

# Time Management & Effectiveness

## PV236

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# Prioritization

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Summary of last lesson exercise

Tips & tricks



## Activity 2 - outcome

	Dalibor	Aya	Anna	Saša	Vladka	Martin	
A. Complaint	5	3	5	5	5	3	
B. Emergency	1	1	1	1	1	1	
C. Monthly report	6	2	6	4	6	5	
D. RR from Monday	4	4	3	2	3	2	
E. MENA call preparation	3	5	4	6	4	4	
F. Lunch	2	6	2	3	2	6	
Finish by	5:30	5:30	5:15	5:30	6	6:30	

**Watch your ambition, should this be your real day, you would do nothing but working on your task list**



# Effort – first thing to consider

- 2 minutes rule - address immediately if effort less than 2 (maximum 5) minutes



# Effort – first thing to consider

- 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



# Effort – first thing to consider

- Dependency rule – if somebody else is dependent on your sub-delivery



# Effort – first thing to consider

- Remaining time rule – watch your ambition



# Effort – first thing to consider

- Contingency rule: “Some plans that include contingency will work out. Plans made without contingency will fail by default.”





# People & Relationships

- Your boss – if action requested immediately – crucial decisions may depend on your answer if required immediately



# People & Relationships

- Your team members (subordinates) – evaluate if urgent, act or schedule



# People & Relationships

If unsure, ask, manage expectations

- Your colleagues
- Your team common goals



# People & Relationships

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

- Deal with tasks that you hate first – schedule them, keep the plan



# Comfort level

- Deal with tasks that might not be clear first (assess)



# Comfort level

- 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:** Sunday, November 17<sup>th</sup>





# 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?

