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UNITE THE WORLD WITH AFRICA FOUNDATION, INC.

TIME MANAGEMENT

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WHAT IS TIME MANAGEMENT?

Time management is the ability to use one's time effectively and productively. Time management helps you manage your time well so that you can take care of your responsibilities and still spend time on other things that you enjoy doing.





“Time isn’t the main thing.
It is the only thing.”

~Miles Davis

EFFECTIVE TIME MANAGEMENT

Our time is limited. To be successful, we must respect and value time. Practicing time management skills helps you stay on top of your game. Without time management, both work performance and personal well-being suffer. Everyone has the potential to develop good time management habits and grow from incorporating these habits into their daily lives.





EFFECTIVE TIME MANAGEMENT CAN...

INCREASE PRODUCTIVITY

A continuous cycle exists between productivity and confidence; productivity improves confidence, and confidence improves productivity.

PROVIDE CLARITY AND PURPOSE

Without clear direction of what to focus on and when, people may experience feelings of stress and defeat. Stress not only negatively impacts health physically and mentally, it also impact one’s ability to work efficiently.

ENHANCE ONE'S REPUTATION

People who practice effective time management accomplish their goals more efficiently and often achieve bigger and better results. This enhances one’s reputation in the workplace and increases one’s potential for promotion.

SUPPORT TEAM WORK

When everyone on a team is on board with applying effective time management habits, it is easier for people to stay on track and work together. When people are in sync and working well together, meeting deadlines and achieving goals is possible.

HOW TO EFFECTIVELY MANAGE TIME

Make a “To Do List” or a “Task Plan”

There are often more tasks that need to do be accomplished than hours in a day, so writing them down in a daily or weekly or monthly planner is key to remembering them and making sure nothing falls through the cracks.

Avoid Multitasking

Multitasking is the act of carrying out two or more tasks simultaneously. While this may seem like a good way to deal with a lengthy to-do list, multitasking and good time management actually oppose one another. Performing multiple activities at once can cause more stress and poor performance. Instead, dedicate your time and focus on one task at a time for better outcomes and to avoid burnout.





ORGANIZE AND PRIORITIZE

The more organized you are, the more focused you can become. And the more focused you are, the more you can accomplish within a specified period of time. Organize your life and learn to prioritize tasks. While some tasks are urgent and must be completed straight away, others are important, but not as urgent. Urgent tasks should be at top of your list, followed by important ones, less important ones, etc. Prioritization will enable you to give full attention and focus on the tasks that are of highest importance.



LIMIT ALL INTERRUPTIONS

Interruptions are the worst enemy of time management. Phone calls, unscheduled visits, and being distracted by minor issues are some of the most common kinds of interruptions that we encounter. Working is like driving a car, the more time you spend focused on the task, the more effective you become. Stop allowing interruptions while you are working, and you will see the magic.



LEARN TO SAY "NO"

In most cultures, saying “NO” is not a common or expected answer. However, if you keep saying “YES” to everyone’s needs, wants, and requests, you will end up getting nothing done (or at least not done well). Remember, you can say “no” without offending or being rude. For example: *“I cannot do that right now, but next week I will have time and can address it then.”*

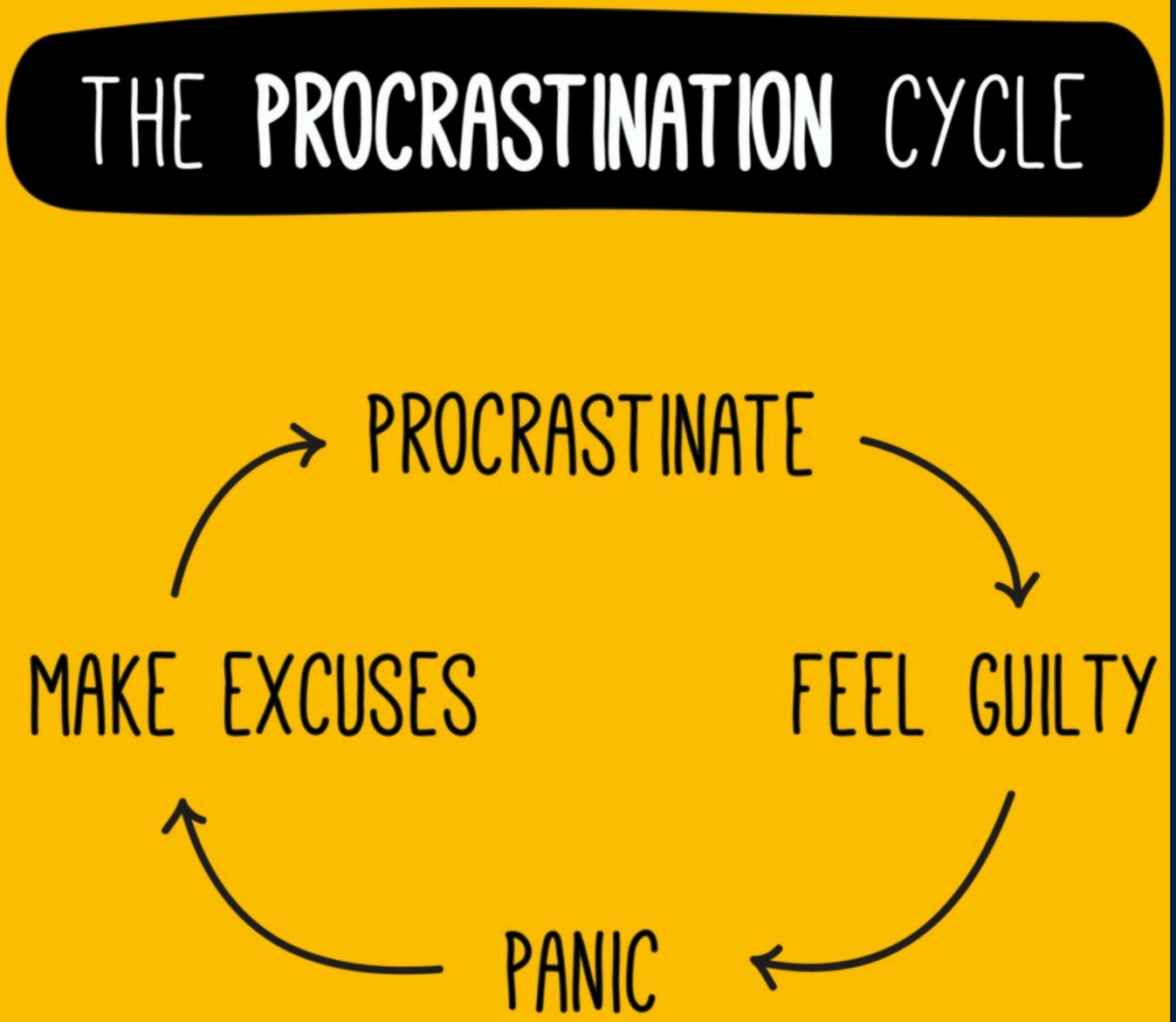




DO YOU KNOW THE BIGGEST BARRIER TO EFFECTIVE TIME MANAGEMENT?



PROCRASTINATION



WHAT IS PROCRASTINATION?

To procrastinate means to delay a task that should be a priority. **It is productivity's worst enemy.** Procrastinators understand their responsibilities, yet they actively choose to focus on less important tasks and/or more " fun" or personally satisfying pastimes.

The Procrastination Cycle



WHY DO WE PROCRASTINATE?

- Not knowing where to begin.
- Having no passion for the work.
- Feeling fear of failure or success.
- Having no clear deadline or set of deliverables.
- Having inadequate resources (time, money, information, etc.).
- Feeling overwhelmed by the task.
- _____
- _____
- _____

What can you add to this list? What are some reasons you procrastinate?

WAYS TO DEAL WITH PROCRASTINATION

ASK FOR ADVICE.

Asking for help from a trusted mentor, supervisor, coach, or expert can give great insight on where to start and what steps to take to complete a project.

CHOP IT UP.

Break large projects into a series of smaller milestones or actionable steps.

HAVE CLEAR DEADLINES.

Assign yourself a deadline for each milestone and write those deadlines in your day planner or calendar. Make your deadlines known to other people who will hold you accountable.

GIVE YOURSELF A REWARD.

Celebrate the completion of project milestones and reward yourself for getting projects done on time. It will provide positive reinforcement and motivate you toward your goals.



THE STING APPROACH

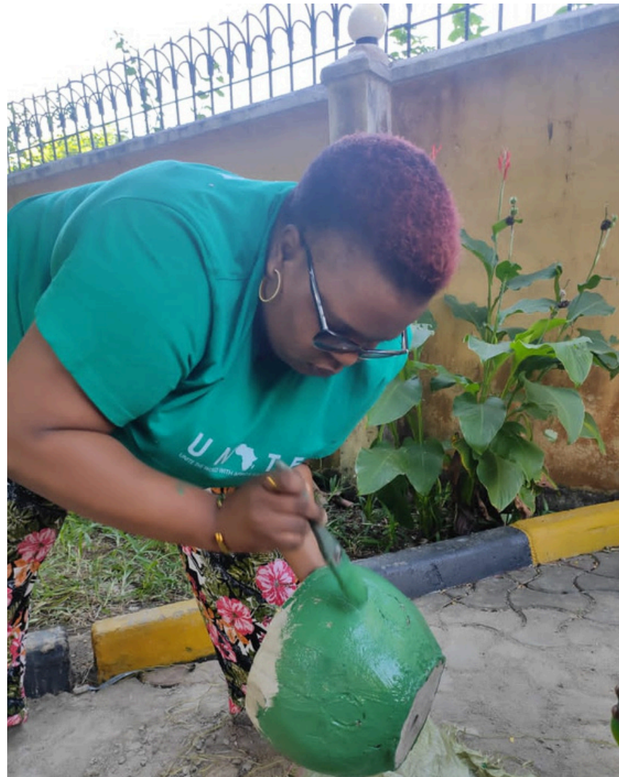
- S - Select one task to do at a time.
- T - Time yourself. Focus one the task for no more than one hour.
- I - Ignore everything else during that hour.
- N - No breaks or interruptions should be permitted in that hour.
- G - Give yourself a reward when the time is up.

SET CLEAR GOALS



Working without goals and targets in life is similar to a captain of a ship sailing without a destination or charted course at sea. He or she will be lost and, yes, you too would be lost. Set targets for yourself and make sure they are **SMART** goals.

- **S - Specific**
- **M - Measurable**
- **A - Achievable**
- **R - Realistic**
- **T - Timed**



Why SMART Goals

Specific: In order to achieve a goal, you must be very clear and specific about what it is exactly that you want. Define your goal, identify what needs to be accomplished, why it needs to be accomplished, and how it will be done.

Measurable: Goals need a kind of objective measuring system to help you stay on track and sustain motivation.

Achievable: Setting big “grand” goals is great, but if goals are unrealistic, you will just get discouraged. A good goal is one that is challenging yet attainable within your available knowledge, time, and resources.

Relevant: Effective goals are relevant to the broader business or situation at hand. Goals should be planned with the intention of advancement, and they should be aligned with the direction that you wish for your career and life to follow.

Timed: Without setting deadlines for your goals, you will have no real compelling reason or motivation to start or continue working on them. By setting deadlines, your subconscious mind begins to work on that goal, night and day, which will bring you closer to success.

EXERCISE DELIVERABLE





- Write down two goals and present them to the class (Goals must be SMART).
- Visualize in your mind the outcomes of the goals that you have written.
- Create a list of the specific benefits you will experience by achieving these goals.
- What are those benefits?
- What emotions do you feel when you visualize your success?

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THANK YOU

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