

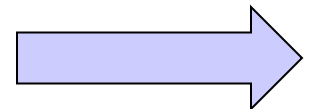
The slide features a decorative arrangement of five light purple circles. Three circles are positioned in a horizontal row at the top, with the text 'Effective Time and Communication Management' overlaid on them. Below this row, there are three more circles: one on the left, one in the center, and one on the right. The text 'Made by Sedunova Anna' is overlaid on the middle circle of this second row.

# Effective Time and Communication Management

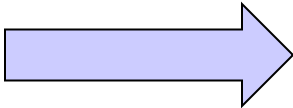
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# How to manage your time?

- 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!