

# TIME MANAGEMENT

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# MYTHS ABOUT TIME MANAGEMENT

Myth 1. It's **hard**

Myth 2. There is **no time** to do this

Myth 3. It turns people into **robots**

Myth 4. It is **not necessary** - everything  
will grow by itself

# THE TRUTH!

## The Benefits of Time Management

You - are more *productive*

reduce your *stress*

Improve your *self-esteem*

Achieve *balance* in your life

Avoid *meltdowns*

Feel more confident in your ability to get things done

REACH YOUR GOALS!

## What is TIME MANAGEMENT?

Simply, making the most of your time and energy!

# A WORD ABOUT ENERGY

## THE MOST OVERLOOKED ASPECT OF TIME MANAGEMENT IS OUR ENERGY LEVEL

- - evaluate your energy level at different times of day
- - schedule tasks when you have the energy level to match. If you are a "morning person", seize the early hours and vice versa

REMEMBER! LOSING SLEEP IS EASIEST WAY  
TO SABOTAGE YOUR ENERGY LEVEL!

**“UNTIL WE CAN  
MANAGE TIME,  
WE CAN MANAGE  
NOTHING ELSE”**

*~ Peter Drucker*

## STEPS TO MANAGING YOUR TIME

- ✓ 1. Set goals
- ✓ 2. Make a schedule
- ✓ 3. Revisit and revise your plan

# WHERE TO START?



START  
HERE

## 1. SET GOALS!

- ☐ Make your goals specific and concrete. Don't be vague.
- ☐ Set both long-term goals and short-term ones to support them.
- ☐ Set a deadline for your goals.
- ☐ Integrate your goals: university, personal and career.
- ☐ Realize that goals, but know which goals to stick to

# FROM GOALS TO PRIORITIES

**Nobody  
is too busy,  
it's just a  
matter of  
priorities.**

KUSHANDWIZDOM

- ☐ What's important and what isn't?
- ☐ What order do things need to be done in?

Once you know what your priorities are, you need to plan out a schedule - its our 2-nd step

Planning may seem hard at first, but the more you do it, the easier and more natural it gets.

“  
A GOAL  
WITHOUT A  
PLAN IS JUST  
A WISH.  
”

Antoine de Saint-Exupery



“If you want  
to be more  
*productive*,  
you need to  
become  
*master*  
of your  
minutes.”

~ Crystal Paine

SayGoodbyeToSurvivalMode.com

## 2. MAKE A SCHEDULE

Spend 30 minutes or so mapping out the week. Ask yourself these questions about the week:

- what do I expect to accomplish?
- what will I have to do to reach these goals?
- what tasks are more important than others?
- how much time will each activity take?  
**and the most important thing**

**WHEN WILL I DO EACH  
ACTIVITY?**

**“Work smarter, not  
harder” – Alan Lakein**

# 3. REVISIT AND REVISE YOUR PLAN

Pay attention to your schedule

- Which tasks were you able to do? What didn't get done? What changes need to be made to your weekly schedule?
- Was your energy level appropriate? Your stress level?

1. Immediately note all changes.
2. Preview the upcoming week making any necessary adjustments.
3. Preview each day to see what might happen...

BE TOUGH WITH YOU TIME!

**TIME**  
IS WHAT WE  
WANT MOST  
BUT WHAT WE  
USE WORST

*-william penn*

# PROCRASTINATION

"Never do today what you can put off till tomorrow"



- Forms of procrastination:
- Ignoring the task, hoping it will go away
- Underestimating how long it will take
- Telling yourself that poor performance is OKAY
- Doing something else that isn't very important
- Talking about a hard job rather than doing it
- Putting all you work on only one part of the task

# HOW TO OVERCOME PROCRASTINATION

- Win the mental battle by committing to being on time.
- Set and keep deadlines.
- Organize, schedule & plan.
- Divide a big job into smaller ones.
- Find a way to make a game of your work or make it fun.
- Reward yourself when you're done.
- Learn to say "no" to time wasters.

DO IT TODAY.  
don't do it tomorrow.

# LEARN TO SAY

When you learn to say "NO" you are not closing the door on your responsibilities, but rather you are making sure that you can meet your commitments and accomplish the maximum possible in the time available to you.



To be able to say "NO" you will have to accept these **three principles**:

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



# USE YOUR WAITING TIME

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early
- The trick to making use of your waiting time is:
- Reading correspondence
- Writing letters or memos
- Keep your to-do list



# Concentrate on the task at hand

Concentration can be difficult when you have a lot on your mind. Your time will be better spent if you are able to:

- *Focus on your goal* - You may have many commitments and many concerns, but you will accomplish more when you keep focused on the one task you are performing at the moment
- *Tune out interruptions* - You will find your concentration is at its highest level when you can set aside times during the day when you will not answer the phone or schedule visitors.



# REVIEW

- Set goals
- Prioritize
- Organize
- Learn when to say "NO"
- Use your waiting time
- Concentrate on the task at hand
- Consider your personal prime time
- Celebrate success

# TIME MANAGEMENT TIPS

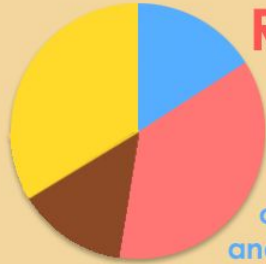


PRIORITY MATRIX

## RECORD

### YOUR CURRENT SCHEDULE

Figure out how you're currently using your time and what to improve.



**30**  
minutes

at the start of each day for planning

Make a to-do list and schedule your day.

## DELEGATE SOME WORK

If you don't have to do everything by yourself, then don't! Figure out what other people can help you with.



## TURN TASKS INTO HABITS

Make things easier by turning work tasks into a regular routine



## USE "WAITING" TIME EFFECTIVELY

When you're doing things like riding public transit or sitting in a waiting room, use that time productively.



## MINIMIZE meeting times

More work gets done outside of meetings than in them.



## IGNORE phone calls and e-mails

Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.



## BLOCK out social media

Reduce distractions. Don't open up social media until your work is done.



## BATCH SIMILAR TASKS

Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)