

TIME MANAGEMENT AND PLANNING

MARCH 2020



WHAT IS TIME MANAGEMENT?

Time management has five main aspects:



The first 4 all interconnect and interact to generate the fifth - getting results

Recognition of the demands on energy & time

• Notes and checklists

1

2

• Calendars and appointment books

• Self-management

4

3

• Prioritization

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

Scheduling with some focus on the future

Comparison of the relative worth of activities

TIME SPENT MATRIX

Being in the Quadrant 1 brings:

- Stress
- Burnout
- Crises management
- Firefighting
- Focus on the immediate

- Crises
- Deadlines

IMPORTANT

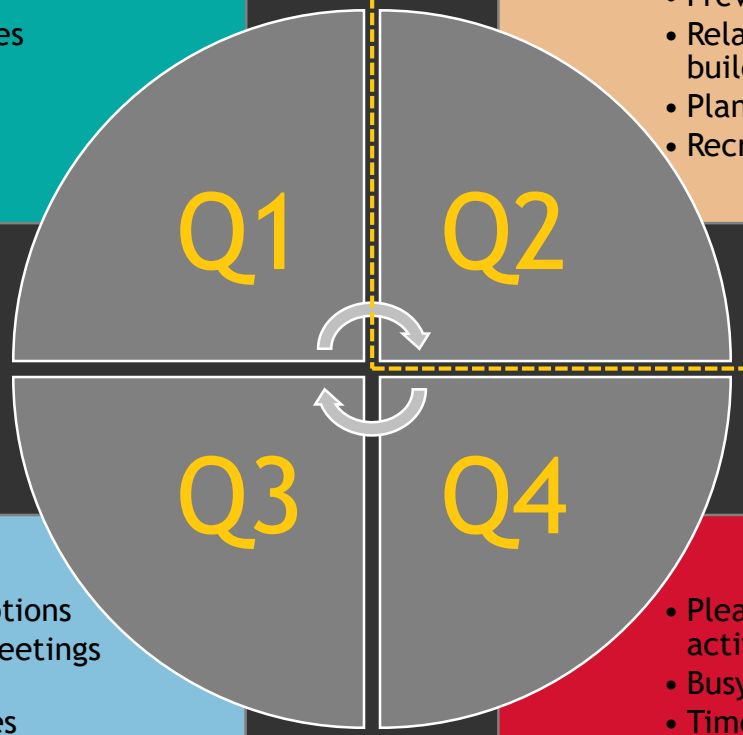
- Prevention
- Relationship building
- Planning
- Recreation

Objective - Be and stay in Quadrant 2

Being in the Quadrant 2 brings:

- Vision
- Perspective
- Balance
- Discipline
- Control

URGENT



NOT URGENT

Being in the Quadrant 3 brings:

- Short term focus
- Crises management
- Low value on goals
- Feeling of victimization / lack of control
- Shallow relationships

- Interruptions
- Some meetings
- Popular activities

NOT IMPORTANT

- Pleasant activities
- Busy work
- Time wasters

Cycling between Quadrants 3 & 4 brings:

- Total irresponsibility
- High dependency on others for basics
- Short career path in the organization

TIME BASED MANAGEMENT

Focus on time and resources

- For effective management of time there needs to be a reasonable attempt made to look at the time and resources required to complete a task
- The quality of the outcome is directly influenced by the resources and time constraints involved

Pre-analysis of performance

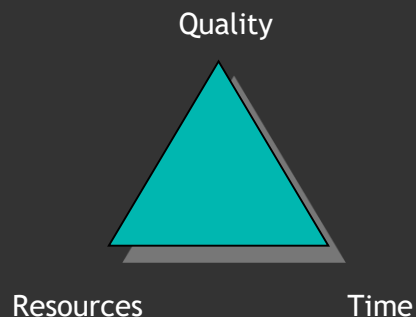
- The ability to learn from past experience allows time management to improve performance

Analysis of goals and objectives

- By setting goals that relate to business performance and conform to SMART criteria the organization will improve productivity

Systemization of processes

- The ability to design and implement processes that allow consistency of:
 - Input
 - Output
 - Training and skill transfer



The discipline of reviewing past performance allows the organization to:

- Debug projects before initiation and subsequent waste of resources
- Define critical points in processes which need to have particular attention paid to them
- Improve the overall utilization of resources by capturing and implementing best practice

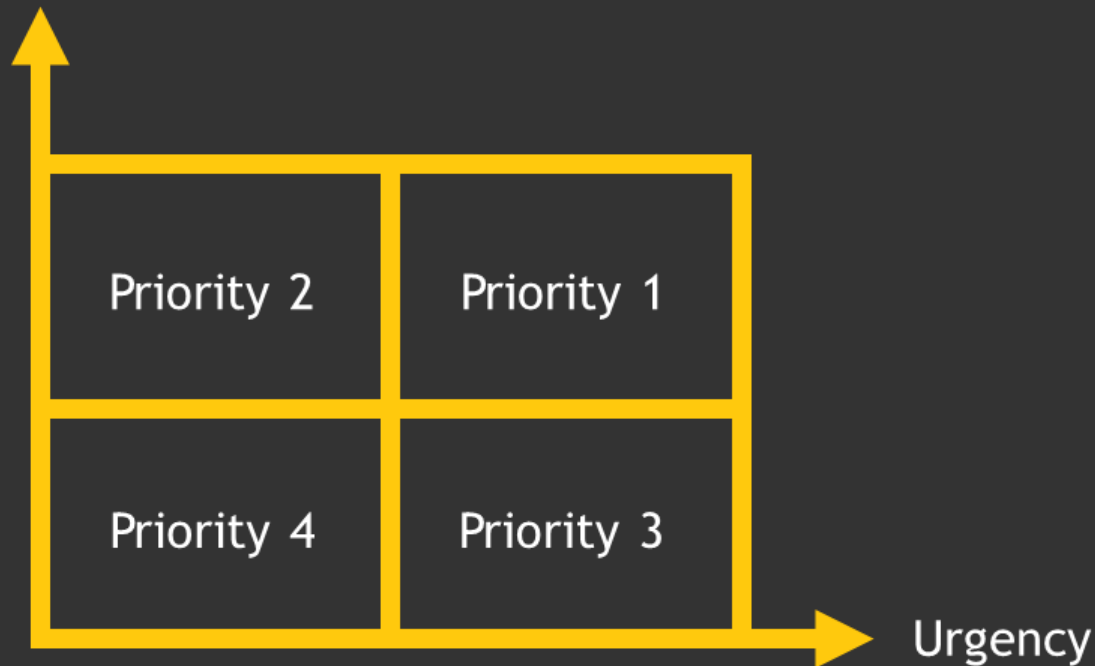
- S -- specific and well-defined objectives
- M -- measurable outputs and inputs
- A -- achievable in terms of resources available and expectations
- R -- relevant to the overall business strategy
- T -- time bound with an operational schedule

Consistency allows for time to be gauged accurately for activities which assists in the scheduling aspect of capacity planning in the organization

URGENCY VS IMPORTANCE

Prioritization grid

Importance



*The main aim of prioritization is to avoid a crisis
To do this then you must schedule your priorities as
opposed to prioritizing your schedule*

Differentiating between

Urgent tasks

- assume importance as they demand immediate attention

Important tasks

- May become urgent if left undone
- Usually have a long-term effect

To judge importance v urgency, gauge tasks in terms of:

- Impact of doing them
- Effect of not doing them

**When faced with a task - decide to deal with it
according to one of the following actions:**

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

PLANNING & GOALS

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

Once you know what you have to plan:

- Break the task into manageable chunks
- Gauge the time required for each chunk
- Schedule each chunk into a logical sequence

Goals

A time management system is ineffective if defined goals are not available to work towards

- Strategic Goals - long term goals, out to five years
- Tactical Goals - medium term goals, from 3 - 12 months ahead
- Operational Goals - short term goals defining the exact action to be taken The schedule may cover hours or days

Checklist for goals:

- Are they realistic and challenging?
- Do you know what it will look like when you have achieved the goal (visualization)?
- Are the goals SMART?
- What will the reward be once the goals have been achieved?

CONTACT

Why Pollen Consulting Group? Being a fresh and new business, allows us to challenge the consultancy model, building a new level of competency. Pollen is driven to make a difference.

- POLLEN CONSULTING GROUP
- +61 (0) 282 268 748
- Level 26, Bligh St Sydney 2061
- paul@pollenconsultinggroup.com

