

Learning objectives:

Upon successful completion of this course, the student will:

- ✓ Learn how to benefit from managing his time.
- ✓ Know the different obstacles and how to get rid of them.
- ✓ Know when and where you should be scheduled.
- ✓ Review the whole benefits and importance of the lesson.

**1- Time Management**

What you accomplish during 24 hour period depends on your **motivation**, your **energy**, your **skills** and **abilities**, and other resources.

Since there are always demands on your time, it may be ***helpful to think about what you will do with your time and to consider some strategies for more effective time management.***

It is **not a way** to make your **work harder and longer**, but a **means to help** you work **smarter** to accomplish your work more **easily and rapidly**.

2- Benefits of Time Management

If you **manage** your time more **effectively**, you will be **rewarded** in a variety of ways:

- ✓ You will be more **efficient** in doing your different tasks.
- ✓ You will achieve greater success in your university life.
- ✓ On a personal level, you will certainly feel **healthier**, more energetic and in a **generally better mood**.

3- Obstacles to effective time management

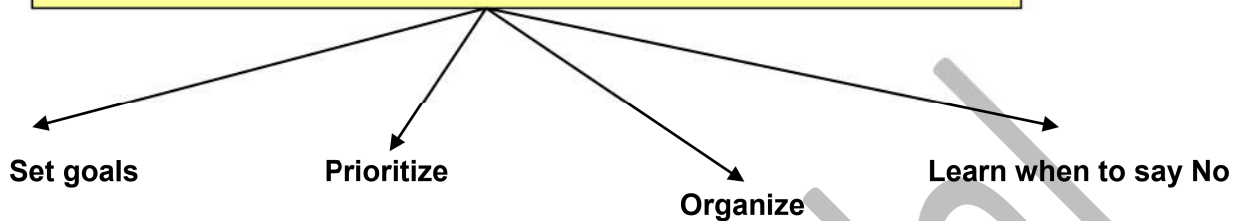
There are a lot of things that make it difficult for us to manage our time effectively. Let's consider some of the most common ones, and see if they apply to us :

- ✓ **Unclear objectives:** it is hard to hit a target with your eyes closed, and it's just as hard to accomplish something when you aren't exactly clear about what you want to achieve.
- ✓ **Disorganization:** it is easy to see when your desk is too **messy**, but sometimes you have to step back and ask yourself if you are taking an organised approach in completing all of your tasks.
- ✓ **Inability to say 'no':** We all want to be as helpful as we can when others need us, but this can mean making time away from other priorities to do something we may not have planned.
- ✓ **Interruptions:** Many times we are in the middle of accomplishing something important and the telephone rings. These calls can not only take you away from your task, but sometimes they interrupt your train of thought and you can't return to where without retracing your steps.
- ✓ **More interruptions:** We all like to visit with others, but conversations at inappropriate times can cost us time when we have to stop what we are doing and redirect ourselves from our plans.
- ✓ **Periods of inactivity:** As much as we think we are busy, there are times in our day when we are not doing anything. Recognizing and making use of these times can have a positive effect on our efforts.
- ✓ **Too many things at once:** Many of our tasks are not routines. They require concentration to detail. When we are attempting to do too many different things at one time, each task suffers as a result.
- ✓ **Stress and fatigue:** We operate a little better when there is some level of stress. Too much stress, on the other hand, causes our work to suffer and **wears us down** physically and mentally.
- ✓ **All work and no play:** Most successful people know how to balance work and play. Reward yourself, and take a rest when you finish your tasks on time.

What can we do?

- ★ The obstacles that you face are not **insurmountable**. Sometimes, the hardest thing to do is to **identify** that **these obstacles exist** and are **affecting your ability to manage your time**.
- ★ When you identify your obstacles, you can begin to **overcome** them.

Here are some strategies you can use to overcome the obstacles



1) Set Goals :

The first and the most important strategy you can employ to manage your time is to set clear goals for yourself. The best you can do is to determine what those goals are, and make sure your efforts are always directed toward their achievement.

Effective goals share some of characteristics in common:

- **Specific:** Make sure you know exactly what you want to achieve.
- **Measurable:** It is any goal that can be quantified. When you have a measurable goal, you can follow its progress.
- **Achievable:** Attainable and not impossible to achieve.
- **Realistic :** Relevant to your **life purpose**.
- **Time-based:** It is important to respect the deadline.

2) Prioritize :

It is safe to say that you will not be able to do everything, so it is wise to periodically make a list of the tasks that confront you and prioritize them:

- ✓ **Do:** Choose the items on the list that you believe are the most important to complete and that you should perform personally.
- ✓ **Delegate :** It's best to accept that you won't be able to complete everything on your own; some tasks are better left to others.
- ✓ **Delay until another time:** Some tasks can wait. The risk is delaying too many tasks until deadlines are approaching. It makes sense to postpone tasks that aren't due when you're 'overburdened,' and complete them when you can.
- ✓ **Delete:** You may recognize that some goals are not achievable or realistic, or that they are just not important. Concentrate on the important and eliminate the rest.

NB:

It is important to:

- **Address the urgent – Take care of things with short-term consequences as soon as possible.**
- **Don't put off until tomorrow what you can do today.**
- **Attach deadlines to things you delay. Establish a deadline for the task in your schedule, and make a note to remind you to begin working on it.**

3) Organize :

Some of you may be more comfortable using paper and pencil, so I urge you to make use of a planner with a calendar and plenty of space to make notes. Many planners contain not only calendar space, but also room for daily activities, contact information, and "to do" lists. Find a planner that fits your needs and use it.

4) learn to say "NO" :

Say "NO" when it is appropriate. When you learn to say "NO" you are not closing the door on your responsibilities, but rather you are making sure that you can meet your commitments and accomplish the maximum possible in the time available to you.

5) Use of your "waiting time:

Have you ever thought about how much time you spend doing nothing during an average day? Usually, this is not a situation where you planned to do nothing...it just happened. Think about all of the things you could accomplish if you could make use of this time. For instance:

- The time you spend commuting on a train, a car or bus.
- The time you wait at the doctor or dentist's office for your appointment.
- The time you spend on a plane, waiting for your plane, or the time you spend waiting for your baggage.

There are two ways to look at these periods of time; You can either consider them as "wastes of time" or as "gifts of time."

Make sure you have something with you that you can accomplish if you are kept waiting. For instance:

- Reading correspondence – Take your mail with you and read it while you are waiting or traveling. Read your e-mail on a train or plane or at the doctor's office.
- Writing letters or memos – While you wait, you can write letters or memos. This could also be a good time to update your planner.
- Reading or listening to audio books– Carry a book or magazine with you.

6) Celebrate:

Celebrate the achievement of your goals to maintain a healthy balance in life between work and play. Reward yourself when you complete a task or finish a project. If you worked in a team setting, or delegated some tasks to others, reward the efforts of all involved.