



TIME MANAGEMENT

You are not effective if you do not know how to manage your most important resource: time

Time is an indispensable and irreplaceable resource;

- you cannot save it
- once lost it cannot be recovered

Time management, is
essential to maximize effectiveness and
efficiency in the workplace, but above all on a personal level

Time management is the process of planning and time controlling, applied and used in specific activities, in particular in order to increase effectiveness, efficiency and productivity

Having control of your own time is one absolute determinant of level of inner peace, harmony and well-being



The feeling of "not having control" of time is the main source of stress, anxiety and depression

The aim of this presentation is:

- ❖ critically analyze the management of working and personal time;
- ❖ understand how time is used, whether effectively and efficiently or not;
- ❖ understand bad habits to overcome and new behaviors to adopt;
- ❖ identify systems and techniques to improve time management



“Who does a lot of work is efficient.
But if it neglects the essential it is not
effective because it only does a lot of
things. ”
Peter Drucker

TIME FLIES

Time is a finite resource, we simply need to learn how to make better use of it.

The secret is to make the best use of the hours we have available so as not to experience two very unpleasant feelings:

- feeling guilty for not having done what we should / wanted to do
- feeling like we have lost control of our lives because not able to self-manage

The mental attitude of those who are always in a hurry is an inability to experience the present because **attention is always directed towards the future** and the mind is projected onto what is still to be done.

In such a hectic lifestyle one of the main sources of stress is the "**lack of time**". This attitude prevents us from improving things and often causes stress and health problems is a way to improve our quality of life. A correct and careful planning of our time foresees us to better enjoy our days.

WHAT DOES IT PREFER TO MANAGE OUR TIME IN AN EFFECTIVE MANNER?

1. **Not planning commitments** - Stress derives above all from constantly thinking about all the things to do, engaging all available resources. Good planning saves time and improves the quality of results
2. **Think that everything is absolutely important**- Not having an overall view can often prevent us from understanding what is really a priority and we start to do things in a confused and ineffective way.
3. **"There is time"** - Often we do not carefully consider the time required for a given activity and we find ourselves doing it at the last minute or failing to meet deadlines. Failure to evaluate time in planning involves a high dose of stress!

4. "Tomorrow is another day "- Often when we don't feel like doing something we tend to postpone it to a hypothetical tomorrow. It is better to face immediately what we do not want to do in order not to find ourselves at the end of the week to have accumulated all unwelcome commitments that would create so much frustration.

5 "I come second" - Not planning the time correctly risks putting our well being and our private life in the background. It is good, therefore, to include the appointment with yourself on the agenda

A CORRECT EXAMPLE OF TIME MANAGEMENT IS:

- increase efficiency and effectiveness in their own actions;
- improving the quality of work
- increase productivity both at work and on a personal level;
- greater job satisfaction;
- more space for long-term projects
- increased creativity
- stress reduction;
- increased leisure time;

5 USEFUL TECHNIQUES TO INCREASE TIME MANAGEMENT

- Plan your goals in advance
- Select your priorities
- Stop postponing
- Divide work load in phases
- Register your time



1 . PLAN YOUR GOALS (TO DO LIST)

One of the most effective techniques is the so-called "**To do list - the list of things to do**".

It takes just five minutes in the morning, to write a list of the actions you want to take during the day.

To write the "to-do list" you can use a word processor, online application or directly on a sheet of paper.

What are the benefits?

- you will have a work schedule with well-defined timeline
- you can "emphasize" the most important commitments
- avoid wasting mental energy to remember things to do
- you will be able to easily question yourself about the tasks to be performed during the day
- you will be able to notice your results and reward the goals achieved

2. SEECT YOUR PRIORITIES

PRiORiTiES

- 1.
- 2.
- 3.



Writing a to-do list is a good start.

It is likely that the list may contain **more tasks** than can be achieved during the day.

So what should you do?

You must learn to **set priorities**, the most important tasks. Focus on immediate deadlines and identify what is really needed, without losing precious time.

Then read your list and prioritize urgencies

3. STOP POSTPONING

Putting off things to do is one of the main reasons why people end up having no time for themselves, when you find yourself postponing everything, it means you have a big problem with time management.

Sometimes you postpone:

- because you don't know where to start
- you have unclear goals
- because you are afraid of failure



4. DIVIDE WORKLOAD IN PHASES

When you work without a break for several hours, it is normal that you are not very focused. A good technique is to divide the work into **small sessions** of 45 minutes or one hour each. Setting an action time helps you stay focused, working more effectively and **saving time**.



5. Register your time



If you want to improve more and more, you should try to have a **record of the actions** carried out during the day. The technique may seem boring, but it is effective for detecting wasted time.

Take a sheet of paper or use the computer, a spreadsheet (Excel note) and describe in detail the actions of the day.

Try writing down the log for a couple of days, keeping **track of your time** and highlighting any problems. Recognizing your time as "waste" is the **first step** to managing it better

*Time is a precious and finite resource by definition.
Every day we have only 24 hours,
why wasting them?*

