



TIME MANAGEMENT

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WHAT IS ... TIME MANAGEMENT

Time management has five main aspects:

- Planning & Goal Setting
- Managing Yourself
- Dealing with Other People
- Your Time
- Getting Results

TIME AS A COMMODITY

- Time is the most precious thing we have
- Time is ultimately the most valuable resource
- Time and how we spend it within the organization must be managed effectively
- Time is totally perishable
- Time cannot be stored up for use later

ESSENTIAL HABITS

- Know where the hours are going
- Keep focused on the end result
- Work to defined priorities
- Schedule time for important issues

ESSENTIAL HABITS

- Delegate routine tasks and responsibility for them
- Confront your own indecision and delay
- Take the stress out of work
- Keep applying the essential habits!

TYPES OF TIME

FAST TIME

- when absorbed in, or enjoying an activity

SLOW TIME

- when bored with an activity or having a bad time
- when scared

EFFECTS OF ESTIMATING TIME INCORRECTLY

UNDER-ESTIMATION OF TIME

- Stress due to committing to too many tasks
- Poor quality output
- Deadlines may be missed

OVER-ESTIMATION OF TIME

- Stress due to people pressing to have
- activities completed
- Poor quality output
- Deadlines set may not match requirements

TIME MANAGEMENT

NOTES AND
CHECKLISTS

- Recognition of the demands on energy & time

CALENDARS/
APPOINTMENT
BOOKS

- Scheduling with some focus on the future

PRIORITIZATION

- Comparison of the relative worth of activities

SELF
MANAGEMENT

- Realization that time cannot be managed - it is ourselves
- that we have to manage!

The Seven Habits of Highly Effective People: Covey, 1989

SPENT TIME MATRIX

	Urgent	Not Urgent
Important	Q1 Crises Deadlines	Q2 Prevention Relationship Building Planning Recreation
Not Important	Q3 Interruptions Some Meetings Popular Activities	Q4 Pleasant Activities Busy Work Time Wasters Trivia

CHARACTERISTICS OF A Q2 PERSON

- Coherence
- Balance
- Focus
- An ability to get on with people
- Flexibility
- Portability

Q2 REQUIREMENTS

- Clear definition of organizational roles and specifically your own role
- Selection of and focus on SMART goals
- Development and utilization of schedules
- The practice of daily adapting in work role

ANALYSIS OF GOALS & OBJECTIVES

- **S** -- specific and well defined objectives
- **M** -- measurable outputs and inputs
- **A** -- achievable in terms of resources available and expectations
- **R** -- relevant to the overall business strategy
- **T** -- time bound with an operational schedule

DEALING WITH INDECISION OR DELAY

- Do it
- Delegate it
- Dump it
- Deadline it
- Dissect it

OVERWORK

To deal with over-work, try the following

- Understand your pressures
- Don't get worked up or panicked
- Don't blame everything on yourself

OVERWORK

- Walk away
- Estimate time as well as possible
- Agree priorities and keep them
- Remind yourself that there is a limited amount of time available to you

PLANNING IN TIME MANAGEMENT

**FAILING TO PLAN
IS
PLANNING TO FAIL**

WHAT IS ... A PLAN

A plan is a road map set in real time to reach an objective or set of objectives through the use of defined resources.

PLANNING LEVELS

**YEARLY
OVERVIEW PLAN**

MONTHLY PLAN

WEEKLY PLAN

DAILY PLAN

TIPS AND TECHNIQUES

- Have a great planning system and use it
- Take on realistic goals and schedule accurately
- Do not over-commit
- Set and agree priorities to distinguish between urgent and important tasks

TIPS AND TECHNIQUES

- Build in some flexibility to cope with anything unexpected
- Control your documents, workspace and phone
- Don't procrastinate – Manage Your Time Today
- Define and use periods of quality time in your schedule

TIPS AND TECHNIQUES

- Learn to say No in a professional manner
- Stay away from perfectionism and aim for excellence
- Build in time for personal development



THANK YOU

NEXT LECTURE: COMMUNICATION SKILLS I