

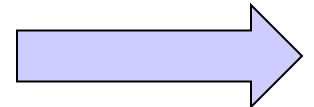
The slide features a decorative arrangement of five light purple circles. Three circles are positioned in a horizontal row at the top, and two are positioned in a horizontal row at the bottom. The text is overlaid on these circles.

Effective Time and Communication Management

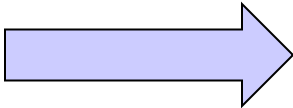
Made by Sedunova Anna

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!