





Module I – Team Work Management

Topic 2: Plan, Priority & Productivity

Session 4: Effective Time Management



Outline

- I- About Time Management
- II- Mastering Time Management





I- About Time Management

- Time management is defined as the time spent and the progress made over the project.
- It is one of the major components of project management and the most concern of project managers.
- Time management helps you schedule and examine the completion of the project.





II- Mastering Time Management

- Managing time is an important part of task management
- It helps to break down projects, assign tasks, and complete the projects on time





A- The 3 Strategies

- Project time management processes
- Implementing time management best practices
- Using the right time management tools





B- The Six Main Processes

- 1. Creating a project plan
- 2. Project schedule management process
- 3. Define the project activities
- 4. Determine dependencies
- 5. Sequence activities
- 6. Estimate durations and resources



C- Effective Practices

- 1. Create task lists
- 2. Prioritize
- 3. Avoid distractions
- 4. Delegate
- 5. Identify bottlenecks





D- The 10 Effective Steps

- 1. Figure out how you're spending your time.
- 2. Create a daily schedule—and stick with it
- 3. Prioritize wisely.
- 4. Group similar tasks together.
- 5. Avoid the urge to multitask.
- 6. Assign time limits to tasks.
- 7. Build in buffers.
- 8. Learn to say no.
- 9. Get organized.
- 10. Eliminate distractions.



1. How to spend time

- Determine how much you can feasibly accomplish in a day
- Identify timesucks
- Focus on activities that provide the greatest returns





2. Create a daily schedule

- Create a list of the most pressing tasks for the next day





3. Prioritize wisely

- Start by eliminating tasks that you shouldn't be performing
- Identify the three or four most important tasks and do those first





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- Start by eliminating tasks that you shouldn't be performing
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	Urgent	Not urgent
Important	Do	Decide
Not important	Delegate	Delete





	Urgent	Not urgent
Important	Do <ul style="list-style-type: none">• Come up with Q1 goals• Finish first draft of pitches• File taxes	Decide <ul style="list-style-type: none">• Hold weekly team meeting• Take new hire to lunch• Set up call with client• Go to the gym• Sign up for event as volunteer
Not important	Delegate <ul style="list-style-type: none">• Organize and schedule team activity• Document and analyze current team process to find and eliminate inefficiencies• Meeting with product manager• Review blog posts	Delete <ul style="list-style-type: none">• Keep running list of tasks on Post-its on desk• Hold daily team meeting• Check personal Instagram



4. Group similar tasks together

- Save yourself time and mental energy by trying to complete all of one type of to-do before moving on to the next





5. Avoid the urge to multitask

- Focus on the task at hand and block out all distractions





6. Assign time limits to tasks

- To-do lists are great and wonderful





7. Build in buffers

- Regular breaks increase productivity, mental well-being, decision making, and memory





8. Learn to say no

- You truly know what you have time for, so if you need to decline a request in order to focus on more important tasks





9. Get organized

- Little things make a big difference. Create a filing system for documents





10. Eliminate distractions

- Social media
- Web browsing
- Co-workers
- Text messages
- Instant messaging
- Etc.



Thank you