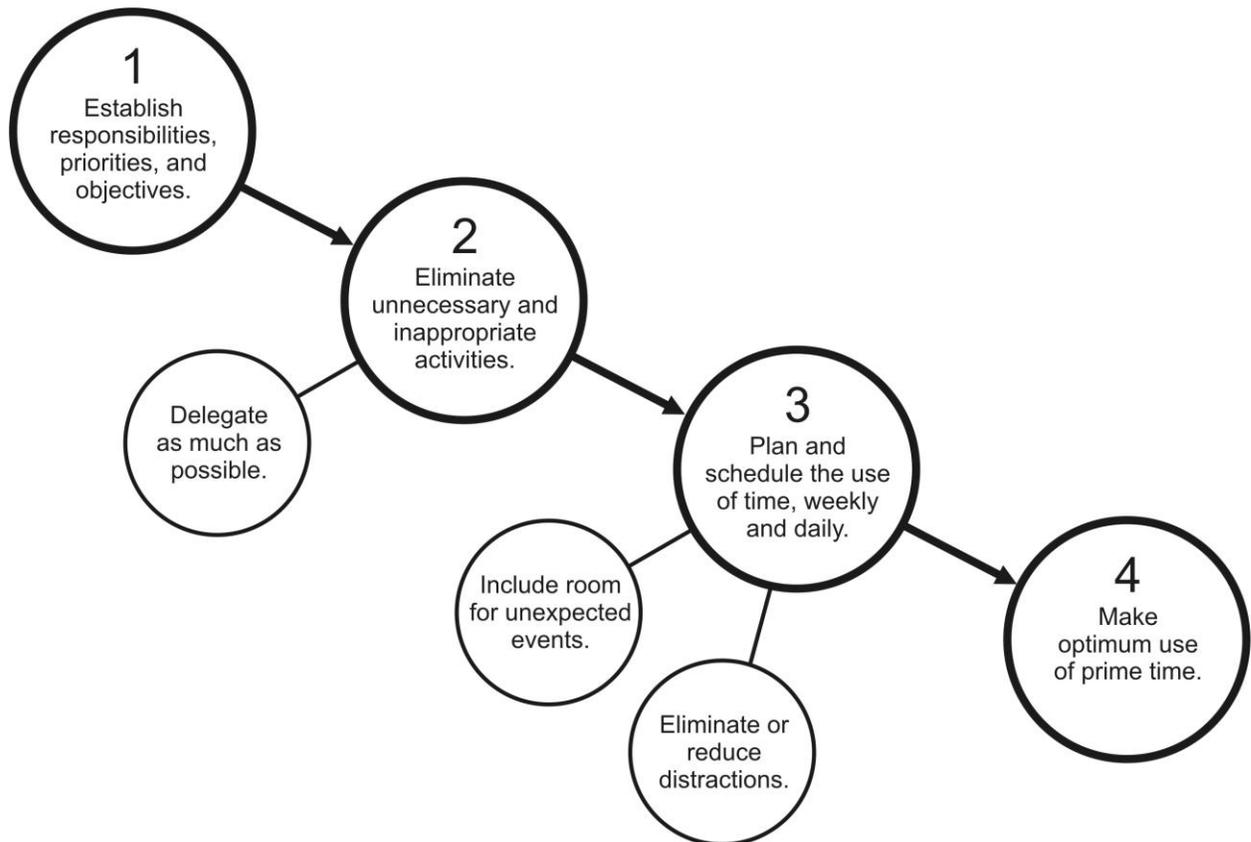


Time Management  
Key Points

Time Management - Objectives;

- Define the basics of time management and determine how you presently use time.
- Apply time management techniques.
- Identify and address both environmental and self-generated time-wasters.
- Make the most of travel time.
- Apply time management principles and techniques.



1. Mail should be sorted into:

- Information only
- Action
- Route to others
- Trash

2. In deciding how to use time, the first consideration is what's the best use of my time right now.

3. If you are traveling the person you're visiting can offer good suggestions for convenient hotels rather than you take your time to search.

4. Preparing a daily "to do" list is a GOOD USE of time.

5. Deploying more resources to meet a deadline is an acceptable alternative.

6. Everyone has some control over the use of time.
7. The following should be included in a written trip itinerary.
  - Names, addresses, and phone numbers of people you'll be visiting
  - Name, address, and telephone number of the hotel where you'll be staying
  - Date and time of your departure along with flight or train numbers
8. Identify and operate within two time horizons; A week and less & More than a week.
9. Time is wasted if you're kept from higher-priority activities.
10. When analyzing your use of time, you should consider its:
  - Necessity
  - Appropriateness
  - Efficiency
11. To save time, you should try to handle any piece of paper only once.
12. When deciding if a trip is necessary, consider:
  - Can someone else go?
  - Can the other person visit you?
  - Can a virtual meeting be used?
  - Can you handle it by mail or telephone?
13. Long-term planning aids include:
  - Milestone charts
  - PERT diagrams
  - Action-planning worksheet
14. A prioritized daily list is the best way to keep focused on your objectives.
15. Meetings ARE not a self-generated time-waster.
16. Always check for the best/preferred travel mode for your business trips.
17. Effective time management must fit your own style and circumstances.
18. When prioritizing tasks, those which may contribute to improved performance but don't have critical deadlines should be considered "Should Do" priority.
19. When it comes to prioritizing, the organizational rank or intensity of the person making the request COULD DETERMINE WHERE YOU PUT THE ITEM ON YOUR LIST OF the importance.
20. If you tend to procrastinate, try completing undesirable tasks early in the day.
21. Planning makes the following contributions to your life:
  - It identifies the resources needed to complete a task.
  - It tells you what you need to do to achieve an objective.
22. The following may help deal with procrastination.
  - Set a deadline
  - Set up a reward system
  - Break up a job into small pieces
  - Arrange for follow-up
23. Booking your hotel room on the executive floor is an unnecessary expense for the business traveler.
24. People differ as to the time during a day when they do their best work.

25. The following are recommended techniques for reducing interruptions;
- Explaining to visitors that you need to return to the work at hand.
  - Asking someone else to answer your phone calls and take messages.
  - Standing up and not inviting your visitor to sit.
  - Closing the door to your office.
26. A personal filing system might include files for:
- Projects
  - Instant tasks
  - Background information
27. Long-term plans ARE PLANS TAKING MORE THAN a week.
28. Regular staff meetings seldom waste time.
29. If you know that the work you're doing is essential, you can save time by deciding if there's a better way to do it.
30. A small voice recorder can be very useful for dictating correspondence while traveling.
31. Encouraging people to discuss an issue as long as necessary isn't a good use of time for meetings.
32. If someone is late for an appointment, you should not spend an unreasonable amount of time waiting.
33. There is AN advantage to keeping track of variance between actual and planned while a project is under way.
34. You can control time taken up by visitors by turning your desk away from the door & meeting colleagues at their workplace.
35. Travel time should be spent doing any of the following:
- Reviewing material for the upcoming meeting.
  - Reading professional journals.
  - Catching up on correspondence.
  - Proofreading report drafts.
36. If you get interrupted in a task, you should first assess the importance of the request.
37. If you're in danger of missing a deadline on a project, you might consider:
- Offering incentives for improved performance
  - Looking for alternative suppliers
  - Substituting with a comparable item
  - Eliminating nonessential steps
38. You should do work which requires concentration and thought in your individual "prime time".
39. The following should be advised of your travel itinerary.
- Staff
  - Family
  - Those you plan to visit.

40. Time and effort invested in quality assurance should not exceed the cost of potential error.

41. Planning aids should NOT record all necessary activities and elaborate details about each.

42. Time-wasters are Either Self-generated OR A product of environment.

43. For short out-of-town trips, it is often appropriate to rent a car for the trip.

44. With carefully analysis, MOST potential risk can be eliminated.

45. A list of your tasks for a single day should be prioritized.

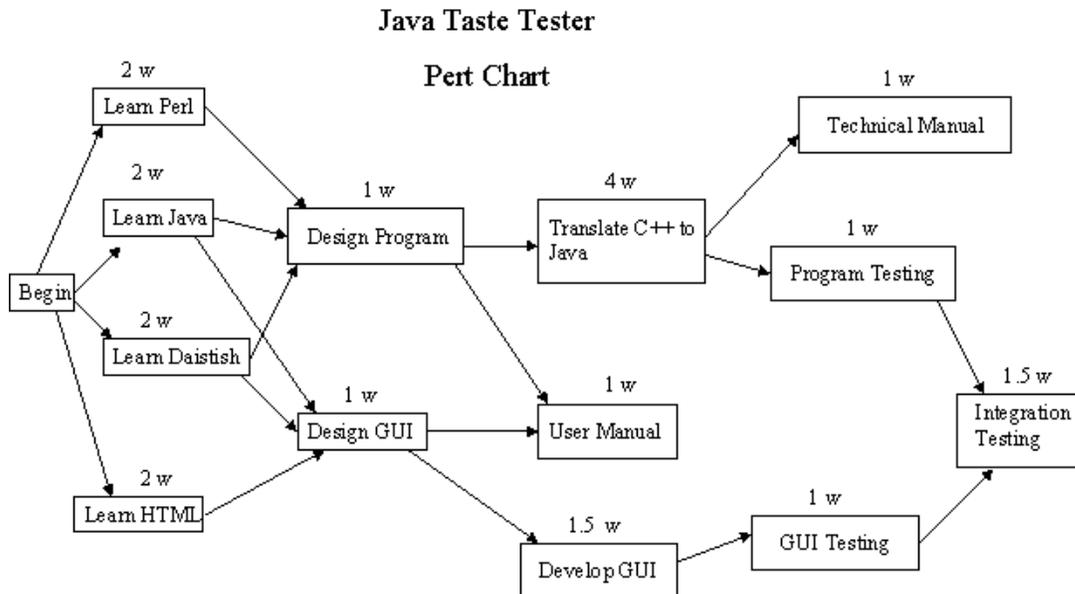
46. To manage time, you should:

- Prepare for the unexpected.
- Identify your best energy cycle.
- Eliminate or reduce distractions.
- Delegate as much as possible.

47. The following are benefits of better time utilization.

- More time to read.
- More time to relax.
- More time to think.

48. A PERT (**Program (or Project) Evaluation and Review Technique**) diagram shows the relationships among various steps. (See Example)



49. Crises May be reduced through contingency planning

50. Teleconferencing can be an economical alternative to a business trip.