
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) 1/2

- 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
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Time Bandits (Imposed by Others) 2/2

- Duplication of work, repeated drafting or correcting others' mistakes
 - Delegation of work to you
 - Changing or conflicting deadlines and short deadlines imposed by others
 - Irrelevant reading or paperwork
 - Poor communication
 - Unclear job descriptions
 - Excessive workload
 - Under-resourcing
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Time Bandits (Imposed by Yourself) 1/2

- 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
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Time Bandits (Imposed by Yourself) 2/2

- Agreeing to everything/not saying 'no' and overcommitting
 - Short attention span
 - Inability to delegate to others
 - Correcting your own mistakes or duplicating work
 - Mislaying essential documents
 - Tiredness
 - Chatting
 - Not finding out what your superior's priorities and deadlines are
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Dealing with the Enemy Without (1/2)

- 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
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Dealing with the Enemy Without (2/2)

- 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
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Dealing with the Enemy Within (1/2)

- 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
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Dealing with the Enemy Within (2/2)

- 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
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Scheduling Tasks



**“THE ONLY REASON FOR TIME IS SO THAT
EVERYTHING DOESN'T HAPPEN AT ONCE.”**

ALBERT EINSTEIN

© Lifehack Quotes

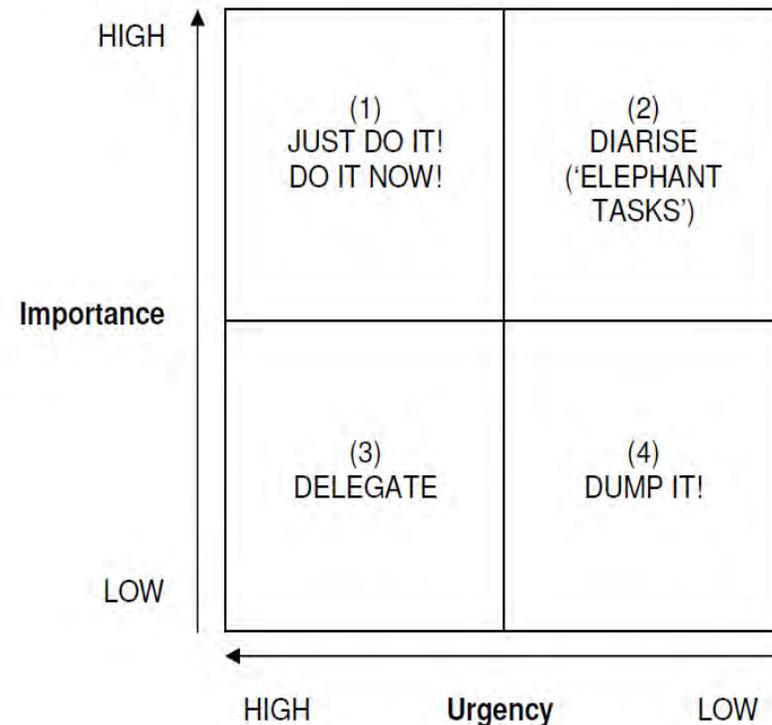
‘A short guide to managing your time’



- www.ox.ac.uk/students/academic/guidance/skills/time

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.

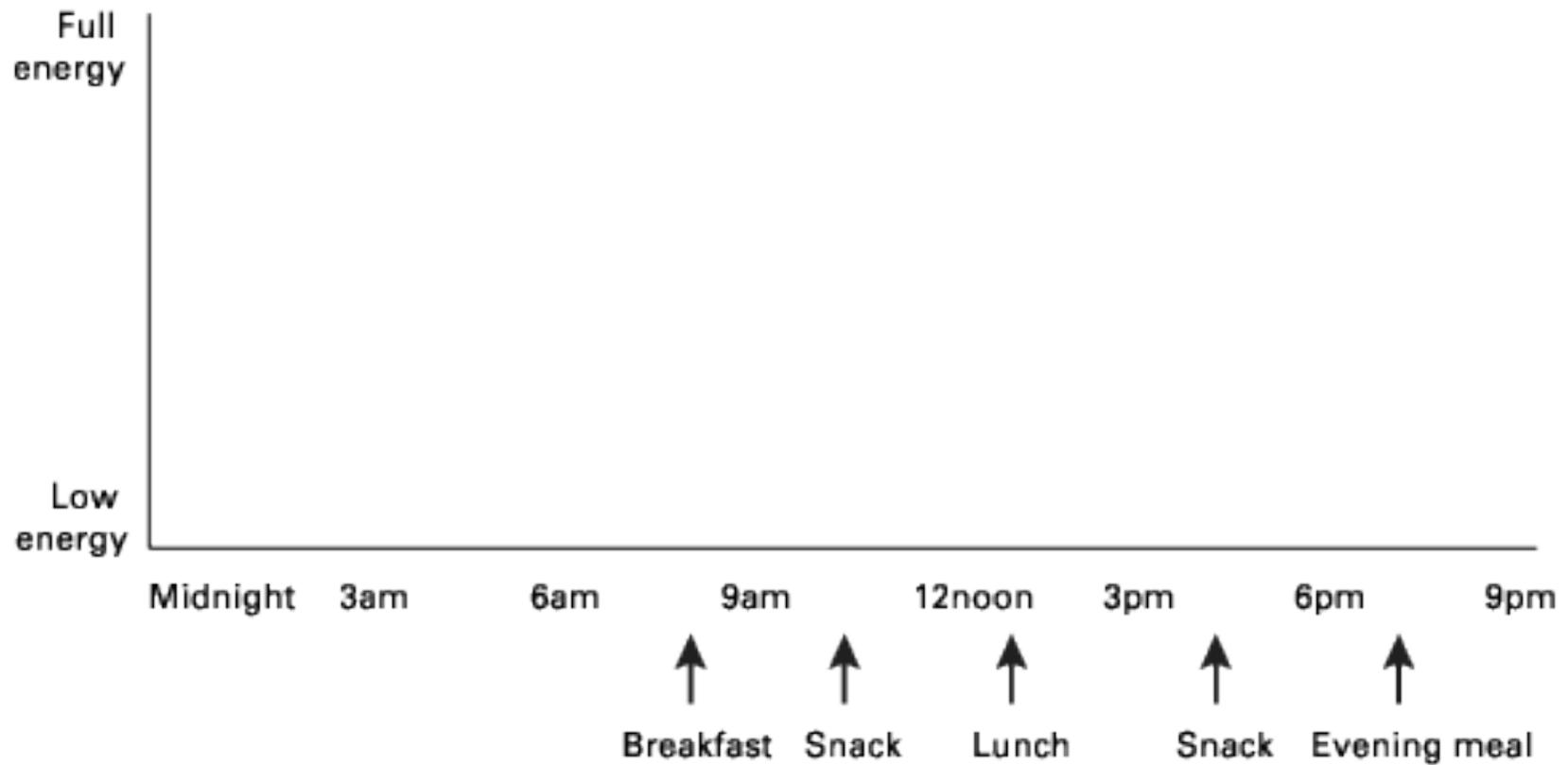


Elephant Tasks

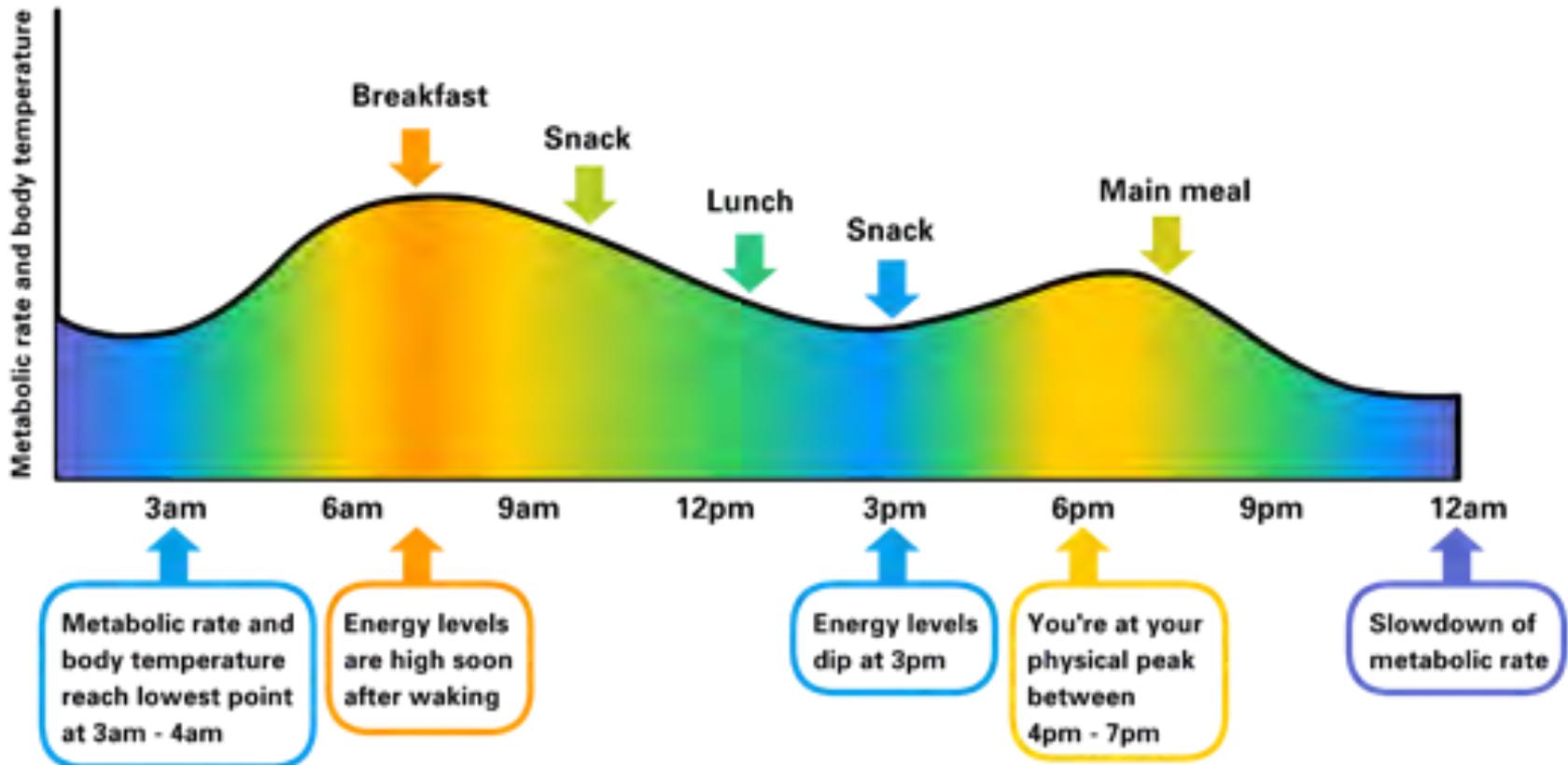


No elephants were harmed during Photoshopping

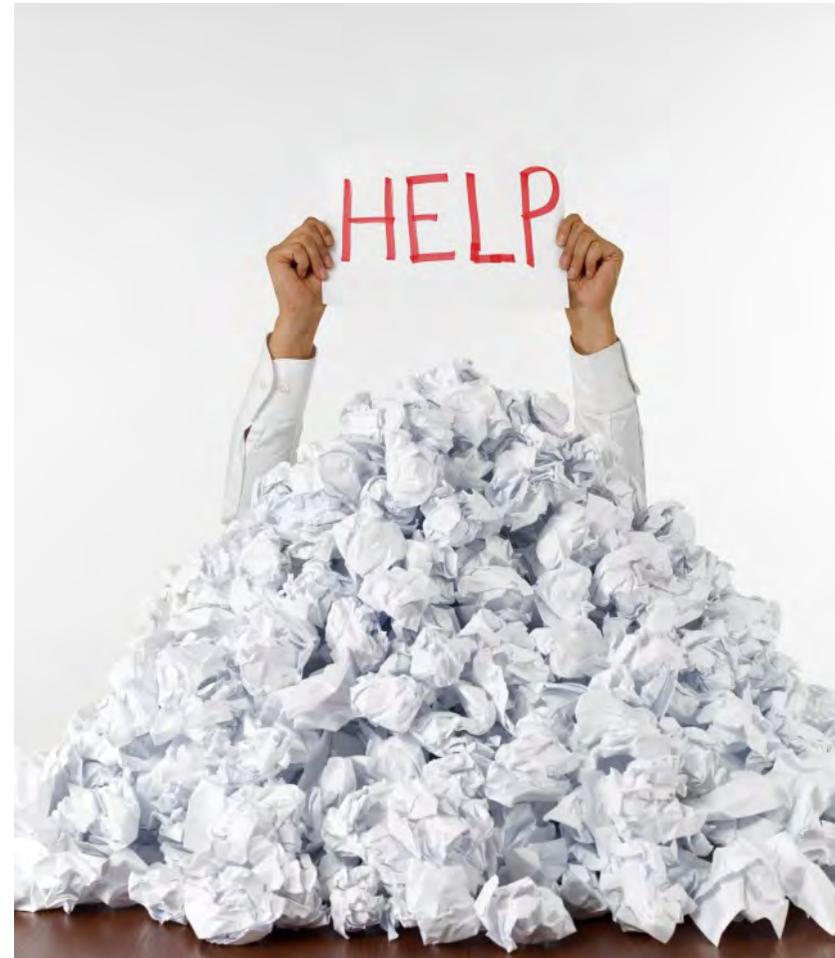
Energy Levels



Natural Energy Highs and Lows



Workload Analysis



Frog Sheets

Name: _____ Date: _____

Eat the worst frogs first!

What are my top priorities I need to achieve today? Maximum of 3 priorities only				
	TASK:	Time I need:	Actual Time:	Task Completed
				
				
				

What else do I NEED to get done today? Normal tasks you would need to complete on a daily basis.

	Task	Time I need:	Actual Time:	Task Completed
				
				
				
				
				

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

	Task	Time I need:	Actual Time:	Task Completed
				
				
				

Beth- Daily Schedule	Sun 12/06/11	Mon 13/06/11	Tues 14/06/11	Wed 15/06/11	Thurs 16/06/11	Fri 17/06/11	Sat 18/06/11	Sun 19/06/11	Mon 20/06/11
From Year Planner									
					Nigel to ring Portugal			Print off SLC stuff, including my DD cancellation e-mail.	Nigel to ring Portugal
	Training (reading through Rama folder: contracts, authors' manual, marketing guide)	Athenian Acropolis press release for PP Blog	Editing tours (Dan Brown's Rome)	Upload press release on PP Blog	Finish Angels and Demons (upload the photos on Drop Box)			Catch up with e-mails (write to Garry, and update automatic signature and template e-mail)	Finish e-mails (resize Carrie Carlson's contract and send again)
		Draft and send goodbye V, hello B e-mail	Compiling a PP schedule spreadsheet	Emails and sending stuff to Michael training	Draw up a Rama tasks flow diagram			Add new contract wording and say tours need to be in US English	Update Athens tour press release (see message from Michael & ask him if he sends a press release)
		Familiarising myself with the desktop PC and PP's social networking sites	Download and resizing photos with GIMP	E-mail Garry to ask him about his tour	Update the record card in the outlines folder for Nigel			Update Athens tour press release	Bloomsday editing
				Draw up a Rama tasks flow diagram (see V's note)	Bloomsday editing			Bloomsday editing	Compile an advert with Nigel about Rama for the WAC (and check his e-mail and Skype)
				Draw up a list of means to send big photo files, eg. You Send It	Emails (including to Garry)			Compile an advert with Nigel about Rama for the WAC	Look through the stationery cupboard and make a list of what we need
				Editing Angels and Demons again, resizing last photo	Draw up a list of means to send big photo files, eg. You Send It			Look through the stationery cupboard and make a list of what we need	
								Chase up outstanding contracts, proposal and tours	

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
- Frog sheets



Further Reading and Other Training

Two sites with useful tips and information:

- www2.open.ac.uk/students/skillsforstudy/time-management-skills.php
- www.nhs.uk/Conditions/stress-anxiety-depression/Pages/time-management-tips.aspx

Oxford Learning Institute courses:

- *Time Management for Support Staff and Managers:*
www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=EFF/TIM/S&page=3&id=
 - *Assertiveness: Managing Relationships in the Workplace:*
www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=EFF/ASS&page=3&id=
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Thanks for listening!

beth.asbury@prm.ox.ac.uk