



Al-Mustaqbal University
Department: Medical Instrumentation Techniques Engineering
Class: 4th
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Lecturer: Lec. Hameed Nida Hameed
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CHAPTER 10

Time Management

ادارة الوقت



Introduction:

Time management (TM) is simply the way you manage your use of the resource, time. In reality, time cannot be managed. Everyone has the same amount of time, 168(7day *24h) hours each week . You can only manage yourself in order to have the time you need to get the things done that you want to do, or have to do . Good time management is really only good self-management .

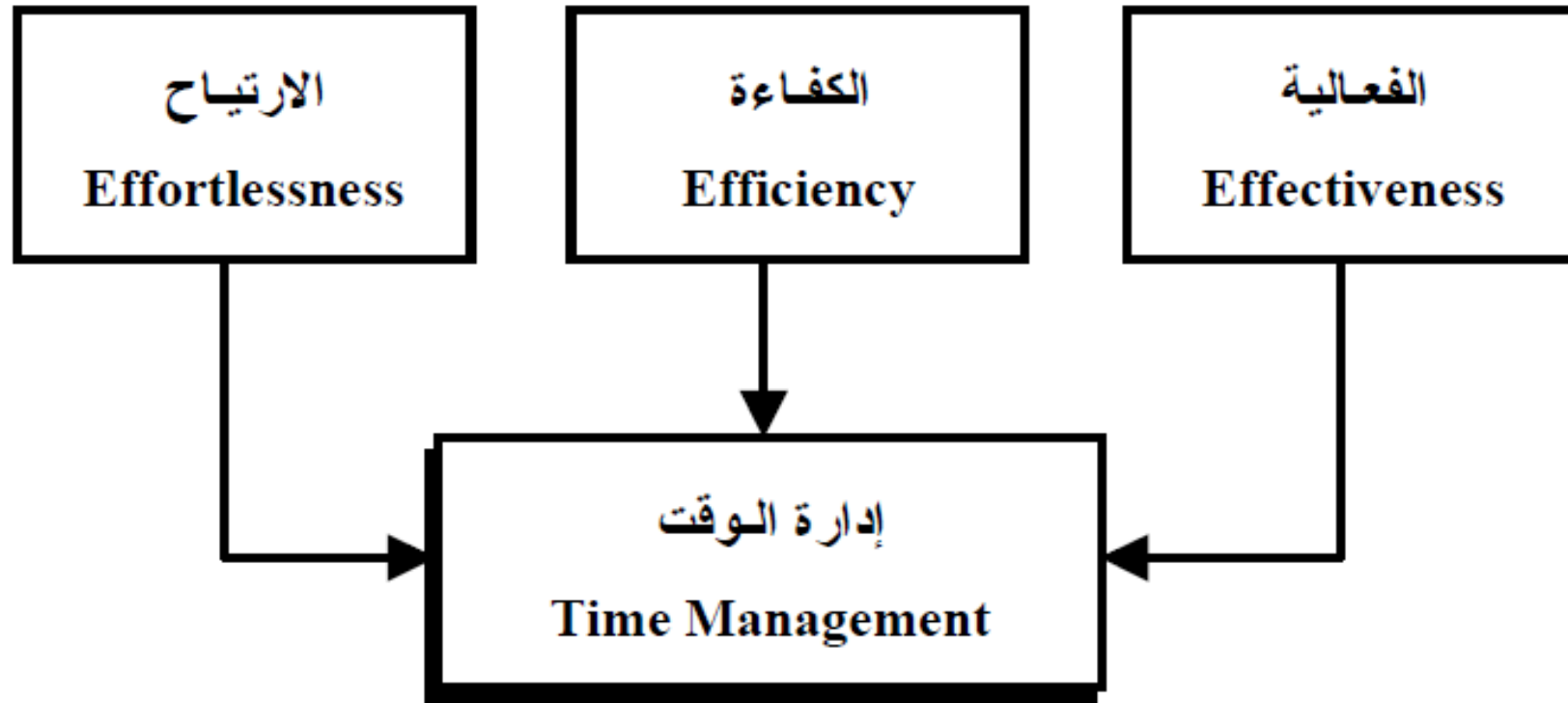
Time: The occurrences of events in sequence one after the other. Time is a resource limited, invisible, and unchangeable

What is Time Management?

Act of controlling the occurrence of events in sequence. It is a process of constantly asking what is more important, and arranging priorities to reflect each choice. It is knowing :

- 1. A system: For helping you meet your goals**
- 2. Practical tips : For using your time effectively**
- 3. How to succeed: When facing stumbling blocks or procrastination**
- 4. Yourself: Your habits, goals, and time during the day when you're most alert and productive**
- 5. Time management really means managing yourself !**

Components of Time Management:



Project Time is defined as the duration of all tasks that are in the project schedule starting with the project start date and ending with the completion date .



Advantages of good time management:

- **You can accomplish more.**
- **You have more free time.**
- **You have less stress.**
- **It helps you lead a more balanced life.**
- **It enables you to meet deadlines.**

Consequences of poor time management:

- **You have more stress.**
- **You can't accomplish what needs to be done.**
- **You have difficulty achieving goals.**
- **You feel frustrated and aimless .**
- **You experience poor academic performance.**
- **You waste time.**

Why do we need time management?

- ❑ To save time
- ❑ To reduce stress
- ❑ To function effectively
- ❑ To increase our work output
- ❑ To have more control over our job responsibilities.



How to use time effectively?

- ❑ Effective Planning
- ❑ Setting goals and objectives
- ❑ Setting deadlines
- ❑ Delegation of responsibilities
- ❑ Prioritizing activities as per their importance
- ❑ Spending the right time on the right activity





The process of TM starts with:

- Cost your time
- Making activity logs
- Goal setting
- Planning
- Prioritizing
- Scheduling

Costing your time:

Understand your true value by calculating your cost per year.

Cost per year = (Salary + Taxes + Office space + Office equipment + Profit you generate)

Calculate your hourly rate = Cost per year / Work hr. per year

Making activity logs:

- Make a realistic estimate of the time spend during the day on job orders
- Pinpoint the critical areas:- time spend on low value jobs
- Finding the high yielding time of our day



Goal setting:

- ❑ Setting lifetime goals help you to chart your life course & your career path
- ❑ Breakup your lifetime goal in smaller goals
- ❑ Make a daily TO-DO list
- ❑ Revise and update your list on daily bases & judge your performance

Planning:

- ❑ Draw an action plan:

A list of things that need to be done to achieve your goals.

Prioritizing:

- Make a TO – DO list**
- Consider the value of the task before to do it :**

Is it worth spending your time and company resources?

- Prioritize your task:**

The most important jobs should be completed first followed by other jobs



Scheduling:

- Make a realistic estimate of how much you can do.**
- Plan to make the best use of the available time.**
- Preserve some contingency time to deal with “unexpected jobs”.**
- Minimize stress by avoiding over commitment by yourself and others.**

There are 168 hours in a Week

	Urgent	Not Urgent
Important	Do Now	Plan to Do
Not Important	Reject <ul style="list-style-type: none">• Trivial requests from others• Apparent emergencies• Interruptions and distractions <p>Scrutinize and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks.</p>	Resist <ul style="list-style-type: none">• ‘Comfort’ activities, computer games, net surfing• Chat, gossip, text, social communications• Daydreaming, doodling over long breaks• Unnecessary adjusting equipment <p>Habitual ‘comforters’ not true tasks. Non-productive, de-motivational. Minimize or cease altogether. Plan to avoid them.</p>

The Eisenhower Matrix



Twenty Steps to successful time management:

1. Clarify your objectives. Put them in writing. Then set your priorities.

Make sure you're getting what you really want out of life.

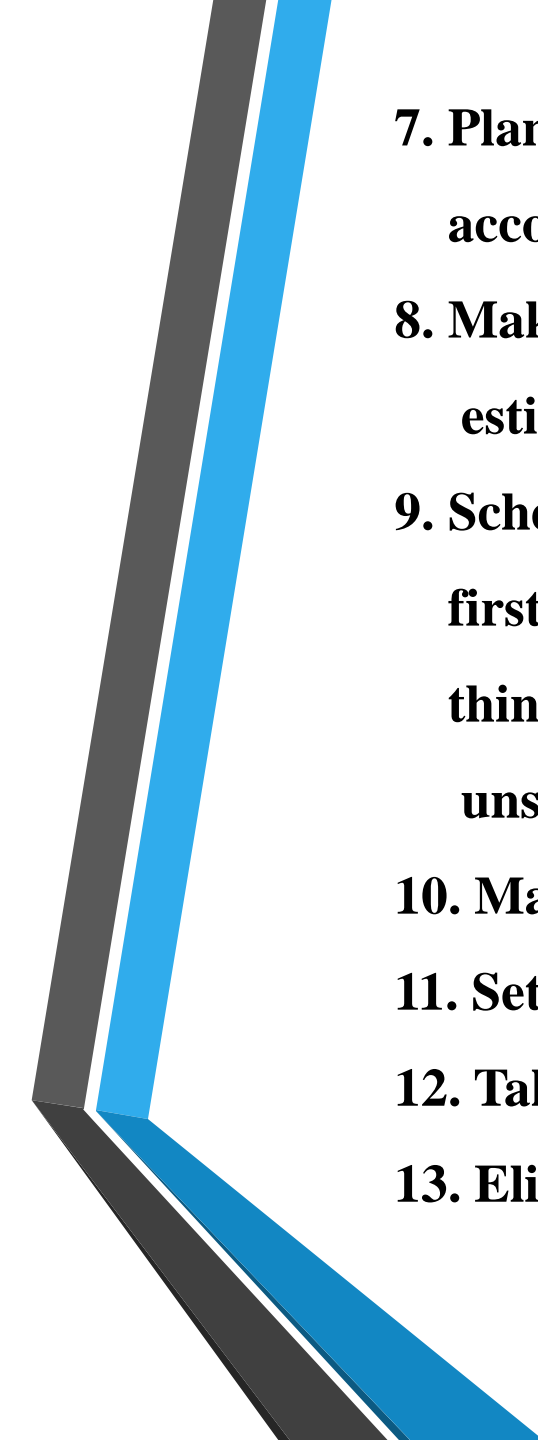
2. Focus on objectives, not on activities. Your most important activities are those that help you accomplish your objectives.

3. Set at least one major objective each day and achieve it.

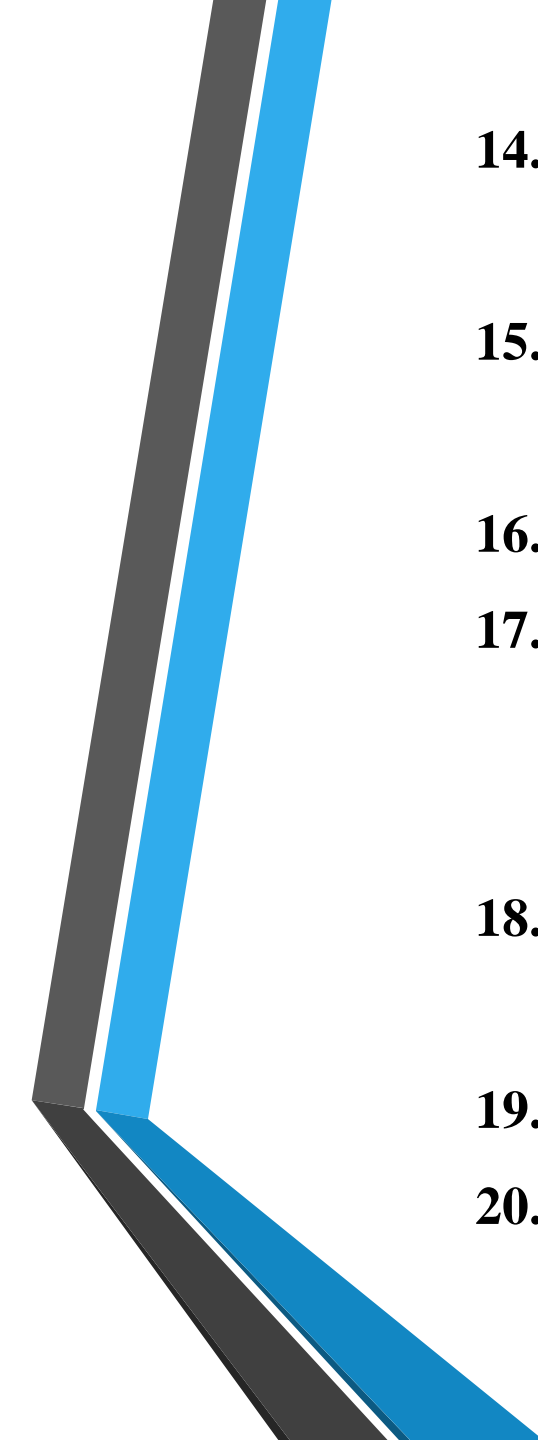
4. Record a time log periodically to analyze how you use your time, and keep bad time habits out of your life.

5. Analyze everything you do in terms of your objectives. Find out what you do, when you do it, why you do it. Ask yourself what would happen if you didn't do it. If the answer is nothing, then stop doing it.

6. Eliminate at least one time-waster from your life each week.

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- 7. Plan your time. Write out a plan for each week. Ask yourself what you hope to accomplish by the end of the week and what you will need to do to achieve those results.**
 - 8. Make a to-do list every day. Be sure it includes your daily objectives, priorities, and time estimates, not just random activities.**
 - 9. Schedule your time every day to make sure you accomplish the most important things first. Be sure to leave room for the unexpected and for interruptions. But remember that things that are scheduled have a better chance of working out than things that are unscheduled.**
 - 10. Make sure that the first hour of your workday is productive.**
 - 11. Set time limits for every task you undertake.**
 - 12. Take the time to do it right the first time. You won't have to waste time doing it over.**
 - 13. Eliminate recurring crises from your life. Find out why things keep going wrong.**

Learn to procrastination instead of react.

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- 14. Institute a quiet hour in your day – a block of uninterrupted time for your most important tasks.**
 - 15. Develop the habit of finishing what you start. Don't jump from one thing to another, leaving a string of unfinished tasks behind you.**
 - 16. Conquer procrastination. Learn to do it now.**
 - 17. Make better time management a daily habit. Set your objectives, clarify your priorities, plan and schedule your time. Do first things first. Resist your impulses to do unscheduled tasks. Review your activities.**
 - 18. Never spend time on less important things when you could be spending it on more important things.**
 - 19. Take time for yourself—time to dream, time to relax, time to live.**
 - 20. Develop a personal philosophy of time – what time means to you and how time relates to your life.**