Are you tackling life’s time stealers?

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What do/did all these people have in common?

• Barack Obama
• J K Rowling
• Benjamin Franklin
• Elizabeth I
• Nelson Mandela
• You
Purpose of the session

To give you the opportunity to:

• Reflect on how you use your time and how other people use your time
• Work out how this impacts on your ability to plan and organise your time
• Identify the behaviours you could change to help you achieve more of what you need to achieve
Schedule

• Understanding the choices you are currently making in terms of managing your time
• Habits of effective time managers
• Setting off in the direction of an end result
• Putting first things first (prioritisation)
• Why being a perfectionist doesn’t always pay
• Making and working a plan
• Tackling time wasters / interrupters
In small groups

• Think about this month’s to do list

• Tell each other what you really MUST do this week and why

• Tell each other what is likely to get in the way of you achieving this
Stephen Covey: 7 Habits of Highly Effective People

- Be proactive, take control
- Start with the end in mind
- Put first things first
- Think win / win
- Seek first to understand and then to be understood
- Synergy - work with others to succeed instead of going it alone
- Sharpen the saw - pay attention to renewal, health and wellbeing

Stephen R Covey, The Seven Habits of Highly Effective People (1989)
The Fundamentals of Time Management

1. Understand your work (sounds obvious, but are we really clear on what we’re fundamentally here for and what’s expected of us?)
2. Specify your goals
3. Identify priorities
4. Create plan(s) / list(s)
5. Work the plan
6. Tackle time wasters + interruptions
7. Review and learn
Aligning what you do to your core purpose

Start by:
• Asking *what is it I am here to do?* - one sentence
• Clarifying 5-8 key areas
• Mapping what you actually spend your time doing against this framework

Starting with the end in mind
A worked example…

**Quantity Surveyor Manager for Unibuild Architects**
Manager’s core purpose is to ensure that all building supplies needed to complete Unibuild projects are sourced, delivered, used and disposed of cost effectively and safely.

She does this by:

1. Keeping in touch with product developments
2. Maintaining excellent working relationships with suppliers
3. Negotiating excellent value deals for products
4. Operating a just-in-time product delivery process
5. Setting up and following a safe disposal of materials plan
6. Monitoring all project plans to make sure that materials are available at the optimal time
7. Making sure that his/her team can cover most activities in an emergency so that they are resilient when times are challenging
8. Communicating with internal and external stakeholders to keep those affected in the loop and adapt plans accordingly
Knowing your purpose - what this enables you to do...

1. Know what is essential to your role and what is peripheral

2. Understand the implications of your choices

• If the manager is asked by a supplier to do a review of the supplier’s new product range, what decision might he/she take if he/she wants to focus on core purpose?
Goal Setting and Planning

No point in driving really well…

But on the wrong motorway!!!
Prioritisation using IUG

- **Important** (significant consequences of not doing or doing badly)
- **Urgent** (needs to be done within a short timescale)
- **Growth** (If you don’t do it, will it go away or grow? If it will grow, how big will it become and how serious?)

Putting first things first
## Prioritisation Grid

### Urgent v Important

<table>
<thead>
<tr>
<th>Important</th>
<th>Not important</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent</strong></td>
<td></td>
</tr>
<tr>
<td>Do it now</td>
<td>Decide when to do it</td>
</tr>
<tr>
<td>If possible, do these tasks before they become urgent</td>
<td>Allocate blocks of time to these tasks</td>
</tr>
<tr>
<td><strong>Not urgent</strong></td>
<td></td>
</tr>
<tr>
<td>Do it now / delegate</td>
<td>Don’t do it</td>
</tr>
<tr>
<td>Spend short time on these tasks or delegate if appropriate</td>
<td>(or only spend a very short time doing these tasks)</td>
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## Prioritisation using IUG

### Urgent v Important + growth?

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Where would you place the items on your to do list on this grid?
Time Management - Pareto’s Law

- Law of The Vital Few
- Pareto noticed that 80% of Italy's wealth was owned by 20% of the population
- 20% of work time accounts for 80% of results
- 80% work time accounts for only 20% of results
- Can you switch to spend more time on the things that matter?
- Perfection is not always necessary—know when to stop

Vilfredo Pareto, 1906
# To Do Lists / Planners

‘If you haven’t got a plan, you’ll be part of someone else's!’

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<tr>
<th>Longer term</th>
<th>Weekly</th>
<th>Daily time plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major projects</td>
<td>High-priority tasks</td>
<td>Prioritised items</td>
</tr>
<tr>
<td>Low priority in the immediate future</td>
<td>Deadlines that need to be met shortly</td>
<td>Specific tasks with immediate deadlines</td>
</tr>
<tr>
<td>Long-term commitments</td>
<td>Optimising peaks and troughs</td>
<td>Preparing for and reviewing meetings etc</td>
</tr>
<tr>
<td></td>
<td>Managing dead time</td>
<td>Important calls / reminders</td>
</tr>
<tr>
<td></td>
<td>Identify if help required</td>
<td>Build in flexibility</td>
</tr>
<tr>
<td></td>
<td>Review use of time and learn</td>
<td>Build in breaks</td>
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*If you haven’t got a plan, you’ll be part of someone else's!*
To Do Lists / Planners

Is your plan yours, or someone else’s?

Longer term
Major projects
Low priority in the immediate future
Long-term commitments

Weekly list
How did you arrive at your weekly list?
How confident are you that these are the things that you REALLY need to do this week?

Daily time plan
Prioritised items
Specific tasks with immediate deadlines
Preparing for and reviewing meetings etc
Important calls / reminders
Build in flexibility
Build in breaks
Tackling Time Wasters

- Take control of unwanted visitors / phone calls
- Manage emails
- Stop procrastinating
- Manage meetings
- Organise files / documents / papers

What could work for you?
What is Time?

‘Those who make the worst use of their time are the first to complain of its brevity’ (J. de la Bruyere)

‘Time flies – luckily you’re the pilot’ (anon)

‘ Dost thou love life? Then do not squander time: for that’s the stuff life is made of.’ (Benjamin Franklin)

‘I’ve been on a calendar but I’ve never been on time!’ (Marilyn Monroe)
Review: Time Management Principles

- Understand your work
- Specify your goals
- Identify priorities
- Create plan(s) / list(s)
- Work the plan
- Tackle time wasters and control interruptions
- Review and learn
And remember….

- There is no magic solution - a combination of small changes could make the difference you’re looking for
- Take one step at a time and give each step time to take effect
- If you have a bad week, don’t beat yourself up! Review and learn.
Reading

• Stephen R Covey, *The seven habits of highly effective people* (2004)
• Michael J Hicks, *Problem solving and decision making; hard, soft and creative approaches* (2004)
• Duncan Bannatyne, *How to be smart with your time* (2012)
• Harvard Business Essentials, *Time management; increase your personal productivity and effectiveness* (2005)
QUESTIONS?