

DELTA STATE GOVERNMENT ORIENTATION FOR YAGEP AND STEP TRAINING PROGRAMME

DELTA STATE

**WELCOME TO
THE FINGER OF GOD**

AUGUST 2015

TIME MANAGEMENT

DEFINITION

Time is money

DEFINITION

Time management is the ability to accomplish or finish a given assignment within a given time.

What is time management?

Time management has five main aspects:

Planning & Goal Setting
Managing Yourself
Dealing with Other People
Your Time
Getting Results

The first 4 all interconnect and interact to generate
The fifth - results

Time management



Your time is
your most
valuable
resource. How
well do you use
your time at
present?

Time as a Commodity

Time is a most precious and valuable resource.

Time is totally perishable.

Time cannot be stored up for use later

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Time waits for nobody

Time must be managed effectively and efficiently.

Managing Time & Work

- **Personal timing**
- **Internal prime time (IPT) --- when you work best this is usually in the morning hours- 9am – 12pm**
- **IPT is used for the most important jobs that require the most brainwork, energy & creativity**

Managing Time & Work

- **Personal timing**
- **External prime time (EPT) – This is the time when you begin to slow down mentally – 2pm onwards**
- **EPT – This should be time for external resources – marketing, telephone calls, external meetings.**

Time Management

How do I manage time?

**URGENT
AND
IMPORTANT**

**NOT URGENT
BUT
IMPORTANT**

**URGENT
BUT
NOT IMPORTANT**

**NOT URGENT
AND
NOT IMPORTANT**

Tips for managing time effectively:

1. Use small pockets of time in the day to sort out minor tasks
2. Motivation to get going
3. Time tasks
4. Cost your time
5. Say no
6. Delegate to others
7. Ask for help
8. Starting strategies
9. Use a diary
10. Plan activities out in a logical order

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Tips for managing time effectively:

- 1. Use small pockets of time in the day to sort out minor tasks.**
This is a key strategy for effective time management. Use time waiting in queues, on a bus or even waiting for the kettle to boil to recap on learning, formulate list, work out a problem etc.

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- 2. Motivation to 'get going'**
Be active in finding a source of motivation or inspiration.
Focus on long-term goals: remind yourself of the benefits you expect. Set short-term targets that you can manage, so you get frequent tastes of success.

Tips for managing time effectively:

3. Time tasks

Time management requires you to know how long something takes. This is easier if you break a large project down to smaller tasks. Plan for all stages and find out how much time you need to allocate for each stage.

4. Cost your time

Work out whether the amount of time you spend on each aspect of a task is 'cost – effective'.

5. Say no

Identify what lies behind your difficulty in saying 'no'. It may be your beliefs, such as that 'a nice person' always helps out. If so, think what it means to be kind yourself. Also, what are the negative consequences of always saying 'yes'?

Tips for managing time effectively:

6. Delegate to others

Identify what lies beneath reluctance to delegate. For example, do you distrust others to do the job well? If so, what are the effects of this on your time, stress level and personal efficiency? What would be the benefits to you and others if you delegated more? How will others learn to the job if you do not delegate?

7. Ask for help

Recognize your own limits. Support services are set up because it is expected that people will need help.

8. Starting Strategies

Use basic starting strategy such as brainstorming or writing a list. Start n do – and work from there

Tips for managing time effectively:

10. Use a diary

A diary is an essential life tool. Some people prefer electronic organizers. Choose one that is light enough to carry around at all time. Check it at least three times a day. Develop the habit of writing everything in it to avoid double booking. Enter all targets. Enter dead lines on dead line dates and the day you want to start work on that assignment.

11. Plan your activities out in a logical order

Write a list of all you need to undertake during the day. Rewrite the list by grouping the activities by place. Allow sufficient time to move from one place to another.

Time Management & Goals

▪ **WISHES**

AND

▪ **GOALS**

Wishes Vs Goals

▪ WISHES

▪ I want to be more organized

▪ I want to be debt free

GOALS

In order to be more organized, I will start using a daily to do list from today.

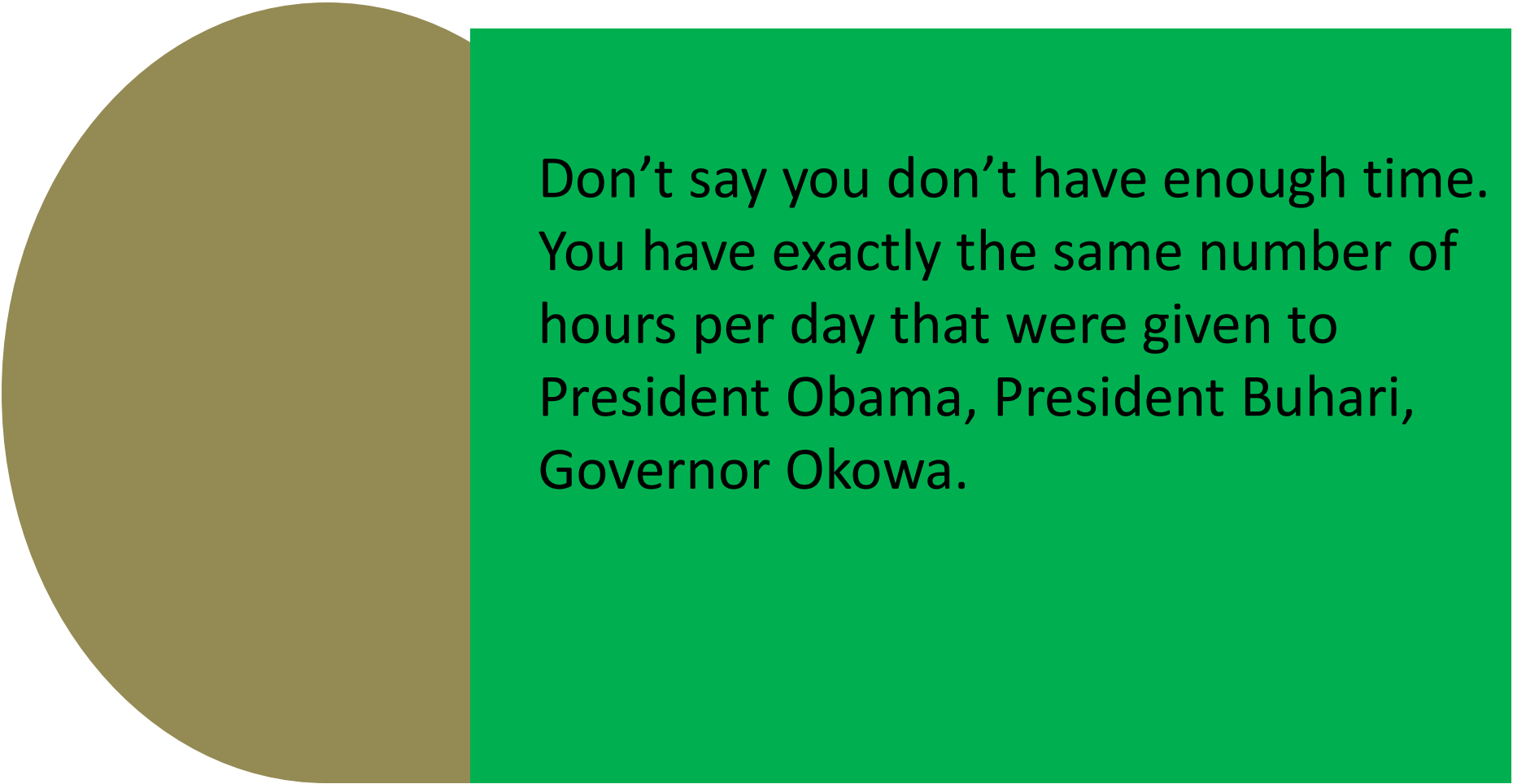
In order to be debt free I will pay off all outstanding debts starting from the end of this month before I buy anything else & I will priorities my spending

Time Management & Goals

- INTERMEDIATE GOALS
- LONG RANGE GOALS
- GOVERNMENT VALUE
- The Above goals should determine your daily task list
- DAILY TASK LIST

Managing Time & Work

- List long term goals
- Break them down into short term goals– daily goals
- Decide on your priorities for each day
- Jot down all that needs to be done for each item
- Avoid procrastination
- Always follow your plans (however don't be too rigid)



Don't say you don't have enough time.
You have exactly the same number of
hours per day that were given to
President Obama, President Buhari,
Governor Okowa.

**THANK YOU AND
GOD BLESS NIGERIA**