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Time Management



DEFINITION

Time management is not a way to make you work **harder and longer, but a means to help you **work smarter** to accomplish your work more **easily and rapidly**.**

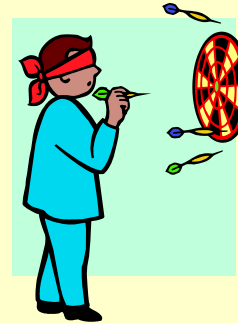
Benefits of time management

- **Efficient**
- **Successful**
- **Healthy**



Obstacles to effective time management

Unclear objectives



Disorganization



Inability to say “no”





Obstacles to effective time management

Interruptions



More interruptions



Periods of inactivity





Obstacles to effective time management

Too many things at once



Stress and fatigue

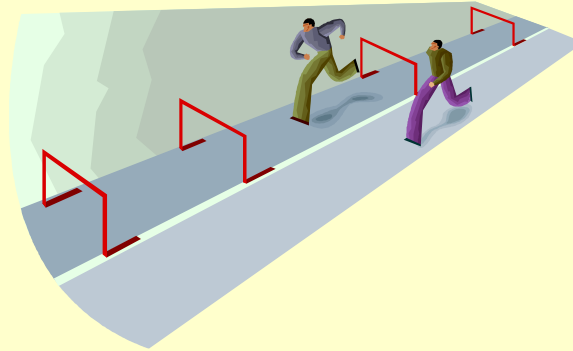
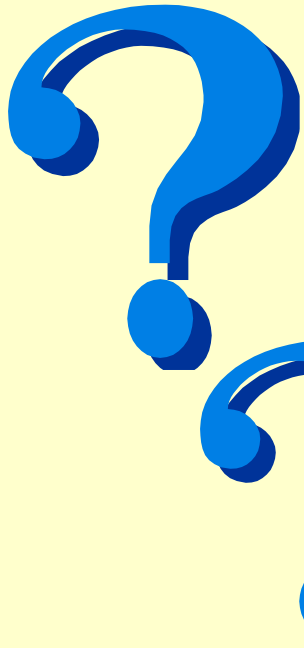


All work and no play





What can we do?



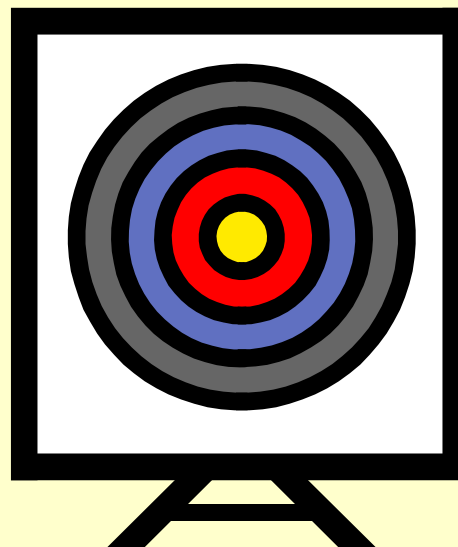
Recognize that obstacles exist

Identify them

Employ strategies to overcome

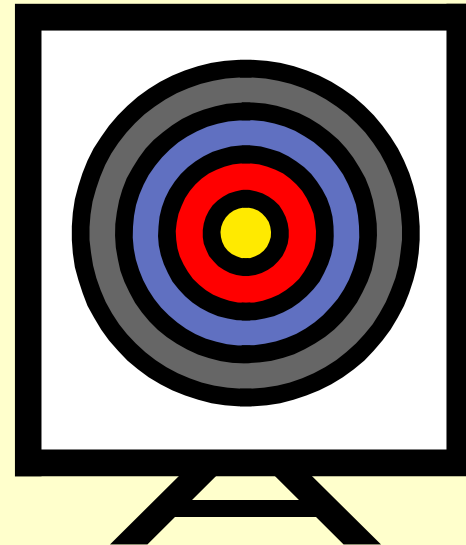
Set goals

- Specific
- Measurable



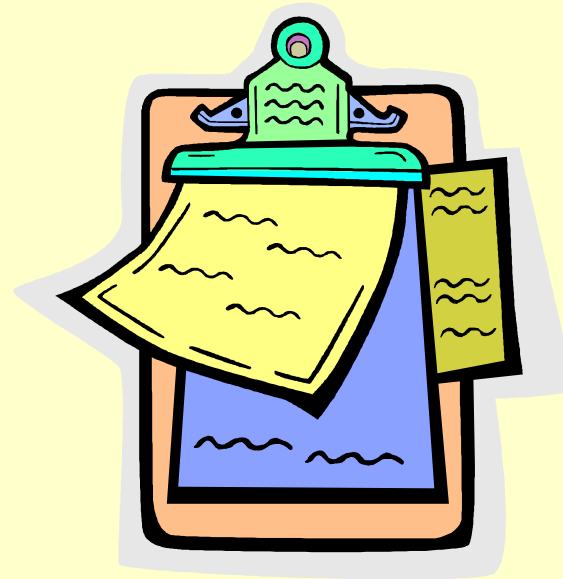
Set goals

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-based**

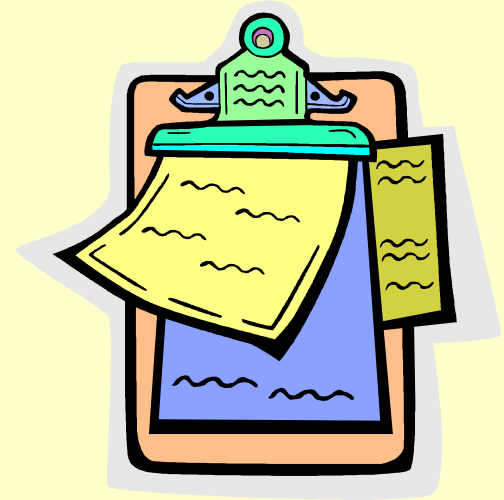


Prioritize

- **Do**
- **Delegate**
- **Delay**
- **Delete**



Prioritize



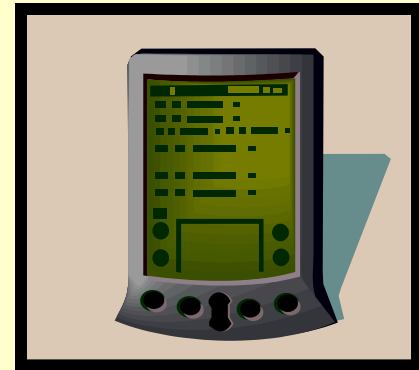
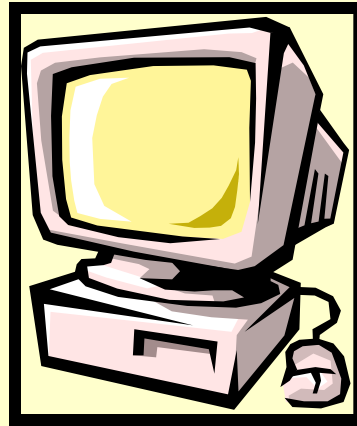
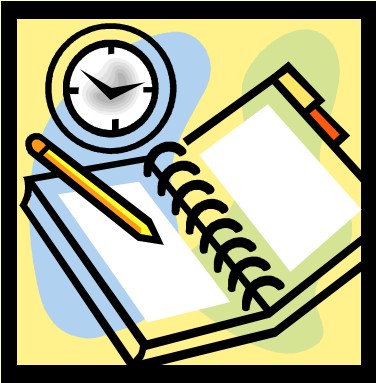
- 1. Address the urgent**
- 2. Accomplish what you can early**
- 3. Attach deadlines to things you delay**



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Organize





Learn when to say “NO”

- **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**

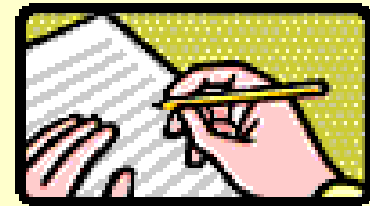


Use your waiting time

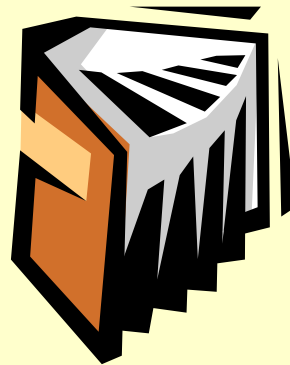
Correspondence



Letters or memos



Books or tapes



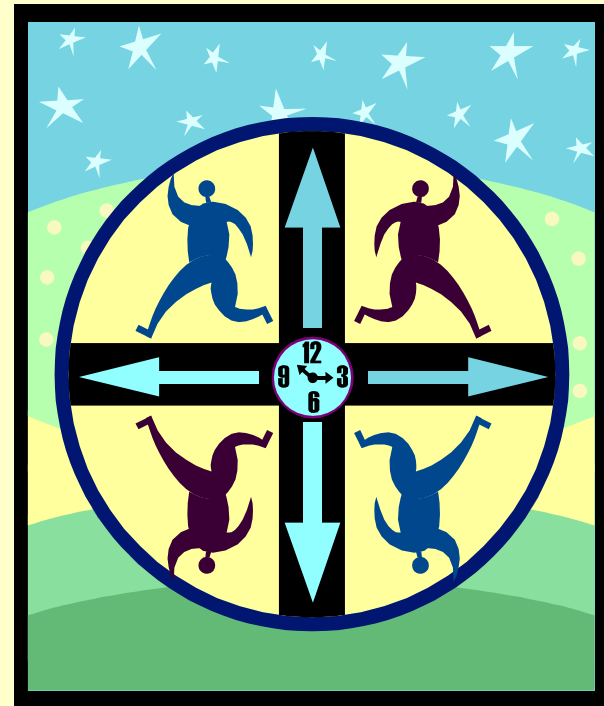
Concentrate on the task at hand

- **Focus on your goal**
- **Tune out interruptions**



Consider your personal prime time

- **Morning?**
- **Evening?**
- **Late night?**





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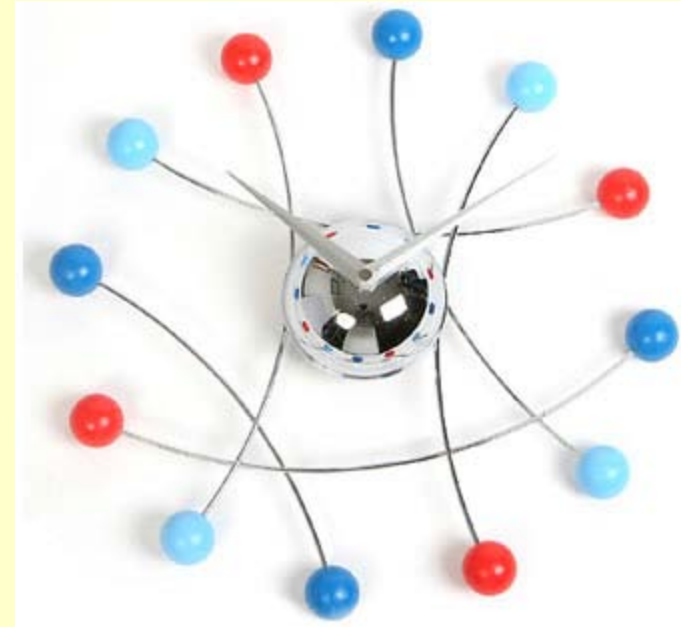
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Celebrate your success



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**





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The Big Rocks of Life



WHAT CAN STOP YOU?

- **Negative Thoughts**
- **Negative People**
- **Low Self-Esteem**
- **Fear of Failure**
- **Fear of Rejection / Criticism**

"SMART" GOALS

- **S - Specific & Self**
- **M - Measurable**
- **A - Achievable & Positive**
- **R - Realistic & Rewarding**
- **T - Time Bound**

Pareto's Principle (80/20 Rule)

- **80% of Work gives 20% Results & 20% of Work gives 80% Results**
- **Effective v/s Efficient**
- **Smart work v/s Hard work**

Urgent

Not Urgent

Important

I

- . Crisis
- . Pressing problems
- . Deadline-driven projects, meetings, preparations

II

- . Preparation
- . Prevention
- . Values clarification
- . Planning
- . Relationship building
- . True re-creation
- . Empowerment

Not Important

III

- . Interruptions, some phone calls
- . Some mail, some reports
- . Some meetings
- . Many proximate, pressing matters
- . Many popular activities

IV

- . Trivia, busywork
- . Some phone calls
- . Time wasters
- . "Escape" activities
- . Irrelevant mail
- . Excessive TV

Five Steps

- **Step 1 – Define your Role**
- **Step 2 – Set your Monthly Goal**
- **Step 3 – Schedule your Weekly Time**
- **Step 4 – Adopt it Daily - 80/20**
- **Step 5 – Act on it, Now!**

THANKS