Time management for managers

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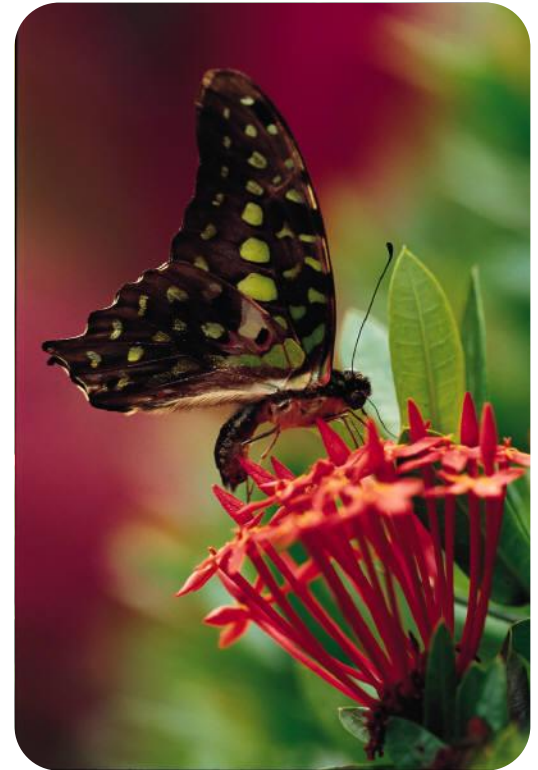
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Let's talk about Marina…
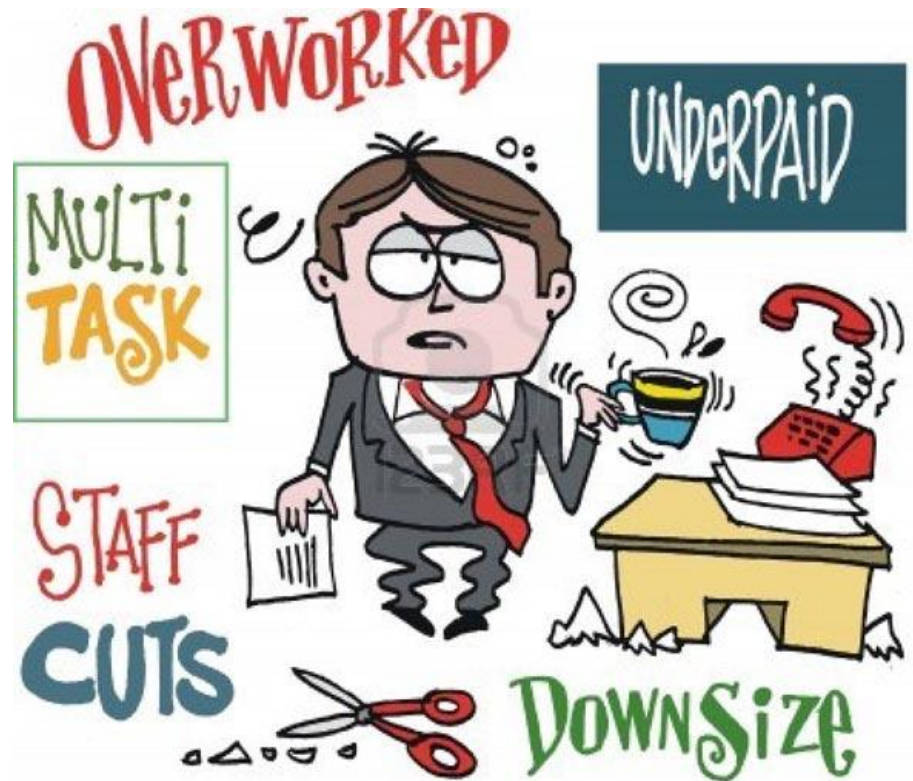
Aspects of Time management

- What is really going on…
- Maximising energy and working better
  - Internal
    - Perceptions
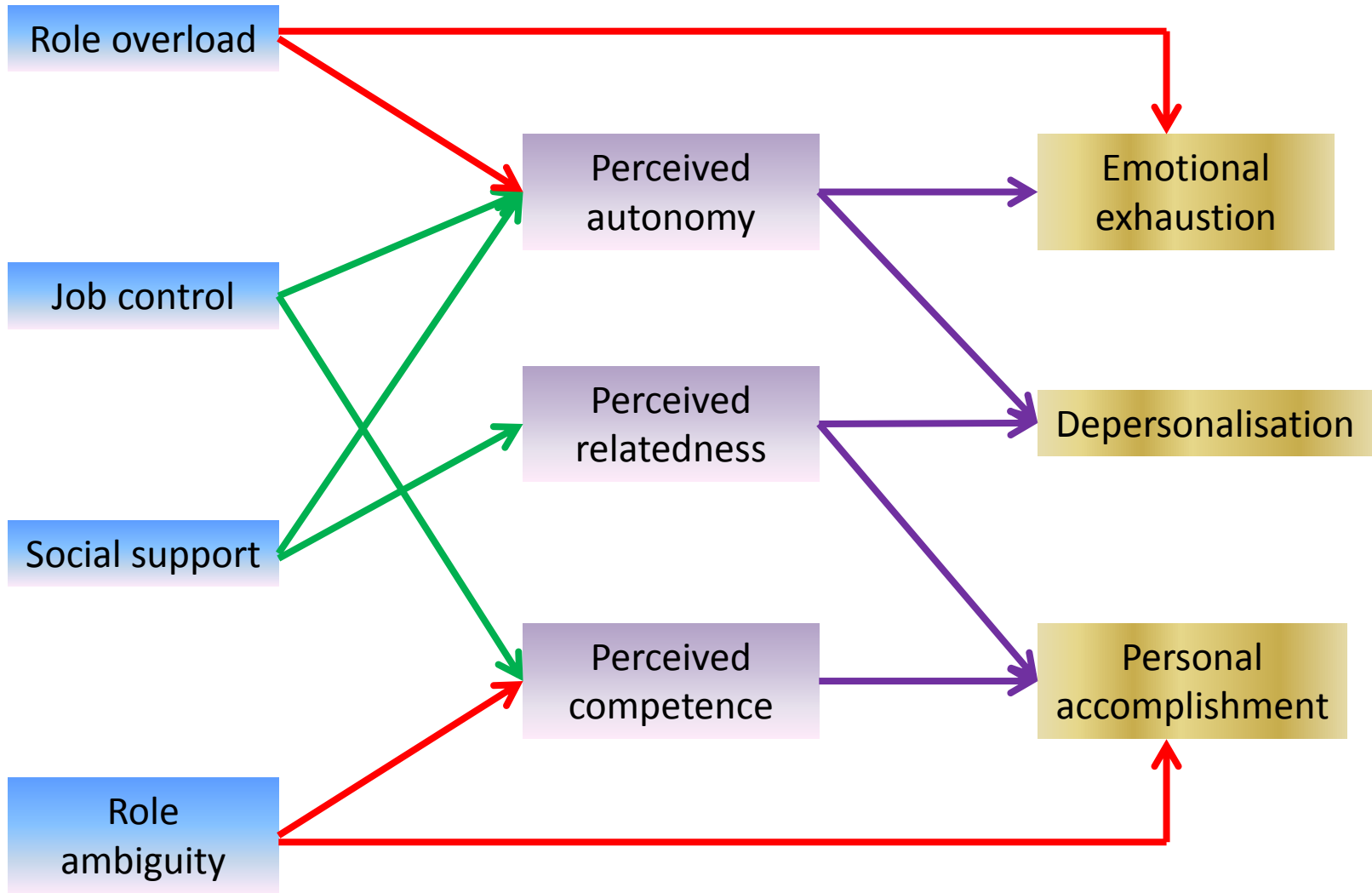   - Coping mechanisms
  - Practical skills

Time – or energy?

How does 'stress' affect the body?

Red arrows indicate a negative effect, green arrows a positive effect. Purple arrows indicate that the effect can be positive or negative depending on how well the psychological need is met

Coping mechanisms

- Physical
  - Breaks
    - Sleep
    - Exercise / stretches
    - Food
- Mental
  - The lens with which you view reality
    - Positive vs 'noise'
    - The meaning of 'busy' – addicted to adrenaline
    - Expectations
  - Mind-chatter
  - Preferential work patterns
    - Time of day
    - Size of team
  - Social support

Practical skills

- Key first steps

- Prioritising
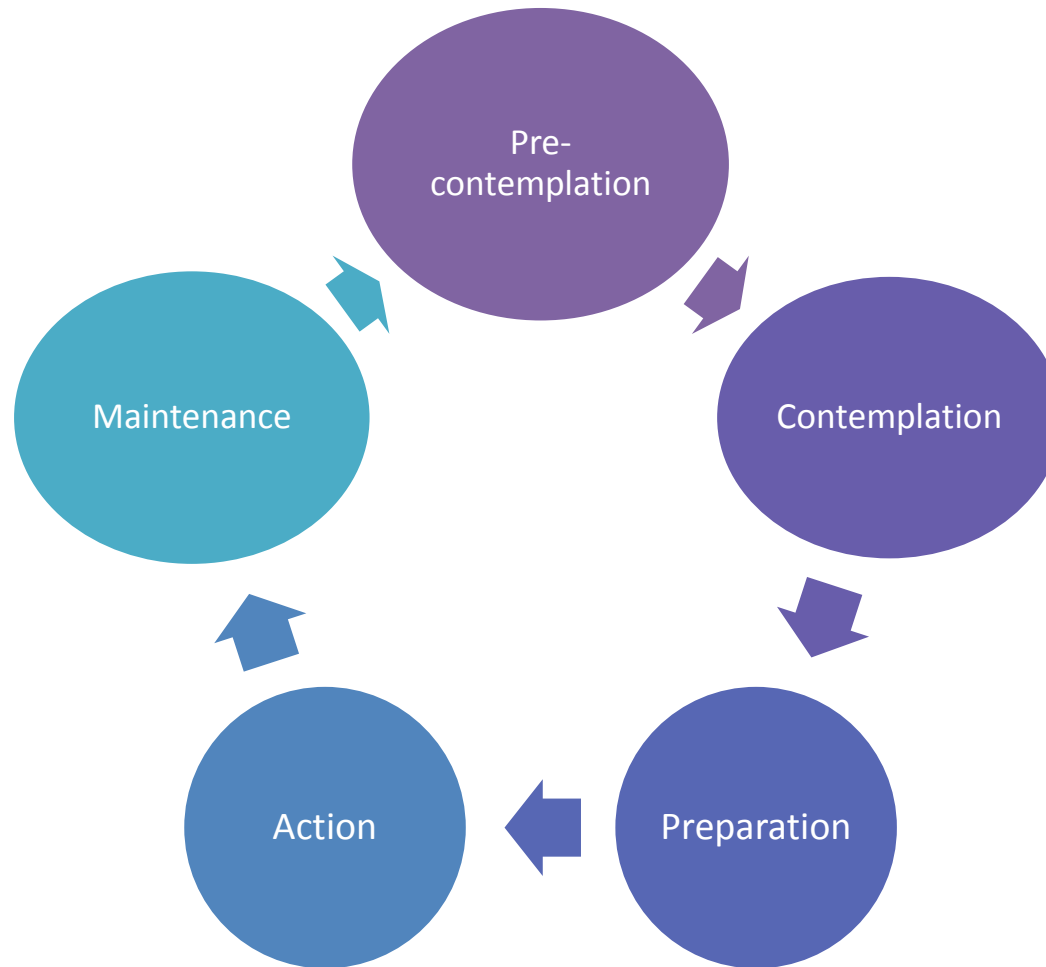
- Dealing with procrastination

Key first steps

- To do lists
  - Choose format that works for you
  - Schedule all tasks
  - Delegate appropriately
  - Transfer from day before
  - Daily tasks – post it note
- Focus – avoid multi-tasking
  - Rigorous roles
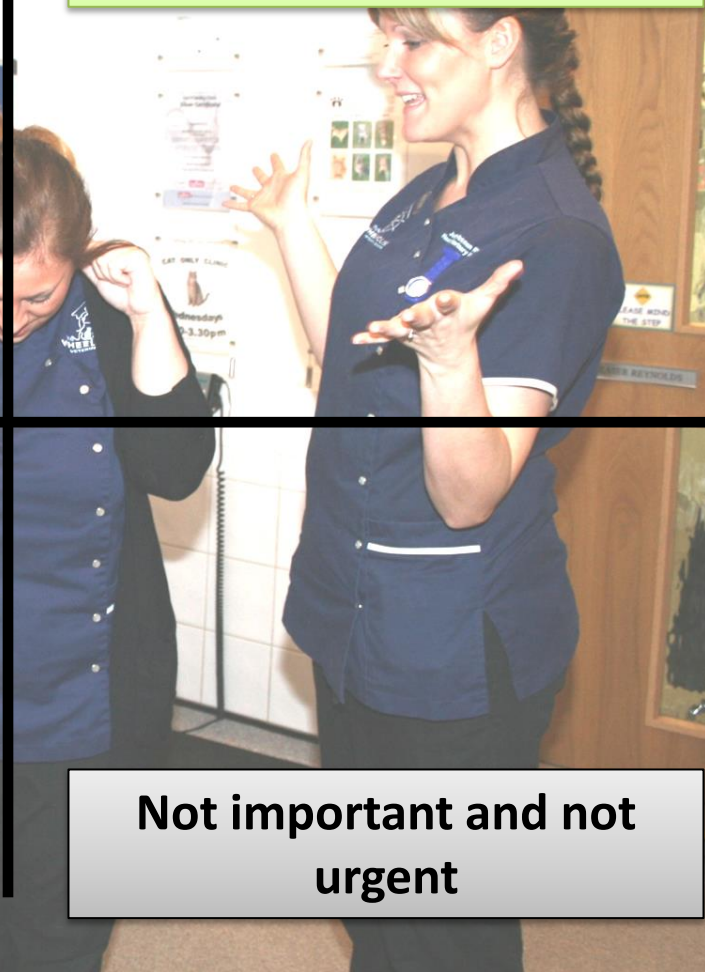 - Systems and processes

Stages of motivation

Prioritising

Important and urgent

Important and not urgent

Not important and urgent

Not important and not urgent

Procrastination

- Causes for procrastination
  - Overwhelm – too large chunks
  - Lack of motivation
    - Deadline too far away
    - 'Why' not answered
    - Fear of failure
    - Fear of success
    - Fear of intimacy or separation
    - Lack of time sense

Dealing with procrastination

- Chunk it down to 15 minute segments
- Focus – then reward
- Move the deadline closer – subgoals

Dealing with procrastination

- Ask yourself:
  - What is it that I need to do before I can do that which I need to do effectively?
  - What is it that I need to find out before I can do the job?
- Honour your personal style of breaks

Time sense and time factor

- What does being on time mean to you?
- The time factor..

Let's talk about Marina..

QUESTIONS?