

Effective Time Management for Efficiency and Effectiveness

By

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3 Levels in Time Management

1. TIME AWARENESS

2. TIME PLANNING

3. TIME SAVING

AT WHAT LEVEL ARE YOU???????

The 5 WHO/ILO guidelines on time MGT

- 1. Live a balanced life each day (use the WHO/ILO Model)**

Cont...

2. Organize your time around roles

Con...

3. Use known tools that organize effective people

Be Organized and Stay Organized by:-

- **Organizing your WORK AREA, HOUSE, LIFE!**
- **Use these basic Planning Tools:-**
- **“To do” lists, Planners e.g. Diaries- manual or computerized**

CONT...

4. Do your things according to priorities by SETTING PRIORITIES (rank them) by using the 3 methods to set priorities:-

1. Pareto's 80/20 Rule

2. Urgency/ Importance Matrix

3. High – Medium - Low Matrix.

- N.B. “ Work Smarter Not Harder”

 - Alan Lakin

 - Heard of the ‘Hard working fool & lazy genius?!’

CONT...

5. Save Time

Time saving techniques

Develop methods/habits which enable you to save time;-

1. BE FOCUSED- Refuse to be distracted.

2. LOOK AHEAD ;-

3. EMBRACE POSITIVE CHANGE

4. BE ASSERTIVE

5. COMMUNICATE EFFECTIVELY

6. MANAGE INTERRUPTIONS WELL

TIME SAVING CONT...

- **7. EFFECTIVELY UTILISE TECHNOLOGY**
- **8. DELEGATE & EMPOWER**
- **9. MAINTAIN GOOD HEALTH** Healthy person uses time productively.

CELEBRATE

***And please remember to invite me
when effective time management
works for you***

Thank you and God Bless
you

