

Time Management & Effectiveness

PV236

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Getting to know each other

- Who are you?
 - full-time students/ studies in parallel with work
 - entrepreneurs / future entrepreneurs
 - want to work for big / small company
 - always as planned / always fire-fighting
 - busy / bored / overloaded / stressed / happy
- What do you want to learn/What problem do you want to tackle in this course?
If you did not attend, email me the answers



Getting to know each other

Who am I?

- Leader, Coach, Teacher, Manager, mom
- Ambition to help people develop and grow
- Passionate about professionalism and development
- 18 years in management in IT: people mgmt, coaching, project mgmt, executive functions, head of technical support, director of a deployment center in Telco, ...
- Principal Program Manager of Associate Engagement and Leadership Development at Red Hat



Organizational

In-class only every other week (bi-weekly)

Next class on Friday, October 5th

Attendance not required, but excuse is 1) polite and 2) part of the learning process (think of priorities)

Email with the answer to the question: "What stuck in my mind from the last lecture?" required after every class by midnight of the following Monday. Either from in-class participation or from the slides.

Those who did not attend may find additional assignments in the slides in **red** due on Monday.



Organizational

Assignments will be specified in the slides.

If you want to pass, make sure you deliver:

- 1) On time,
- 2) Concise paper that precisely follows the instructions



What is more important and why?

- Are you EFFECTIVE?
 - Are you EFFICIENT?
- What is the difference between EFFECTIVENESS and EFFICIENCY?
 - What is more important?

If you did not attend, email me your answers:)



On EFFECTIVENESS

Effectiveness

do the right things

Efficiency

do the things right

What is more important?



On EFFECTIVENESS

Effectiveness

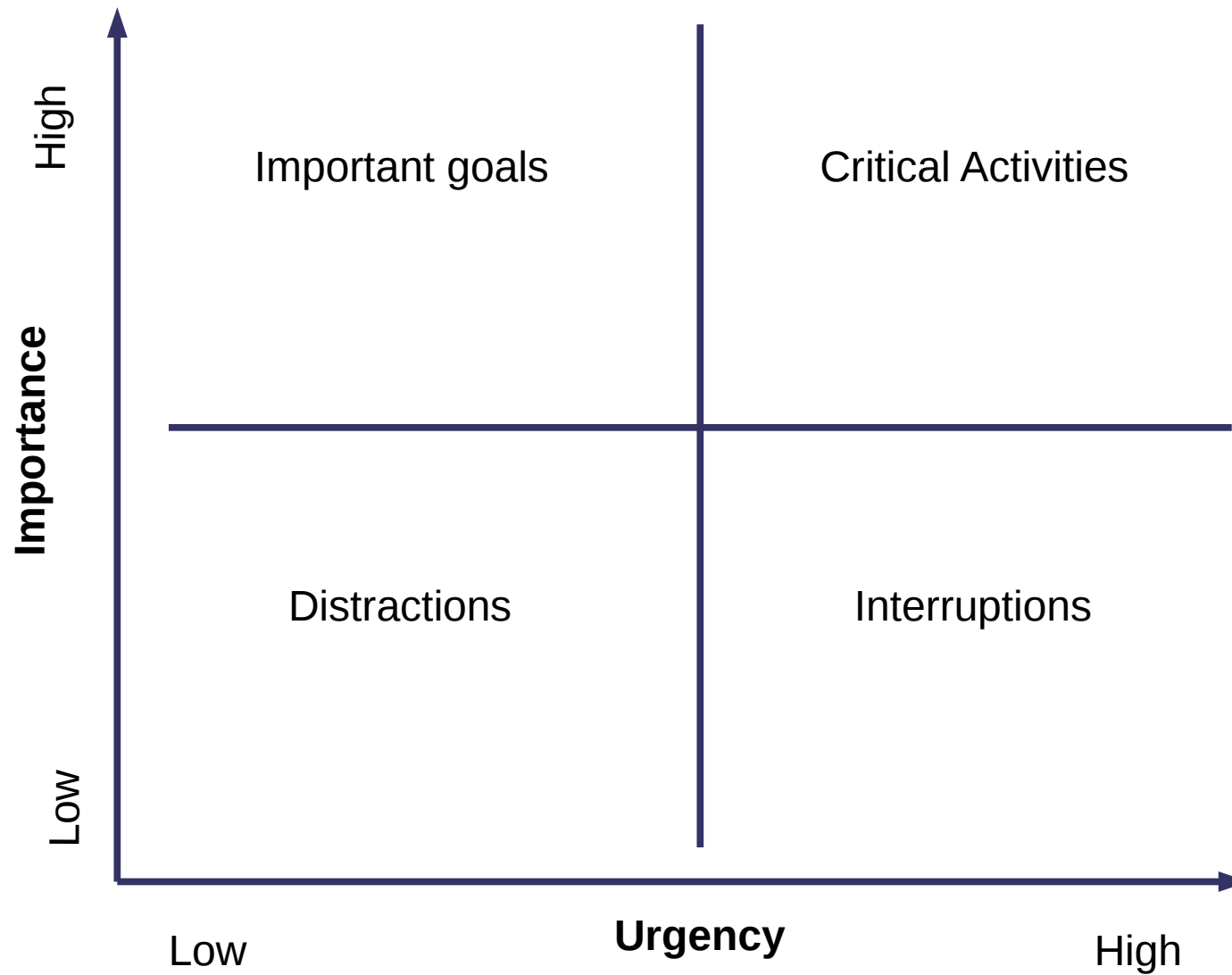
The function of goal accomplishment (either you achieve your goal or you don't)

Efficiency

To be efficient is to use the fewest resources for the given task



Eisenhower Matrix



Eisenhower Matrix

Important as well as urgent - Daily Fire Fighting

Most people spend a majority of time in this get nowhere rat race. Take care to reduce the time you spend in this on this quadrant and be quick to delegate.

Not Urgent but Important - Think strategically about the big picture.

Look for the forest instead of the tree. Maximize your quality time spent in this area.

Urgent but not Important - Someone else's emergency, not yours

Minimize your investment in these activities. This is a where unhappy people spend most of their time.

Neither Urgent nor Important - Time Wasters

These activities are such as when you gossip over the phone, watch television, surf the internet for recreation. Be certain to minimize on this.



Assignment nr. 1

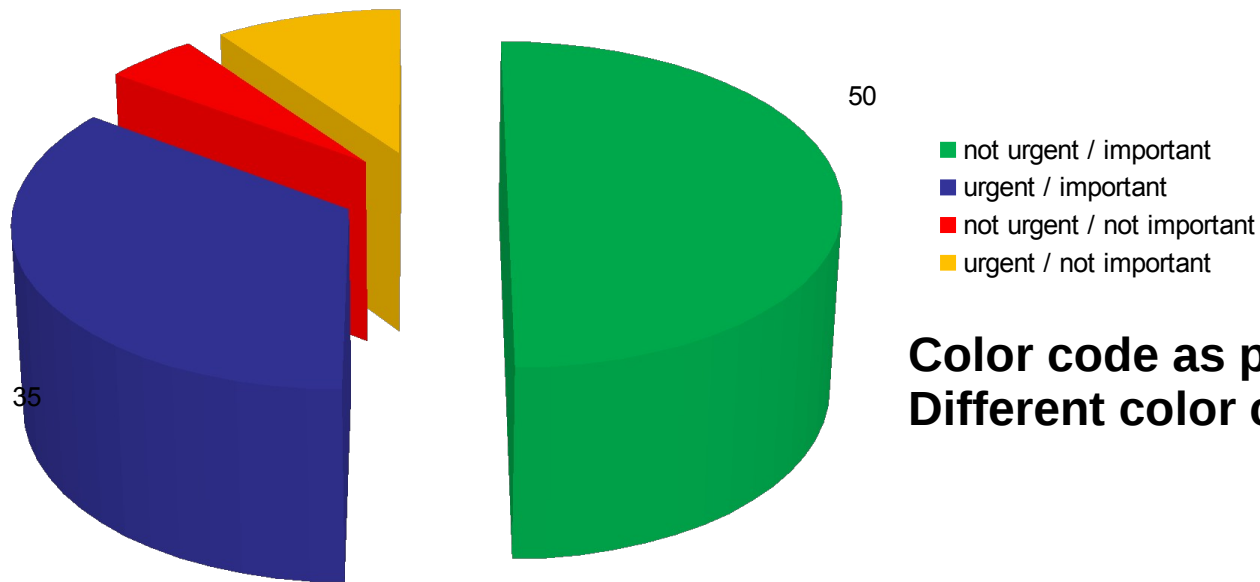
Deliverables:

- Graph with your ideal distribution of time spent on Urgent/Important as per the matrix (4 categories, color code **mandatory**, specified on next slide)
- Graph with the actual distribution based on reality (again, 4 categories, same color code)
- What did you learn from the exercise? Your observations and thoughts.
- What will you do differently? Plan to address the gap.



Assignment nr. 1

There is no ideal for everyone, YOU are to figure out what YOUR ideal is. Track the actual and compare with the desired.



Color code as per the legenda is mandatory
Different color code will be returned for correction

CONSOLIDATED deliverable: DEADLINE MONDAY, Oct 8th
to my email (format of your choice)

