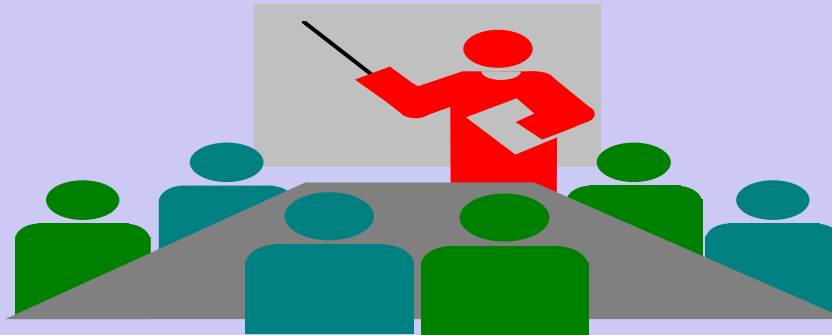


MANAGEMENT FOR RESULTS

MODULE-5

{TIME MANAGEMENT}



 **INNOVATIVE BUSINESS IMPROVEMENTS PVT. LTD.**

 **#53 A SECTOR 18-A CHANDIGARH-160018 TEL: 2724872**






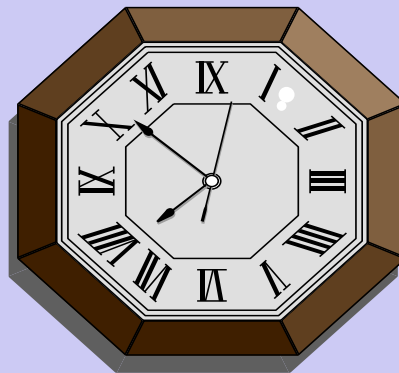
IBI-90

MANAGEMENT FOR RESULTS

TIME MANAGEMENT

LEARNING OBJECTIVES

-  *Realize need for managing time*
-  *Know obstacles in time management*
-  *Learn techniques to manage time*



MANAGEMENT FOR RESULTS

NEED FOR TIME MANAGEMENT

Unique resource: It can not be expanded or replaced

Time is equal for all: You may use or waste it

Time is money: It is the cost of running business

Basis for payment: Employees remuneration

Dual role: Managers to care for their time and of juniors

Commitment: Managers to finish tasks as per schedule

Impact: Productivity and morale of teams gets effected

Tool: Optimizes resources like money and manpower



MANAGEMENT FOR RESULTS

QUESTIONS FOR MANAGERS TO CONSIDER

 *Do you control your time or events control you?*



 *Do you know where your time goes?*

 *Do you know what you do with your time?*

 *Are you happy the way you spend your time?*

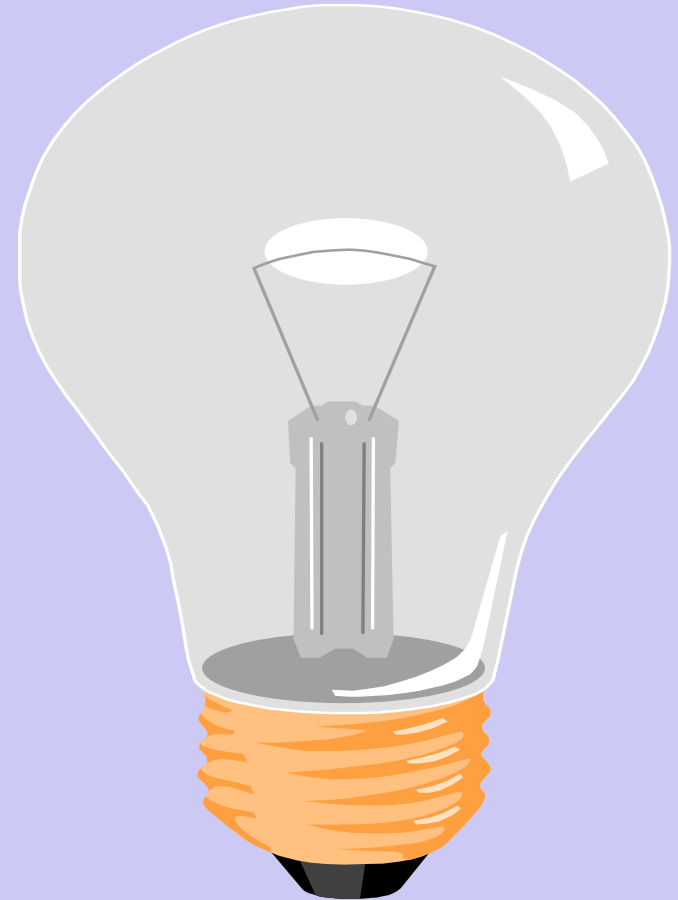
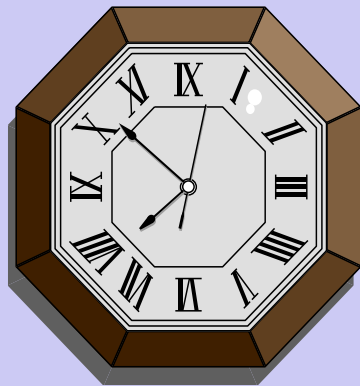
 *Do you complete tasks within specified time ?*

 *Do you feel frustrated due to shortage of time?*



MANAGEMENT FOR RESULTS

EINSTEIN DISCOVERS.....



 Time is money

MANAGEMENT FOR RESULTS

HOW YOU VALUE YOUR TIME

“TIME IS NON RENEWABLE RESOURCE”

 *Knowledge*



“TIME HAS VALUE WHERE THERE IS PURPOSE”

 *Skill*



“TIME MANAGEMENT IS SELF MANAGEMENT”

 *Attitude/ Behavior*



MANAGEMENT FOR RESULTS

5 TIPS FOR EFFECTIVE BUSINESS MANAGEMENT

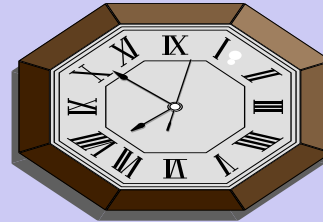
 Manage time

 Choose efforts to make

 Set right priorities

 Mobilize commitment

 Synthesize decision making



“Peter Drucker”

MANAGEMENT FOR RESULTS

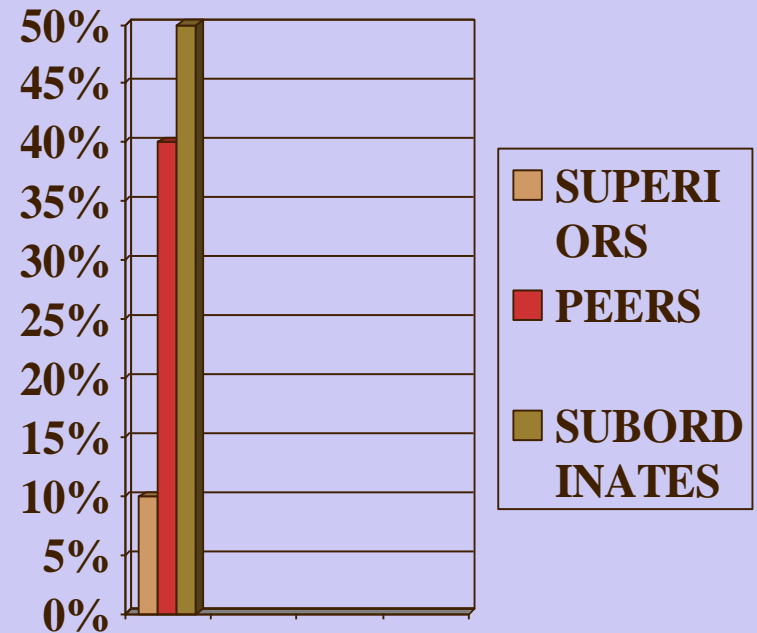
HOW MANAGERS SHARE THEIR TIME?

**SHARE
WITH**

SUPERIORS:- 10%

PEERS:- 40%

SUBORDINATES:-50%



MANAGEMENT FOR RESULTS

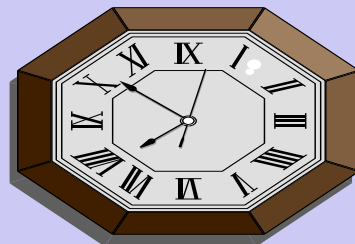
TIME MANAGEMENT

LEARNING OBJECTIVES

 *Realize need for managing time*

 *Know obstacles in time management*

 *Learn techniques to manage time*



MANAGEMENT FOR RESULTS

EXTERNALLY IMPOSED TIME ROBBERS

 **SUPERIORS:** Request can be made

 **SUBORDINATES:** Reversing delegation..
Questions...Problems

 **PEERS:** Soliciting ideas...Friendliness

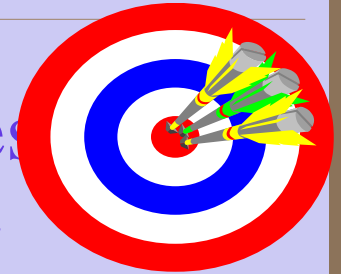
 **ENVIRONMENT:** Procedures..Phone..
Office layout..prevalent practices etc.



MANAGEMENT FOR RESULTS

INTERNALLY IMPOSED TIME ROBBERS

- 📄 **PURPOSE:** Lack of goals/ objectives
- 📄 **DELEGATION:** Must do it yourself
- 📄 **PLANNING:** Too much thinking
- 📄 **INFORMATION:** Need to know everything
- 📄 **VOLUNTEER:** Accepting too much work



MANAGEMENT FOR RESULTS

OBSTACLES IN TIME MANAGEMENT-I

☰ Related to personal traits { SELF DOUBT }

- ☰ Hesitation to undertake tasks
- ☰ Reluctance to start new tasks
- ☰ Lack of self confidence
- ☰ Poor job knowledge
- ☰ Not sure about expected results
- ☰ Not sure about making personal contribution



MANAGEMENT FOR RESULTS

OBSTACLES IN TIME MANAGEMENT-II

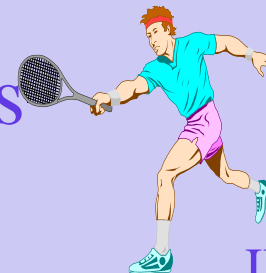
☞ Related to personal traits {FRUSTRATION}

☞ Disliking for new things

☞ Feels disturbed by change

☞ Believes in status quo

☞ Unwilling to take up challenges



MANAGEMENT FOR RESULTS

OBSTACLES IN TIME MANAGEMENT-IV

Related to personal traits (LACK OF ENTHUSIASM)

- 📄 Reluctance to training
- 📄 Lack of interest in learning
- 📄 Pessimism about new learning
- 📄 Looking for “what is in it for me”
- 📄 Happy go lucky time pass attitude



MANAGEMENT FOR RESULTS

THE BIGGY TIME ROBBER COMMUNICATION



 Communication that does not work for the first time.....

We lost time and we have stolen the time of people we are dealing with













 The goal of all communication is.....

Understanding what was said or written
“The very first time”



MANAGEMENT FOR RESULTS

TIME WASTERS FROM MANAGEMENT FUNCTION PERSPECTIVE

-  **PLANNING**  No plan, no goals/ objectives and no priorities
-  **ORGANIZING**  Disorderly, more paper work & unclear jobs
-  **DIRECTING**  Demotivated untrained team & no delegation
-  **CONTROLLING**  Lack of discipline/punctuality & interruptions
-  **COMMUNICATION**  Useless meetings, idle talks & poor interaction
-  **DECISION-MAKING**  No or slow decisions, no risk & work to rule

MANAGEMENT FOR RESULTS












{ Analysis of time robbers }

S.NO	TIME ROBBERS	INTERNALLY IMPOSED	EXTERNALLY IMPOSED
1	Telephone calls		*
2	Unexpected tasks		*
3	Unplanned meetings		*
4	Unexpected visitors		*
5	Crises		*
6	Cluttered desk	*	
7	Social conversation	*	
8	Paper work	*	
9	Procrastination	*	
10	Unclear objectives	*	

MANAGEMENT FOR RESULTS

{Analysis of time robbers}

S.NO TIME ROBBERS INTERNALLY IMPOSED EXTERNALLY IMPOSED

 11	Too much reading	*	
 12	Interrupted meetings	*	
 13	Poor delegation	*	
 14	Junk mail		*
 15	Magazines	*	
 16	Socializing	*	
 17	Coffee break	*	
 18	Extended lunch	*	
 19	Extending help to others	*	
 20	Doing too much	*	
 21	Talking to others	*	

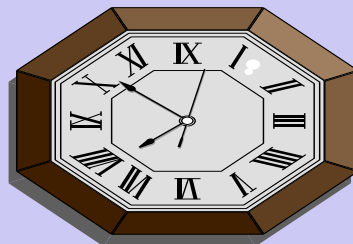
MANAGEMENT FOR RESULTS

LEARNING OBJECTIVES

 *Realize need for managing time*

 *Know obstacles in time management*

 *Learn techniques to manage time*

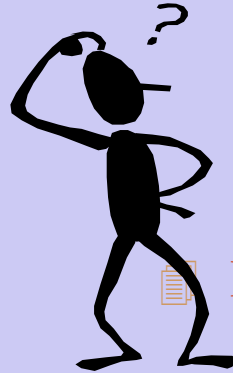


MANAGEMENT FOR RESULTS

GOOD TIME SAVING POINTERS

{ For Personal Improvements }

ALWAYS THINK



NEVER THINK OF

 You know your feelings

 Ignoring other's feeling about you

 You have skills to do your job

 Starting job without collecting tools

 You can learn every bit of your job

 Becoming master of all trades in no time

 You love and encourage new ideas

 Becoming only expert in everything



MANAGEMENT FOR RESULTS

GOOD TIME SAVING POINTERS

{ For Personal Improvements }

ALWAYS FEEL



You are good and confident



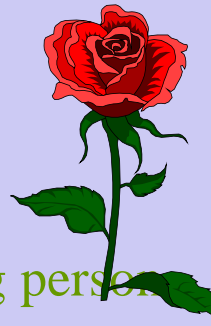
You are helpful and pleasing person



You are competent for the job



You have good control on variables



NEVER FEEL



Exhausted and desperate



Bad manners can bring success



Hopeless and helpless



Others control your time

MANAGEMENT FOR RESULTS

GOOD TIME SAVING POINTERS

{ For Personal Improvements }

ALWAYS KEEP DOING

☞ Planning for your assignments

☞ Segregating controllable time

☞ Remain flexible while deciding

☞ Remain realistic in realizing goals

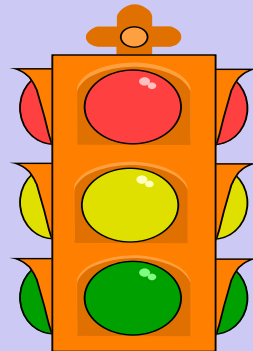
NEVER DO IT

☞ Start a project without business plan

☞ Remain confused in controlling time

☞ Waver while implementing decisions

☞ Leave tasks unfinished



MANAGEMENT FOR RESULTS

GOOD TIME SAVING POINTERS

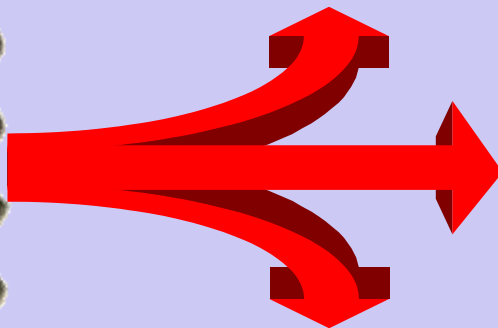
{ For Personal Improvements }

ALWAYS ASK

- 📄 Evaluation results of your efforts
- 📄 New and better way of doing things
- 📄 How to use creativity to save time
- 📄 Result of your learning process

NEVER ASK

- 📄 Undeserved favors from superiors
- 📄 Others to use delaying tactics
- 📄 Others not to improve or innovate
- 📄 Others why they are always on time



MANAGEMENT FOR RESULTS

GOOD TIME SAVING POINTERS { For Improvement at Work Place }

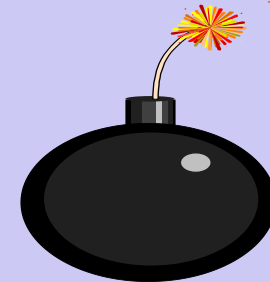
ALWAYS DO IT

- Keep your workplace clean & organized
- Place for everything & everything in place
- Maintain daily to do list
- Prioritize your assignments before you act
- Break major tasks in to manageable ones
- Tackle everything step by step
- Maintain time commitments at all costs
- Tackle similar jobs as group tasks
- Complete assignments within schedule



NEVER DO IT

- Post upon what you can do today
- Sit idle/ consume time without purpose
- Keep things that you will never need
- Socialize with others at their workplace
- Seek help for what you can do alone
- Read too much or in between the lines
- Cause undue interruptions in meetings
- Be a source of creating crises for others
- Become uninvited or unexpected guest



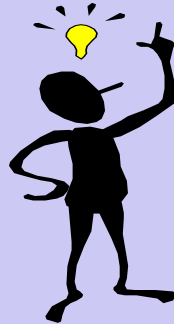
MANAGEMENT FOR RESULTS

4-D PRIORITY SYSTEM

 DO IT



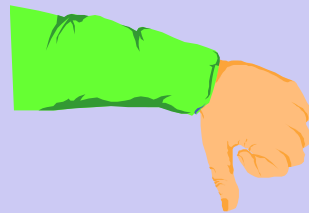
 DELEGATE



 DELAY



 DUMP



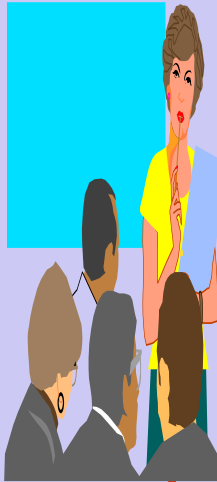
MANAGEMENT FOR RESULTS

SITUATIONAL EXAMPLE

“THE MEETING”

ISSUE

- Lack of purpose
- Too many people
- Too many meetings
- Runs late
- No agenda
- Lack of knowledge
- Nothing gets done
- Don't know what happened
- No body does anything



POSSIBLE SOLUTION

- Call meeting only if must
- Call only relevant persons
- Call only purposeful meetings
- Stress punctuality
- Develop written agenda
- Intimate purpose in advance
- Stick to agenda and limit talk
- Summarize and send minutes
- Specify time bound responsibilities

MANAGEMENT FOR RESULTS

QUESTIONS FOR THE PARTICIPANTS


QUESTION NO: 1

 Why is time management important?

QUESTION NO: 2

 Describe some obstacles to time management

QUESTION NO: 3


 Describe some techniques to improve your
time management habits



MANAGEMENT FOR RESULTS

QUESTIONS FOR THE PARTICIPANTS

QUESTION NO: 4

 Construct a list of the time wasters in your organization that effect you. Separate them in to controllable and uncontrollable items.

QUESTION NO: 5

 Develop a strategy to deal with the controllable time wasters.


 ISSUE

POSSIBLE SOLUTIONS

MANAGEMENT FOR RESULTS

QUESTIONS FOR THE PARTICIPANTS

QUESTION NO: 6

 Time wasters from manager's perspective are related to four employee traits; self-doubt, frustration, perfectionism and lack of enthusiasm. Refer to these and identify the time wasters, under each trait, that apply to you and will require ongoing long-term development.

 SELF-DOUBT

 FRUSTRATION


 PERFECTIONISM

 LACK OF ENTHUSIASM


MANAGEMENT FOR RESULTS

QUESTIONS FOR THE PARTICIPANTS

QUESTION NO: 7

 You have attended this course in time management. Considering the information presented in this program, how do you think this program has been conducted?


QUESTION NO: 8

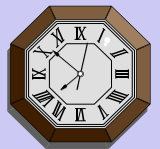
 What strategies would you suggest for making further improvements in this program?

MANAGEMENT FOR RESULTS



CASE STUDY (Mr. Dairy Expert)

 Mr. Dairy Expert is a General Manager of a milk plant procuring and handling 3,00,000 L.P.D. Plant sells 50000 litres pasteurized milk per day in Milkitown through 100 home delivery agents/ shops. Besides this activity milk plant produces wide variety of value added products like table butter, ghee, skimmed milk powder, whole milk powder, dairy whitener, ice cream and sweetened flavored milk etc. Three hundred employees work in the said dairy plant including ten officers reporting directly to the General Manager who perform the functions of departmental heads.



MANAGEMENT FOR RESULTS

It was Monday, and Mr. Dairy Expert was returning to office after being away to Bombay on a four days business trip. At 9A.M. his personal assistant delivered three files to the General Manager stamped RUSH, URGENT and REGULAR respectively. There were sixteen telephone messages from the milk suppliers, home delivery agents and parties supplying packing materials and other stores. Besides this ten internal memos from staff were on his desk. A note from the Managing Director reading "See me as soon as possible" was also lying on his table.

MANAGEMENT FOR RESULTS

Monthly meeting for the departmental heads to review their performance was scheduled for 10 A.M. There were two more meetings in the afternoon called by Director Dairy Development and Environmental Engineer (Board for the Control and prevention of Air/ Water pollution).

MANAGEMENT FOR RESULTS

Manager Engineering informed him over the telephone that due to non availability of lubricating oil for atomizer of powder plant he may have to stop the plant till required item is made available to him by the concerned department. Two leading agency holders selling liquid milk for the company in the mean time entered his room with three leaking milk pouches and one pouch containing extraneous matter. They also complained about poor keeping quality and neutralized taste of milk.

MANAGEMENT FOR RESULTS





As busy as he was Mr. Dairy Expert had to complete his business tour report that was to be submitted to the Managing Director the next very day. He was also required to prepare briefing notes for the Managing Director's meeting day after tomorrow with Dairy Development Department (Government of India) regarding allocation of milk shed area to the company. While he was thinking about his workload, he received a call from his Head Office asking him to make arrangements for the five member delegation from a multinational company (perspective potential customer) coming with the Managing Director to see the plant at 11 A.M.

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MANAGEMENT FOR RESULTS

QUESTION FOR THE PARTICIPANTS

 If you were Mr. Dairy Expert, how would you have managed Monday and the week a head of you?

 Share your strategies / plans and come up with realistic plans to help Mr. Dairy Expert to manage his week