

Time Management

Col Saurabh Gupt

A WISE MAN ONCE SAID

The number of hours in one day

Depends on how you utilize them



..... Success depends on how many hours one can fit into 24

PREVIEW

What is Time Management ?

Why do we need it ?

How do we do it ?

What helps

Time Stressors

Exercise

Tools / Concepts



WHAT IS TIME MANAGEMENT ??

Process of planning and controlling the time spent on specific activities

- **Helps achieve higher productivity in less time**
- **Reduces stress**
- **Provides work - life balance**
- **Gives more time freedom**
- **Facilitates greater focus**
- **Reduces time wastage**
- **Career success**

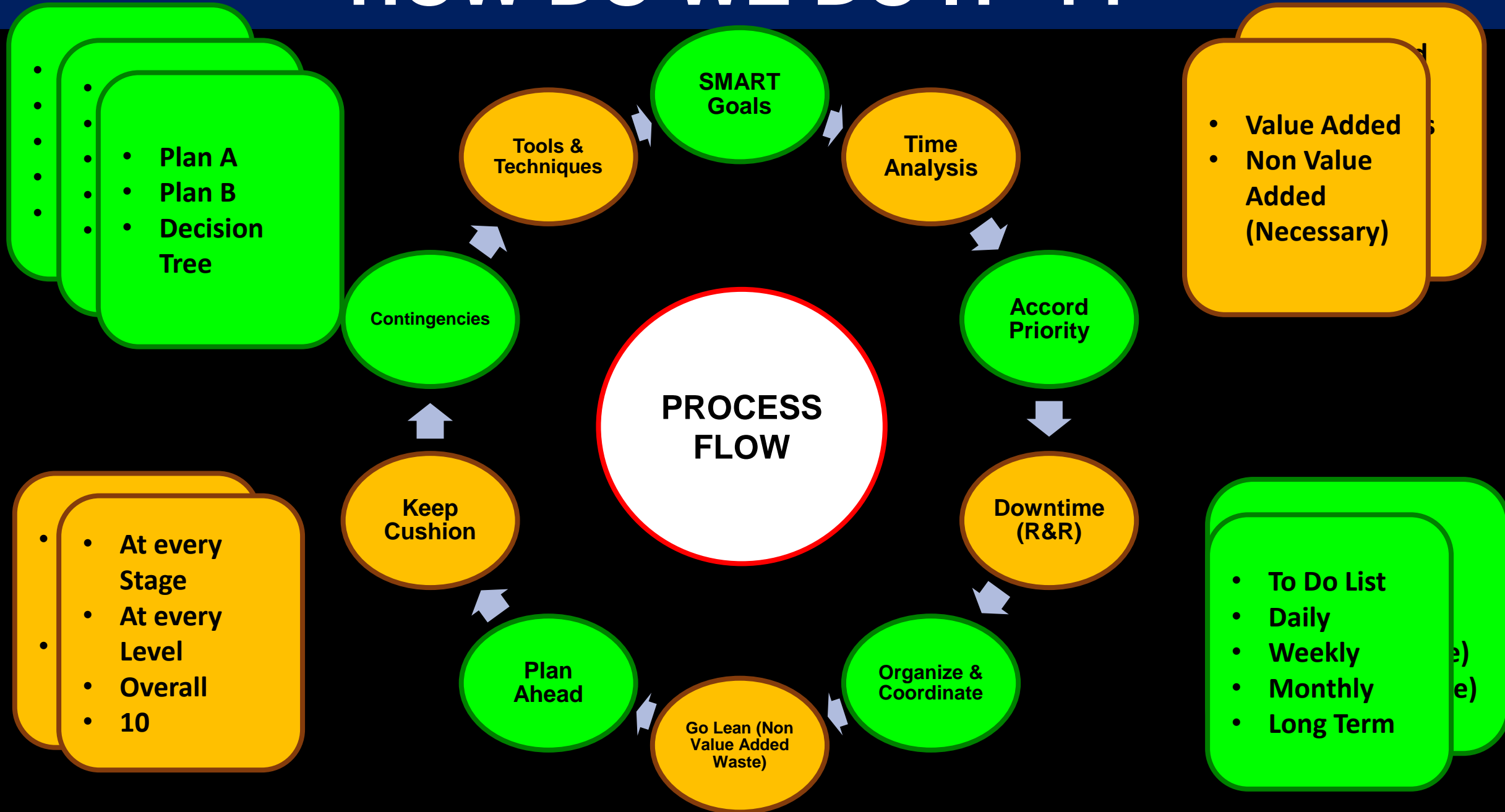


WHY DO WE NEED IT ??

- **Facilitates availability of more time : Strike Work - Life Balance**
- **Enhances Organizational Value : Key quality of prioritizing ability**
- **Means to achieve higher productivity in less time**
- **Reduces Stress**
- **Facilitates greater focus**
- **Reduces time wastage**
- **Gives more time freedom**
- **Tangible Progress alleviates Stress : Feel Good Factor from checking-off 'To Do' list**



HOW DO WE DO IT ??



What Helps

- **Direction**
- **Technical Competence**
- **Experience**
- **Delegation**
- **Practice**
- **Routine Process : SOP**
- **Avoid Distractions / Tangents**
- **Live to fight another day : don't waste time at a dead end**
- **Effective (Doing Right Things) & Efficient (Doing Things Right)**



TIME STRESSORS

- Too much to do Too little time
- Task taking longer than expected
- You have not even started
- Inadequate progress
- Sudden additional task
- Unexpected problems
- No break = Burnout
- Distractions

**MOST PERVASIVE
SOURCE OF WORK
STRESS**



EXERCISE : VISIT PROGRAMME OF VIP

EXERCISE : VISIT PROGRAMME OF VIP

- **Location : Ambala Cantt**
- **Date : 02 April**
- **Total Time Given : Upto 1230 h**
- **Options for Visit**
 - ✓ **Briefing**
 - ✓ **Tour of Office Complex**
 - ✓ **Introduction to officers**
 - ✓ **Introduction to staff**
 - ✓ **Construction Site Visit**
 - ✓ **Tour of stores complex**
 - ✓ **Visit of Hospital (newly constructed)**

• **Timings**

- ✓ **Travel time to / from Chandigarh – 45 mins (one way, by road)**
- ✓ **Travel time from office to construction site – 10 mins**
- ✓ **Travel time from office to Hospital (newly constructed) – 10 mins**
- ✓ **Travel time between construction site and Hospital – 10 mins**

• **Miscellaneous Points**

- ✓ **The VIP is your office regional head**
- ✓ **It is his first visit since he took over last month**
- ✓ **The Hospital has been constructed with the latest '*Green Building Norms*'**
- ✓ **There is an issue with the material supplied at the construction site**
- ✓ **You have recently re-arranged your stores to get more space, which was needed urgently**

TIME TO THINK

VISIT PROGRAMME OF SHRI PK GUPTA, CE TO CWE AMBALA CANTT

Time	Event	Remarks
0830h - 0915h	Move from Chandigarh to Ambala	By road
0915h	Arrival at CWE Office, Ambala Cantt	Received by CWE
0930h - 1030h	Briefing	CWE Office
1030h - 1045h	Tour of office complex	Conducted by CWE
1050h - 1110h	Tea with staff	Stores Complex
1110h - 1120h	Move to Construction Site	By road, accompanied by CWE and GE
1120h - 1150h	Visit of Construction Site	Conducted by GE
1150h - 1200h	Move to Hospital	Accompanied by CWE
1200h	Arrival at Hospital	Received by Commandant
1200h - 1230h	Visit Hospital	Conducted by Commandant
1230h - 1315h	Move from Ambala to Chandigarh	By road

- **Continuity in time**
- **15 mins cushion before briefing - Intro to officers, washroom, etc**
- **Tea at Stores Complex**
- **Intro to key appointments during tea**
- **Material problem at site**
- **Contingencies – Delay and Lunch**

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Time	Event	Remarks
0830h - 0915h	Move from Chandigarh to Ambala	By road
0915h	Arrival at CWE Office, Ambala Cantt	Received by CWE
0920h - 0945h	Briefing	CWE Office
0945h - 0955h	Tour of office complex	Conducted by CWE
1000h - 1020h	Tea with staff	Stores Complex
1020h - 1030h	Move to Construction Site	By road, accompanied by CWE and GE
1030h - 1045h	Visit of Construction Site	Conducted by GE
1045h - 1055h	Move to Hospital	Accompanied by CWE and GE
1055h	Arrival at Hospital	Received by Commandant
1055h - 1115h	Visit Hospital	Conducted by Commandant
1115h - 1205h	Move from Ambala to Chandigarh	By road

- Time cut across all events
- Major cut in briefing
- Briefing at Construction Site
- Briefing during move
- Retain essentials
- Intro to officers during tea or while moving for briefing

2

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0830h - 0915h	Move from Chandigarh to Ambala	By road
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- Time cut across all events
- Major cut in briefing
- Briefing at Construction Site
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- Retain essentials

3

EXERCISE : VISIT PROGRAMME OF VIP

- **Will he have lunch ?**
- **What events should I include / cut ?**
- **Do I get the pgme approved ?**
- **What all contingencies should I cater for ?**
- **Can the trip get extended ?**

- **Ask his office or him**
- **Give options when in doubt**
- **You must get the pgme approved**
- **Anything and everything needs to be catered for**
- **Prioritise – cut as per priority in case of paucity of time**
- **Keep additional events in hand in case of availability of time**

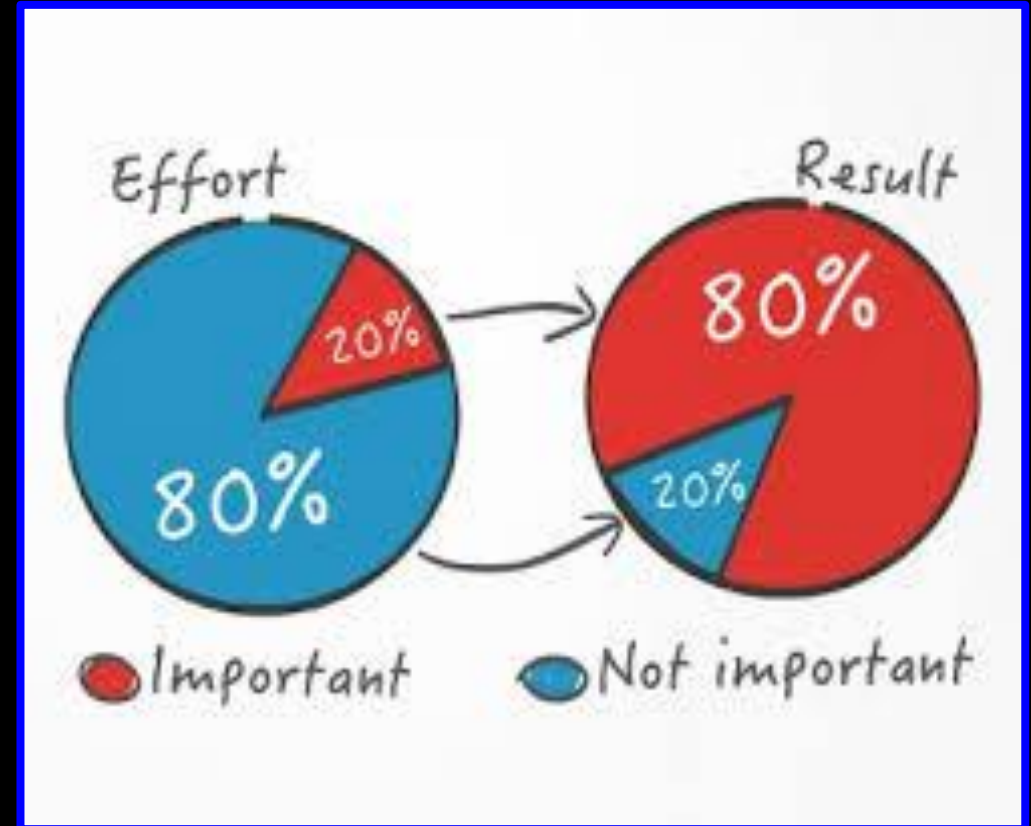
TIME MANAGEMENT TOOLS / CONCEPTS

- **Pareto Principle**
- **Keystone Habits**
- **Parkinsons Law**
- **Eisenhower Matrix**
- **4 Ds**



PARETO PRINCIPLE

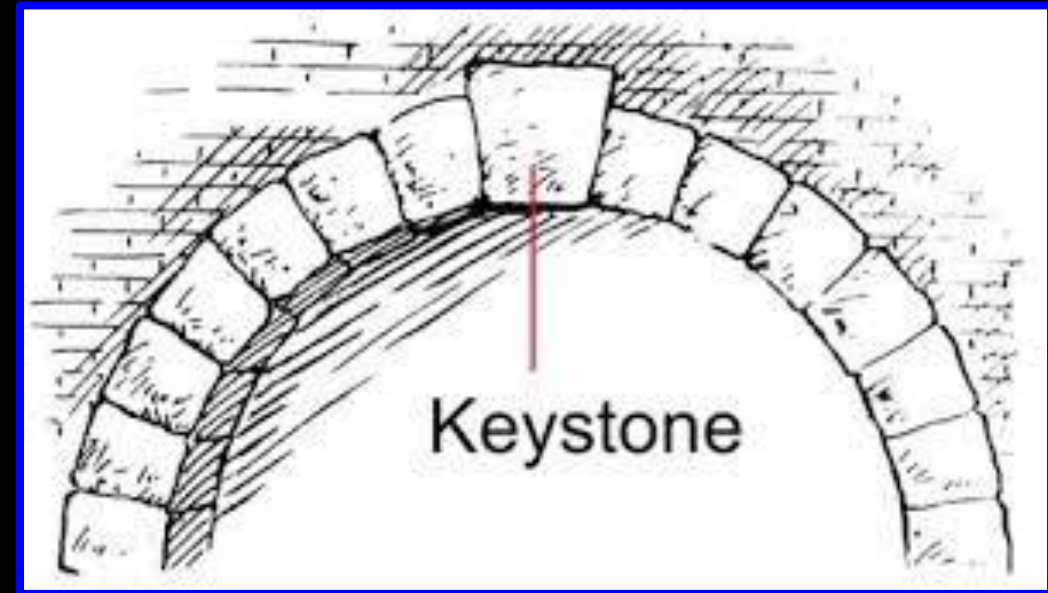
- Imbalance of Inputs and Outputs
- 80-20 Rule
- 80% of Effects from 20% Causes
- Choose the significant 20%



KEYSTONE HABITS

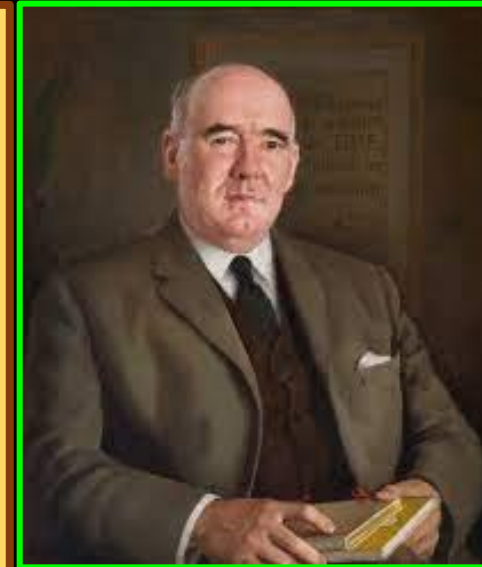
- **Good habits that transform life and replace bad ones**
- **Create a Domino Effect – lead to development of other good habits**
- **Get more done by doing less**
- **Introduced into routine**
- **Khitu Dhukpa**

A “keystone” is the stone that sits directly in the center of an arch and helps to interlock all of the other stones in place, while bearing the least amount of weight.



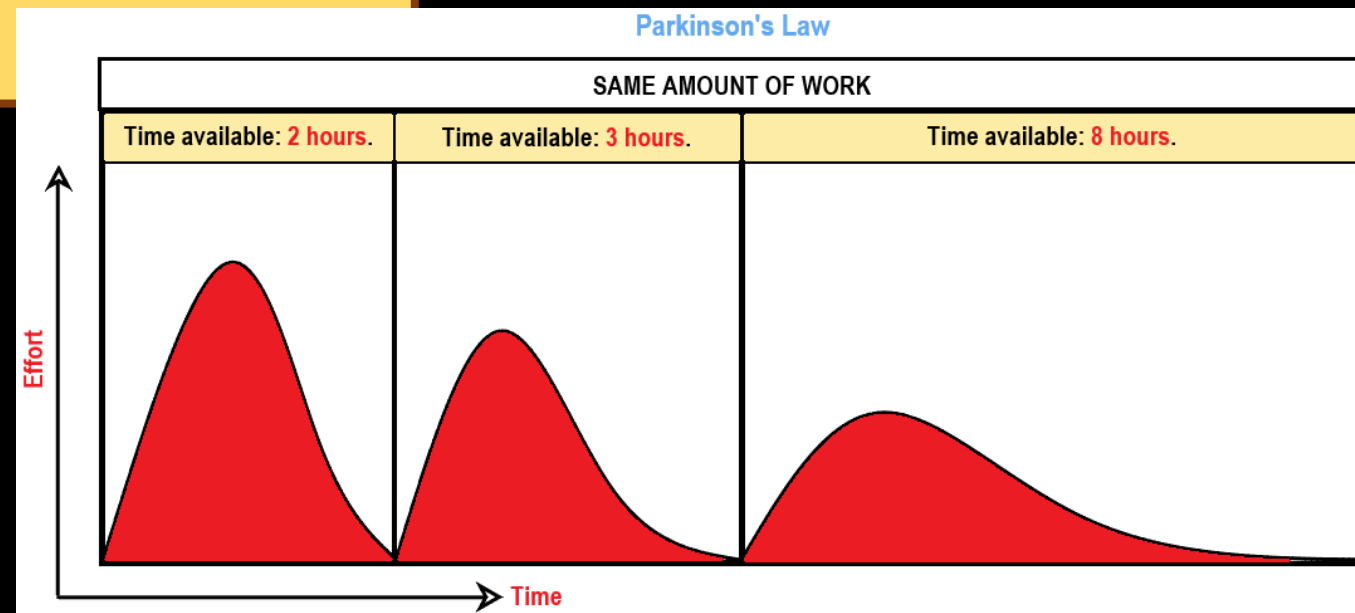
PARKINSON'S LAW

- Work expands so as to fill the time allotted for its completion
- Deadlines cause procrastination
- Tendency to fill time with trivial matters, leave work to the last minute
- Delay in start implies less time for actual task but overall time expands
- Adrenal rush / optimal level of output is reached when end date is near
- Social loafing on group tasks vis-à-vis solo projects
- More likely to occur for large projects



**Cyril Northcote
Parkinson
British Historian**

- Clear vision and requirement to all
- Role & responsibility : Driver Approver Contributor Informed (DACI) Framework
- Define the scope : whats in and whats out
- Identify Trade-offs (what can / cant be changed)
- Should you set your timeline at the end ?



DACI FRAMEWORK

- **Driver**

- ✓ **Coordinate**
- ✓ **Collate**
- ✓ **Push**
- ✓ **Get Decisions**
- ✓ **May not be the leader**

- **Approver : takes decisions**

- **Contributor**

- ✓ **Those with knowledge or expertise**
- ✓ **Influence decisions**
- ✓ **Advise**

- **Informed**

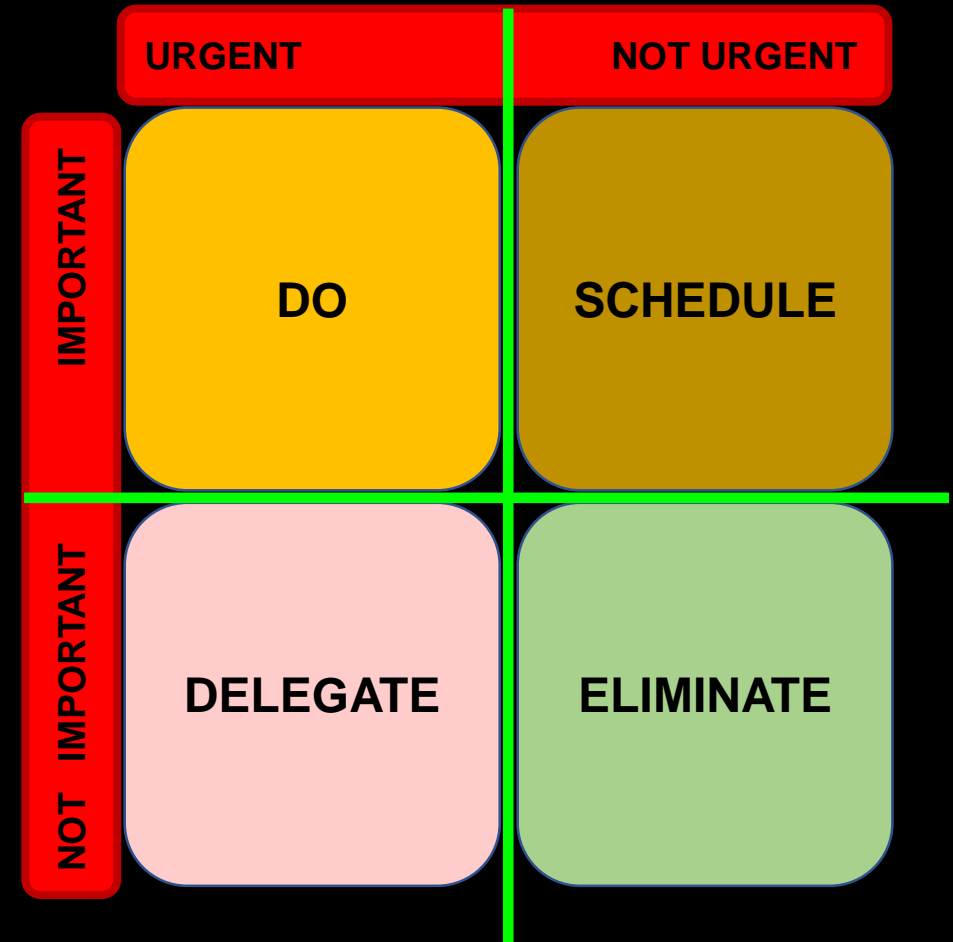
- ✓ **Work force**
- ✓ **Not involved in decision making**
- ✓ **Affected by decisions**



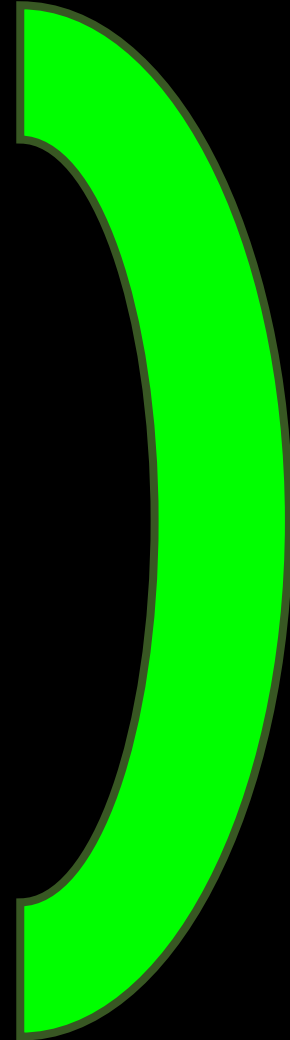
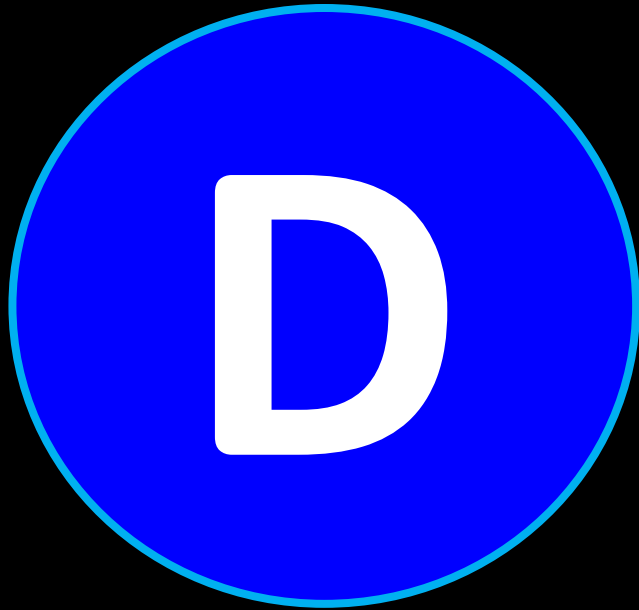
EISENHOWER MATRIX

What is important is seldom urgent and what is urgent is seldom important
- Dwight D Eisenhower

- Time Management Tool - to be more productive
- By categorizing and prioritizing tasks
- Urgent – demand immediate attention, consequences of not dealing are immediate
- Important – have an outcome that leads to achieving a goal
- Natural tendency – focus on urgent but not important
- IU – may require rescheduling other tasks, time for unexpected
- InU – provide adequate time, schedule, don't let it become urgent
- nIU – delegate
- nInU – avoid, cancel, consider NO



4 Ds OF TIME MANAGEMENT



DO

- Short Tasks
- Build momentum
- Urgent & Imp

DEFER (DELAY)

- Temp Pause
- Schedule
- Imp Not Urgent

DELEGATE

- Decentralise
- Supervise / Monitor
- Urgent Not Imp

DELETE (DROP)

- Remove from schedule
- Not required / Incorrect
- Not Urgent Not Imp

PRACTICAL TIPS

- MIT
- Half Work
- PDNP
- Kal Se
- No is OK
- Telecommute
- 88
- Less is better
- JIT Concept
- Swami



MOST IMPORTANT TASK (MIT)

- **Critical**
- **Most significant results**
- **Should be your focus**
- **Highest Priority**
- **Improves productivity**



HALF WORK

- **Division of time and energy**
- **Split Attention**
- **Distractions**
- **Not fully engaged**
- **Do not do justice to anything**
- **Eg : Last day before vacations**



PERFECTION DOES NOT PAY (PDNP)

- **Avoid wasting time in achieving perfection**
- **Work done perfectly is no use if late**
- **Learn to balance time and quality**
- **Do not miss essentials**
- **Do not make mistakes**



KAL SE

- **Do not procrastinate**
- **Tendency to put off for tomorrow**
- **Tomorrow never comes**
- **New tasks increase load**
- **Causes stress**



ITS OK TO SAY NO SOMETIMES

- **It is OK to say No sometimes**
- **nInU Tasks**
- **Somebody else's task**
- **Already have too many**
- **Busy with IU task**
- **Time is ltd**










TELECOMMUTE



- **Work even when away from office using telecommunication tools – email, chat, phone, video call, etc**
- **Save on precious time**
- **While travelling**
- **From home**

88

						
2		45	53		72	82
	21		59	63		88
14	32	49		69	77	

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- Utilise 'Batching' where possible
- Save time by combining similar tasks
- Save resources

LESS IS BETTER

- **Less Tasks More Output**
- **Concentrate on IU**
- **Add more value**
- **Strike a balance**



JUST IN TIME CONCEPT



- **No lead time**
- **No Dead / Idle Stock**
- **Demand - Supply near simultaneity**

SWAMI



- **Choose a mentor / guide**
- **Choose an inspiration to emulate**
- **Choose correctly**

THANK YOU

