daily Schedule	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
	12/06/11	13/06/11	14/06/11	15/06/11	16/06/11	17/06/11	18/06/11	19/06/11	20/06/11
From Year Planner					Hope to ring Portugal!			Time off BCC staff including my CO coordinator and	Hope to ring Portugal!
	Nothing leading through France holder contracts, confirm mutual partnership visit.	Adrian Arrington: press release for FP's new France flag	Doing hours Don press release for FP's new France flag	Update press release on FP flag	Final Arrington and then update the photos on Drop Box			Call up with a ready made to carry and update business agreement	Final e-mails to the Centre Carbons contract and send agent
		Write and send goodbye if he's in e-mail	Compiling a FP contract spreadsheet	Arrange and sending out FP's Mission briefing	Write up a Home note flow diagram			ADD new contract printing and the hours need to be in 2011 England	Update Adrian hour press release new message from Markham to ask how it be made a better
		Finalizing final with the desktop PC and PPA annual networking sites	Worked and seeing photos with Carol	E-mail Gary to ask him about the final bid in the outline	Update the record card in the outline folder for Nigel			Update Adrian hour press release	Accounting editing
			Write up a Home note flow diagram (V's note)		Accounting editing			Accounting editing	Compile an advert with Nigel about Home for the WAC. Send through the e-mail and arrange
			Write up a lot of memos to send Dig about flow, eg. You send it		Arrange including to Gary			Compile an advert with Nigel about the stationary cupboard and make a list of what we need	Look through the stationary cupboard and make a list of what we need
			Getting Arrington and Gary again, seeing last photo		Write up a lot of memos to send Dig about flow, eg. You send it			Write up a list of what we need	Write up a list of what we need

## Summary

- Why time management is important
- The cost of our time
- Time Bandits within and without
- How to deal with Time Bandits
- Scheduling tasks
- Prioritising tasks
- Elephant tasks
- Energy levels
- Workload analysis
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## Further Reading and Other Training

Two sites with useful tips and information:

- [www2.open.ac.uk/students/skillsforstudy/time-management-skills.php](http://www2.open.ac.uk/students/skillsforstudy/time-management-skills.php)
- [www.nhs.uk/Conditions/stress-anxiety-depression/Pages/time-management-tips.aspx](http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/time-management-tips.aspx)

An Oxford Learning Institute course, *Time Management for Support Staff*, in April:

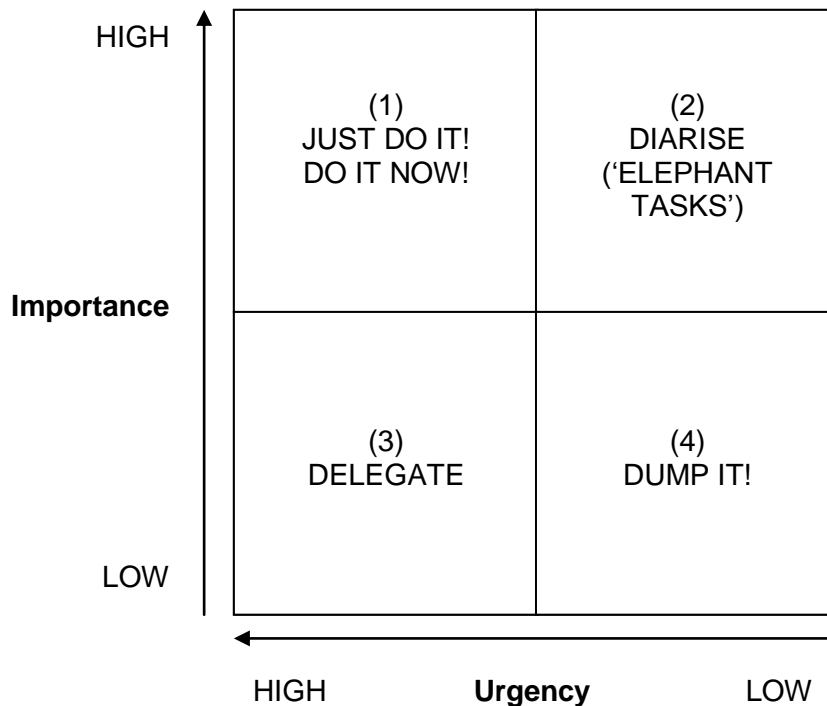
- [www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&is=&cc=EFF/TIM/S&page=3&id=1455](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&is=&cc=EFF/TIM/S&page=3&id=1455)

Thanks for listening!

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**Pitt Rivers**  
MUSEUM  
Anthropology and World Archaeology

## Prioritising tasks



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