



# Time Management

## Introduction

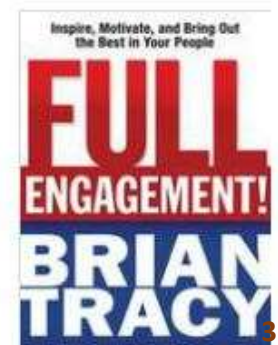
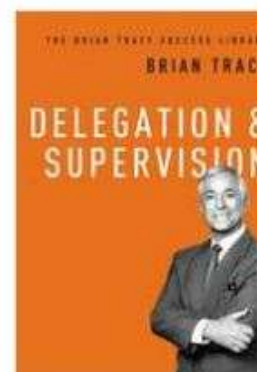
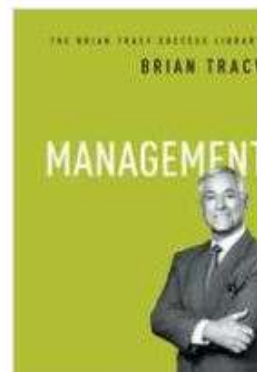
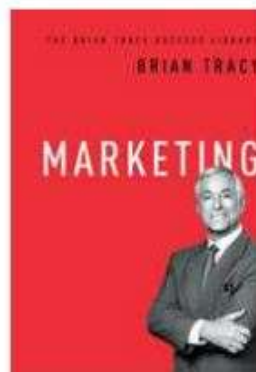
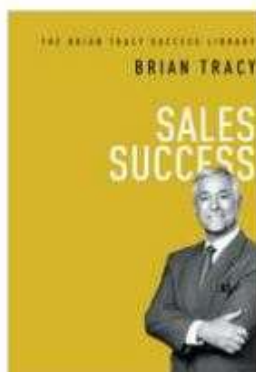
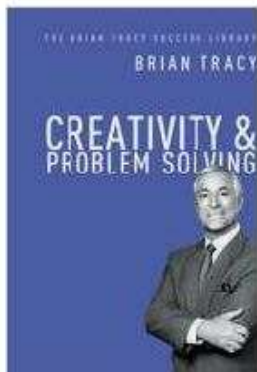
- What is Time Management?
- The importance of time management?
- Why I selected this subject?
- Who is Brian Tracy?

## DEFINITION OF TIME MANAGEMENT

- ▢ Time management means the development of a process and tools that help you to be more productive and efficient.
- ▢ Time management is the ability to manage yourself within a given time.
- ▢ It is about making sure that you get things accomplished in a time limit.
- ▢ This can be applied at work or at home.
- ▢ you can be happier and efficient person all together.



**About Brian Tracy** — Brian is recognized as the top sales training and personal success authority in the world today. He has authored more than 60 books and has produced more than 500 audio and video learning programs on sales, management, business success and personal development, including worldwide bestseller *The Psychology of Achievement*. Brian's goal is to help you achieve your personal and business goals faster and easier than you ever imagined. You can follow him on [Google+](#), [Twitter](#), [Facebook](#), [Pinterest](#), [Linkedin](#) and [Youtube](#).



## Who are the successful people?



- Successful people are those who do things differently from unsuccessful people
- Anybody can be far more successful at life if he will simply learn how and practice Time Management over and over again until it becomes a habit

## Time Management Ideas

- If you use these ideas systematically you can increase your personal productivity by two or three hours a day
- How badly do you want to learn how to manage your time well, and how much effort are you willing to put into it



**(1)**

### **Write Your Goals Down**

If they're not written down,  
they're just dreams.

When you write things down,  
it sets off a chain of events that  
*will change your life.*

**What is it that you want to accomplish in the next 1,2,3,4,5 years?**

- The top 3% in every field have goals have very clear specific written goals
- The rest have either very vague goals or no goals
- If you do not have clear goals for your life you are condemned forever to work for those who do
- Goals must be in writing, you must write them down, you must rewrite them, you must define them

(2)

## Organize Plans of Action

- Action without planning is a cause of every failure
- If you make a list before you begin any task or job you will immediately improve your productivity by 25%
- If you don't have a list like driving down the street in a car with no steering wheel
- All successful time managers think on paper and work from a daily list of activities. Just as a pilot uses a checklist before every takeoff, effective executives take a few minutes to create a “to-do” list before they begin each day



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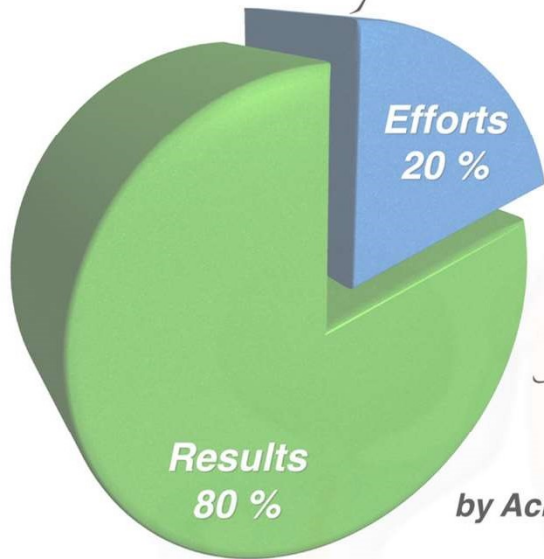
## **Set Priorities**

- Pareto Principle, we call it the 80/20 rule
- The 80/20 rule is one of the most helpful concepts for life and time management. Also known as the Pareto Principle, this rule suggests that 20 percent of your activities will account for 80 percent of your results. This being the case, you should change the way you set goals forever
- A list of 10 things that you have to do today, you will find that two of those things are worth all of the others



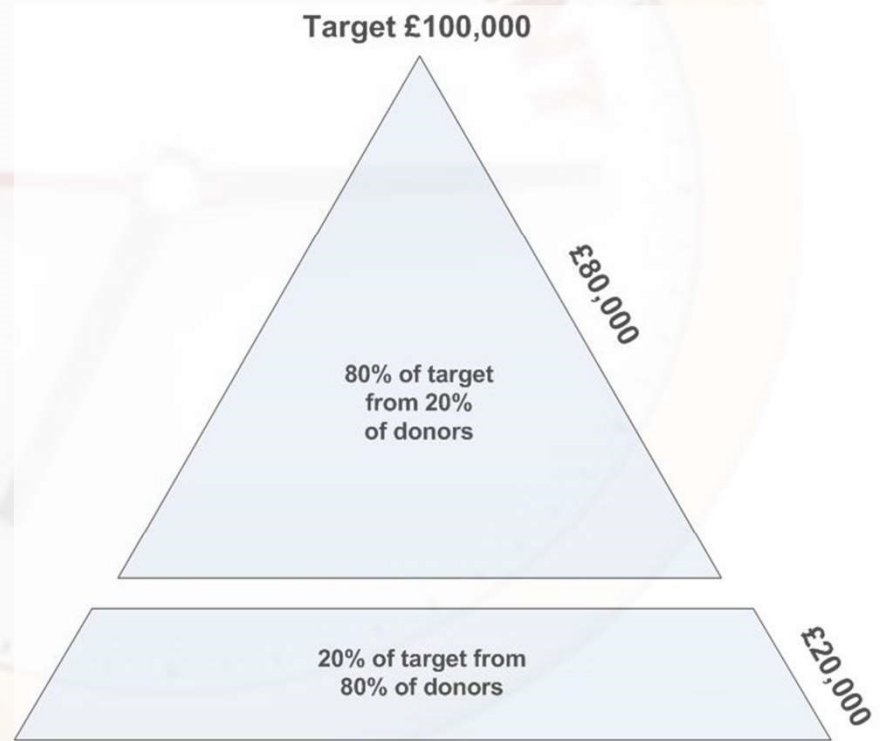
*how to*  
**SET YOUR  
PRIORITIES:**  
SACRIFICES,  
STRUGGLES &  
“SUCCESS”

*The Pareto Principle*



*Vilfredo Pareto*  
1848-1923

**The Secret to Success  
by Achieving More with Less**





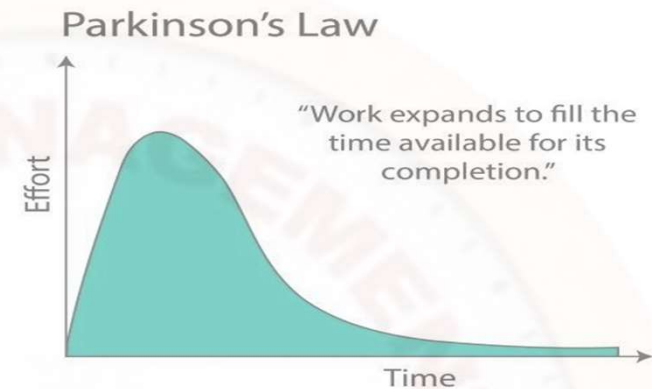
## (4) Concentration



- A matter of fact, it is impossible for you to accomplish anything worthwhile in life without the ability to concentrate single mindedly on one thing at a time and stay with it until it's complete
- If you started to ask and you put it down, and you come back to it and pick it up and start it, and put it down again and come back to it that will take you as much as 500% of the necessary time
- Put the most important thing and begin working on it, and stay with it until it's finished
- **Avoid Multitasking**, the experts have discovered is that multitasking is actually “task-shifting.” The fact is that you can only do one thing at a time

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## Deadlines



- If you don't set a deadline and give yourself a forcing system you fall into the trap of what is called **Parkinson's law**. Now Parkinson's law says that work expands to fill the time allotted for it. If you have two hours of work to do at 8 hours of time you will stretch that work over 8 hours
- If you have 8 hours of work to do and because of emergency, you have to have it done in 2 hours you will get it done in 2 hours
- Highly effective people are always setting tight discipline deadlines on themselves so they get more work done in a short period of time rather than less work done in a long period time

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## Time Log

### Time Tracking Log

[Company Name]

Name: \_\_\_\_\_

| Today |         |
|-------|---------|
| Date: | 2/20/13 |
| HOURS | 1.75    |

| This Week |      |
|-----------|------|
| 2/18      | 8    |
| 2/19      | 4.75 |
| 2/20      | 1.75 |
| 2/21      | 0    |
| 2/22      | 0    |
| 2/23      | 0    |
| 2/24      | 0    |
| TOTAL     | 14.5 |

| Current Period |                  |
|----------------|------------------|
| Start:         | 2/18/13          |
| End:           | 2/25/13 (7 days) |
| HOURS          | 14.5             |

| Date    | Project ID | Task ID | Notes  | Start Time | Breaks (minutes) | End Time | Hours | Current Period | Billed | Invoice # |
|---------|------------|---------|--------|------------|------------------|----------|-------|----------------|--------|-----------|
| 2/18/13 | Other      | Holiday | Presid | 3:00 AM    |                  | 5:00 PM  | 8.00  | yes            | x      |           |
| 2/19/13 | Customer 1 |         |        | 3:30 AM    | 45               | 3:00 PM  | 4.75  | yes            |        |           |
| 2/20/13 | Customer 1 |         |        | 8:00 AM    | 15               | 10:00 AM | 1.75  | yes            |        |           |
|         |            |         |        |            |                  |          | 0.00  | no             |        |           |
|         |            |         |        |            |                  |          | 0.00  | no             |        |           |
|         |            |         |        |            |                  |          | 0.00  | no             |        |           |
|         |            |         |        |            |                  |          | 0.00  | no             |        |           |
|         |            |         |        |            |                  |          | 0.00  | no             |        |           |

- It is writing down and keeping track of where your time is going
- All effective people know where their time goes
- Average person thinks of terms of morning or afternoon, the above average person thinks of hours, the successful person thinks of half hours, the very successful person thinks in terms 5 minutes

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## Interruptions



- The biggest single time wasters in the world of work within the office are interruptions
- The two major types of interruptions are telephone and walk-in visitors
- Successful people developed a reputation for being punctual, and they use what called Lombardi time which meant 15 minutes early if a person said to his team be here **Lombardi time** that meant to be there 15 minutes early



If you are five minutes early, you are  
already ten minutes late.

— *Vince Lombardi* —

AZ QUOTES

OUR CLOCK IS SET TO

LOMBARDI  
TIME

"IF YOU ARE FIVE MINUTES EARLY, YOU'RE  
ALREADY 10 MINUTES LATE."

*Vince Lombardi*



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## Batching Tasks & Learning Curve



- Learning curve says when you do a job the first time it takes you the most amount of time to do it because you're learning how, the second time it takes less, the third time it takes less , in fact learning curve theory says that you can decrease out of time by as much as 80% if you do the same job over and over again
- Make all your phone calls at once, and **never pick up the telephone** without a pen in your hand
- Do invoices to all the invoices at once, same with the emails
- Without task batching, it will take five times to do the same task

**(9)**

## **Neatness**

- **Neatness is critical to time management**
- **People say it's OK if my desk is messy, I know where everything is**
- **Every single study that has been done says if you will just clean up your work environment, so it is completely neat and everything is off of your desk or your workplace except the one thing you're working on that will increase your productivity by 20 to 40%**
- **If you take one thing out and use it and put it away and take another thing out, you will get far more done in a short period of time**



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## Chunks of Time



- It's been found that most serious work cannot be done in less than 60 or 90 minutes
- Successful people have developed a habit of cutting out blocks of time where they can work without interruption
- It is found that it's impossible for you to do creative work and administrative work at the same time

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## **Continuous Learning**

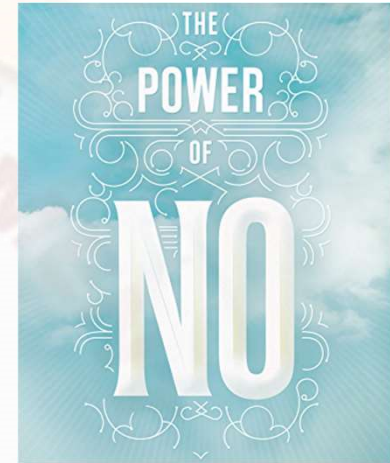


- The most successful people are those who are continually taking in new information and continually learning more
- The knowledge in every single field today is doubling every five to seven years which means that whatever you're doing in order to stay even, your knowledge has to double every five to seven years
- Basic rule is this you should or you must spend an hour every day investing in your own mind, investing in yourself

**(12)**

## **Magic Word (NO)**

- **Learn to say NO to activities, tasks, responsibilities and obligations that do not contribute to the most important goals that you have set for yourself**
- **Most people do not value their time, so they don't value yours**





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## Keep Your Life in Balance



“Life is like riding a bicycle. **To keep your balance you must keep moving.**”

*Albert Einstein*

- What is the purpose of managing your time well, what is the purpose of getting an extra two or three hours a day, and the purpose is to enhance and improve the quality of your life and the most important things in a person's life are their health, their Peace of Mind and your relationships
- When you are using all these time management techniques remember that the purpose of using these time management techniques is to enhance the overall quality of your life

**(14)**

**Other Useful Things**  
*(for future seminars)*



- **50 Tricks to Get Things Done Faster, Better, and More Easily**
- **A Course in Light Speed Reading**
- **A Guide To Memory Increase**

*Thank you...*



TIME MANAGEMENT



An inch of time is  
an inch of gold  
but  
you can't buy that  
inch of time with  
an inch of gold.

Chinese Proverb