

Award in Office Management and Administration

Lecture Title:

Lecture 10 Time-Management skills

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Goals

- 1. Save a ton of Time**
- 2. Help move your career faster**
- 3. Help you move money in your pocket**
- 4. Reduce your stress**
- 5. Give Improve the productivity of your staff**
- 6. your years of your life back**

Our life and time are of utmost importance

Hold in mind that your life is your greatest asset

Never forget that you cannot BANK time

People who waste your time they are stealing your life

Are people helping you spend your time or waster your time

Always search ways how to save time

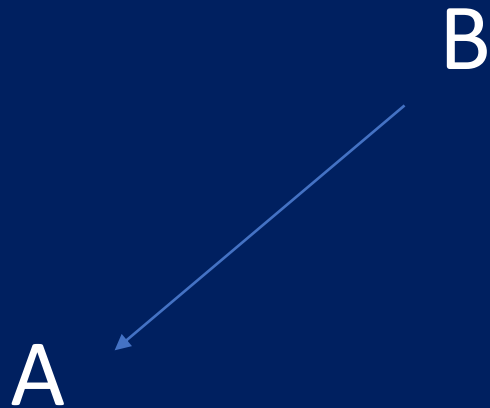


**What if you get to the top ladder
...only to find that you are
leaning on the wrong wall?**

Steven Covey



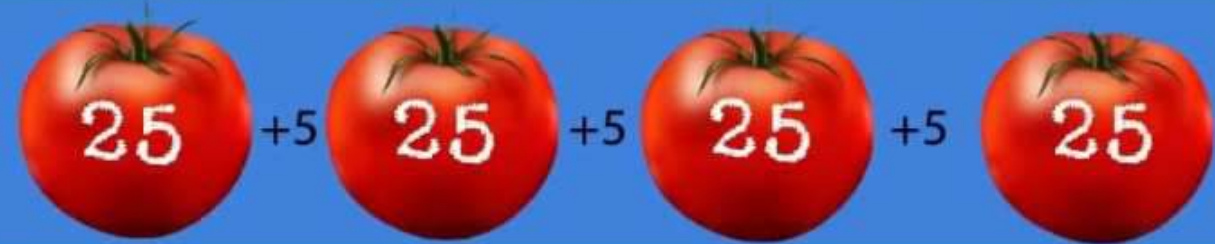
- Start with the END



OLD- The shortest distance between 2 points is a straight line

NEW- The shortest distance between two points is a resource

Plan breaks into your day



20 to 30 minutes break



Specific time management Techniques

- **Voice Recognition Software**
- **My travelling university**

Voice Recognition
80-125 words per minute

FREE



My travelling university

- **Books and magazines**
- **Saved articles**
- **Kindle**
- **Podcast**

Learn Speed Reading

Readers are leaders

- **What is the fastest way to speed read?**



Web Surfing

Web surfing **wastes** 1-3 hours per day

Use Productivity Apps

Calendar
Kindle
Notes



Cancel your subscriptions

Get a mentor

- **Mentors take years off the learning curve**
- **They can save you costly errors**
- **They are valuable source of information**
- **They provide support and direction**
- **You can bounce ideas off them**
- **They can get you connected**



Networking

Meet up groups

InterNations

LinkedIn

Facebook

BNI

Toastmasters

Utilize online resources



Walk and Talk

Elimnitate Problems that repeat



Find a good
hiding place!



Plan breaks
into your day



TV time



Batch Tasks



Your briefcase

Conversation Types





The stopwatch technique

**Keep snacks
around**

Give clear
instructions



Screen phone calls



Batch trips

Hire an assistant



Use the TRAF system

- **Trash**
- **Refer out**
- **Action**
- **File**

Create Templates

Keep your
office neat



Learn to say no

Which employees
waste time or
produce minimal
results?



Make time
management part
of employee
evaluations



Develop a time-management mindset

Time cannot be replaced

“Lost wealth can be replaced by industry, lost knowledge by study, lost health by temperance or medicine, but lost time is gone forever”

Samuel Smiles

Steal this Productivity Cheat Sheet to GET SH#T DONE

Pomodoro Technique



1. List your tasks.



2. Set a 25-min timer.



3. Focus and work.



4. Take a 5-min break.



5. Repeat 4 times, then break for longer.

3/3/3 Method

From Oliver Burkeman. Do these daily:

3

Spend 3 hours working on an important project.

3

Complete 3 shorter urgent tasks or meetings.

3

Do 3 maintenance tasks to keep life running smoothly.

Eisenhower Matrix

	Urgent	Not Urgent
Important	Do it	Schedule it
Not Important	Delegate it	Eliminate it

Eat the Frog

Do your hardest task first. The rest will be easier.

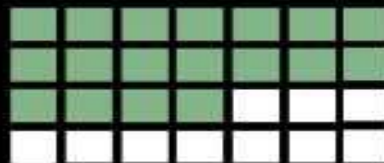


"If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first."

— Mark Twain

Seinfeld Strategy

1. Set your goal.
2. Mark a calendar each day you do it.
3. Keep the streak as long as you can.
4. Never miss 2 days in a row.



Time Blocking

9 - 12 Deep Work

12 - 12:30 Email

12:30 - 1 Lunch

1 - 2 Gym

2 - 2:30 Break

2:30 - 4 Meetings

1. Identify what needs doing.
2. Group similar activities together.
3. Assign time slots for tasks.
4. Plot blocks on a calendar.
5. Stick to the schedule.
6. Take breaks between blocks.
7. Make changes if needed.

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