Time management

is the act or process of planning and exercising **conscious control** over the amount of time spent on specific activities, especially to **increase effectiveness or productivity**

ABC analysis

A technique that has been used in business management for a long time is the categorization of large data into groups.

These groups are often marked A, B, and C—hence the name.

Activities are ranked by these general criteria:

A – Tasks that are perceived as being urgent and important

B – Tasks that are important but not urgent

C – Tasks that are unimportant (whether urgent or not)

Pareto analysis

This is the idea 80% of tasks can be completed in 20% of the disposable time.

The remaining 20% of tasks will take up 80% of the time. This principle is used to sort tasks into two parts. According to this form of Pareto analysis it is recommended that tasks that fall into the first category be assigned a higher priority.

The 80-20-rule can also be applied to increase productivity: it is assumed that 80% of the productivity can be achieved by doing 20% of the tasks.
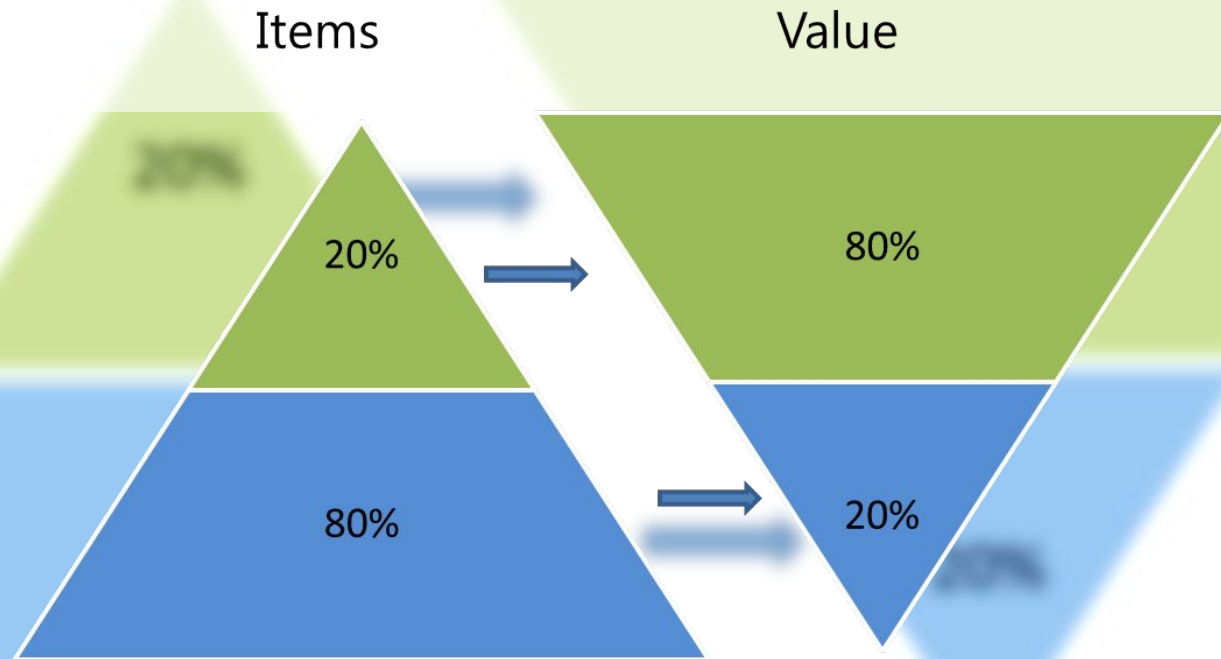
Similarly, 80% of results can be attributed to 20% of activity. If productivity is the aim of time management, then these tasks should be prioritized higher

Eisenhower Method

Using the Eisenhower quadrants is easy. You pick an item from your list and you ask yourself these two questions.

"Is it urgent?"

"Is it important?"

You can now put the action into the correct quadrant. Below is an explanation of each quadrant.
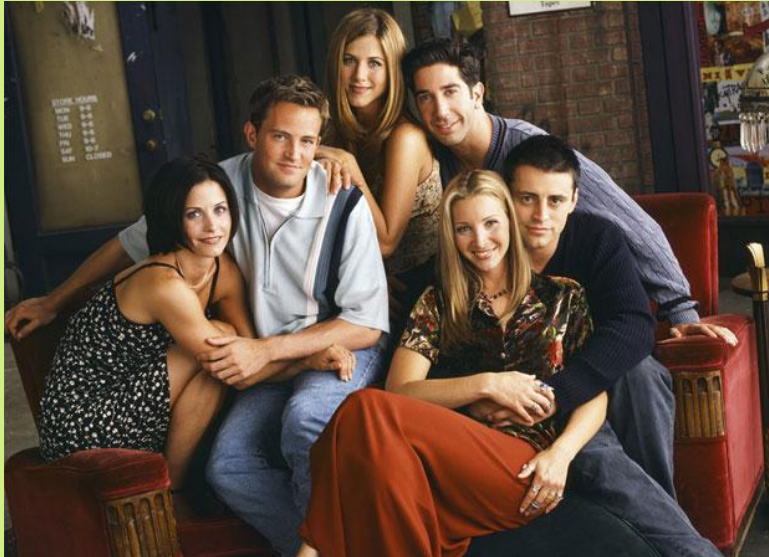
	Urgent	Not Urgent
Important	Emergencies Deadlines Some calls 2	Exercise Vacation Planning 1
Not Important	3 Interruptions Distractions Other calls	4 Trivia Busy work Time Wasters

Examples:

1. Not Urgent and Important

- Building quality relationships with other people
- Doing actual work to progress toward a major goal
- Physical excercise

This is the quadrant in which you should spent most of your time. Most people however, don't do this and spent most of their time in any of the other quadrants.

2. Urgent and Important examples:

- Emergencies
- Troubleshooting
- Deadlines

You will always spend some time here, since emergencies will always happen. When they do, you have to deal with them. After you dealt with the situation, spend time to make sure it never happens again or minimize it's occurrence or make preparations for when it happens again.

3. *Urgent and Not Important*

- Answering e-mails
- Incoming phonecalls
- Interrupting colleagues

I recommend not spending time here either. Since the tasks are still not important and you're still not progressing towards your goals. However, these tasks are urgent, therefore you can't schedule them.

DO NOT DISTURB

You need to find a way to deal with these as quickly as possible.

You can do this by putting up a busy sign on your door. Next, if they get past the busy sign, you need to handle their interruptions quickly.
Say up front that you're very busy and ask them to state their business quickly.
As soon as you know why they disturbed you, send them away to continue working on the important stuff.

4. *Not Urgent and Not Important*

- Time wasters (Ex: Facebook, checking e-mails all the time...)
- Busy work (Ex: Work that doesn't need to be done)
- Procrastinating
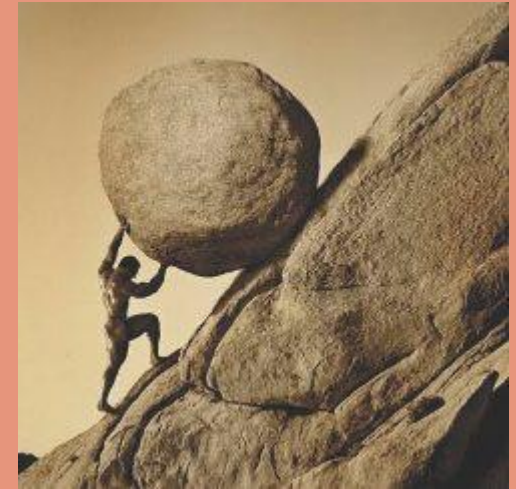
Sisyphean

You should not spend any time on activities in this quadrant. If it doesn't progress you toward your goals, then why should you spend time doing it?

If it doesn't matter when it is done, then it's not urgent. It can be done today, or it can be done next week or even next year, it doesn't matter.

The combination of not urgent and not important is the worst quadrant to spend your time in.

POSEC method

POSEC is an acronym for ***Prioritize , Organizing, Streamlining, Economizing and Contributing***.

The method dictates a template which emphasizes an average individual's immediate sense of emotional and monetary security. It suggests that by attending to one's personal responsibilities first, an individual is better positioned to shoulder collective responsibilities.

Inherent in the acronym is a hierarchy of self-realization, which mirrors Abraham Maslow's hierarchy of needs:

Prioritize - Your time and define your life by goals

Streamline - Things you may not like to do, but must do (work and chores).

Organize - Things you have to accomplish regularly to be successful (family and finances).

Contribute - By paying attention to the few remaining things that make a difference (social obligations).

Economize - Things you should do or may even like to do, but they're not pressingly urgent (pastimes and socializing).

Advice

We have a few tips to improve your performance promises more effective

Keep tidy

For some of us, clutter can be both a real distraction and genuinely depressing.

Tidying up can improve both self-esteem and motivation. You will also find it easier to stay on top of things if your workspace is tidy

Pick Your Moment

All of us have times of day that we work better. It's best to schedule the difficult tasks for those times.

However, you also need to schedule in things that need doing at particular times, like meetings, or a trip to the post office.

Another useful option is to have a list of important but non-urgent small tasks that can be done in that odd ten minutes between meetings: might it be the ideal time to send that email confirming your holiday dates?

Stay Calm and Keep Things In Perspective

Perhaps the most important thing to remember is to stay calm. Feeling overwhelmed by too many tasks can be very stressful.

Remember that the world will probably not end if you fail to achieve your last task of the day, or leave it until tomorrow, especially if you have priorities sensibly.