

## TIME MANAGEMENT

Guider: Iwona, KuboF

### **Introduction to timing management**

When humanity entered the **era** of strong industrialization and enterprising lifestyle, the system set requirements for good management of their work and personal times. The ability to plan well, track and adapt their time use becomes essentially important in modern, post-modern and more future societies. With a rapid rhythm of life, it is always more and more intensively seen that 1 day is exactly 24 hours. You cannot lengthen a day, but it can be more efficient to use it.

Time management is a meta-activation - it is not a purpose of action, but helps to reach purposes.

To its important elements belong:

- creating environment to efficiency;
- Settlement of priorities;
- minimizing activities not related to priorities;
- management of deadlines.

In this release you will learn an essential part of the art of time management with its chosen elements.

### **Time stealers**

Time stealers are all activities that move away your goals. Time stealers can be your habits or various situations. It makes your day unproductive and its reason why you cannot reach your goals quickly. There are two types of time stealers external and internal.

External examples: television, social networks, etc.

Internal Examples: your devious, Waste of time, etc. For a better management of your time, you need to know what your time stealers are.

With this knowledge you can successfully eliminate it.

### **Prioritization**

As it has been shown in the part of time climbers, some things make you approach your purposes others no. So, individual activities have a different priority. Focusing on the most priority activities you can achieve your target results in less time, with less stress.

There are various ways to take make useful a prioritization for your work. Therefore we will present 3 theoretical concepts that will help you to understand more deeply why and how prioritization is important and 1 practice that you can use immediately.

Action is to divide 2 criteria:

- gravity
- urgency

These 2 criteria we join with a easily transparent table:

	<b>urgent</b>	<b>No urgent</b>
<b>Important</b>	deadlines, some phone calls and Meetings, Crisis situation etc.	learning, planning, resting, relationships, etc.
<b>No important</b>	minor interruptions, distractions, some phone calls and Meetings etc.	time stealers (egz. social media, <b>trivia ( mi ne povis traduki tion exar mi ne komprenis)</b> etc.

Important actions help you achieve your goals. Urgent issues need to be done quickly. Joining the purposes, Eisenhower used this treatment:

- **important - urgent**: to do immediately personally
- **Important – no urgent**: set up deadline and plan action to accomplish
- **no important - urgent**: delegate to someone else
- **no important – no urgent**: avoid as it is possible

Responsible action of a single person and also of an organization is focused on important and no urgent things.

**Practice:** Look at your effective daily work and share your activities through the tablet of Eisenhower. Find a way like dealing with the activities for your concrete situation.

### **Parkinson**

"Work expands so as to fill the *time* available for its "

Cyril Northcote Parkinson during his work in the British Civil Service realized that there was a relationship between available time for work and quantity of done work is not straight forward as it could be supposed.

Instead of supposing "the more is available time, the more work is done"

It has been evident that work can be adapted to slow down, if this is possible (egz. There is more time or other assistant).

While managing work speed, it is important to manage energy (top performance can only be made for a short time) and quality (compare with the section on Rule 80/20), it is necessary to remember setting up a just long (short) work time to avoid slowing down the job too much.

**Practice:** If you have a long time to do some job, set up a deadline closer and try to achieve it.

### **80/20 or the principle of Pareto**

Vilfredo Pareto was an Italian scientist who, in nature and in many works, has statistically discovered, that usually about 20% of actions / members / plants provide about 80% of results (done work, produced plant). That is why it is often called "principle 20/80". Taking advantage of this it is seen that focusing on the true core of useful work, you can achieve relatively easy the most important achievements.

This is especially important when a deadline is reached. Usually it's better to do things at least basically than nothing. Thus, you know that in case of need you can save most of your time keeping a pretty good level of final result. Of course, you would prefer to use other ways to plan and carry out the work without being in danger of close deadline; if this will not succeed, principle 20/80 can save at least the most important parts.

There is also another way of looking at the case - combining Eisenhower's method.

Work that brings 20% of results is certainly not key and is probably not the most priority. Consider whether it's really important or it just masks so and handle it according to the way of Eisenhower.

**Practice:** Look at your work in a great look. Identify 20% of your activity that give you 80% of the results and consider the rest. In the event of time pressure, concentrate on the 20% of the most important work.

### **Pomodoro (apple smell)**

"Pomodoro" is an extremely simple method for good and effective managing of your time. In that one

Method, the most important part is that when you work, you need to work without others occupation, for example without facebook, etc. Work time is just for work.

When you start your task is important that you need to know what exactly you want to perform. According to "Pomodoro" you work for 25 minutes. Then you

have a 5-minute break. You do this cycle 4 times and then you take a long rest – for 20 or 30 minutes. When your task is not done, you need start a new cycle of "Pomodoro".