

Time Management & Effectiveness

PV236

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Prioritization

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Summary of last lesson exercise

Tips & tricks



Effort – first thing to consider

- Effort – 1st thing to consider
- 2 minutes rule - address immediately if effort less than 2 (maximum 5) minutes
- Preventive rule – focus on time bombs – where 30 minutes of your effort now can save you 2 days (of potentially more people) effort in the future
- Dependency rule – if somebody else is dependent on your sub-delivery
- Remaining time rule – watch your ambition
- Contingency rule: “Some plans that include contingency will work out. Plans made without contingency will fail by default.”



People & Relationships

- People
- Your boss – if action requested immediately – crucial decisions may depend on your answer if required immediately
- Your team members (subordinates) – evaluate if urgent, act or schedule

If unsure, ask, manage expectations

- Your colleagues – especially if you feel they are under pressure dependent on your input (your attitude creates perceptions)
- Your team common goals – creates perceptions of your closest colleagues and your boss



Comfort level

- Comfort level
- Deal with tasks that you hate first – schedule them, keep the plan
- Deal with tasks that might not be clear first (assess)
- Deal with tasks that are not clear first (clarify)



Assignment #2 – Your own todo list

Your own one working day task list

Analogy to in-class assignment

Create your task list for the day in the morning

Add estimated duration to each task

Add priorities (remember the Important / Urgent)

Add sequence (remember the 2 minutes rule, remaining time rule, the prioritization rules)

Sum the durations, build contingency in

Create reviewed task list for the day

DELIVERABLES: 1. draft task list, 2. completion task list (cross the tasks you've really completed). Each with durations, priorities, sequence. 3. Summary using GOLD coaching model (details on next slide)

DEADLINE: Monday, November 6th



GOLD Coaching Model

GOAL - what was your goal?

OUTCOME – what was the outcome?

LEARNING – what did you learn?

DO DIFFERENTLY – what will you do differently next time?

