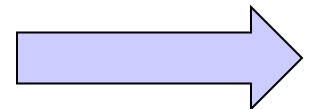


# Effective Time and Communication Management

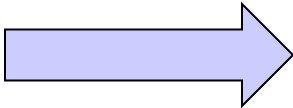
Made by Sedunova Anna

# How to manage your time?

- What is time?
- Time is constant...
- What is life?
- Life is all about balance and *working to live* not *living to work*
- How use your time effectively?
- Getting ahead requires discipline, self-motivation and the ability to prioritize!



# What Happened to the Day?

- Look down at the clock at the bottom of your computer. *Ask yourself: where you are at, where you want to be*
- Evaluate your environment and plan!
- Unplanned life is more reactive and spontaneous than planned (Henry Mintzberg) 
- Stress and complain of doing nothing value

# Where do I Start?

- Identify and prioritize long term goals your goals (personal goals, career goals). More than one year.
- Identify and prioritize short term goals (less than one year, at least one week)
- Merge short term goals with the long term goals into one master list
- Aim provides potential!



# Time Thieves

- Procrastination
  - *"The task is unpleasant or uninteresting."*
  - *You fear failure*
  - *You don't know where to begin"*
- Excessive Emailing
  - *Just call!*
- Excessive Meetings
- Team Conflicts

# Managing your Time Effectively

- Tackling Procrastination
- Controlling Your Email Habits
- Control Your Meetings and Attendance
- Conflict Resolution
- Prioritize Your Work
- Effective Delegation (balance between autocratic, democratic and laissez-faire)



# Focusing on the Big Picture

- Freeing yourself from the routine of daily operations and concentrating on **future growth** and **development**
- A *big-picture view* is your main vision, it is your belief, it is what your life is all about, of what you want it to be.

# Conclusion



- Prioritize your projects
- Map out your schedules well in advance
- Focus on forecasts
- Recognize distractions or "time thieves"
- and ultimately you achieve your long term goals
- Stay focused "on" the business and not to get caught up "in" the business!