

GRADUATE SCHOOL OF BUSINESS AND ENTREPRENEURSHIP



English in business communication skills:

Lesson 9

Time and time management

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CONTENT:

1. Time management;
2. Timeframes and schedules;
3. Project and project management;
4. Time tips;
5. 21 effective time management tips for managing your workload.



<https://corporatefinanceinstitute.com/resources/management/time-management-list-tips/>

HOW TO MANAGE YOUR TIME



Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success.

<https://community.thriveglobal.com/benefits-and-tips-for-good-time-management-for-your-business/>

BENEFITS OF TIME MANAGEMENT

Enter your sub headline here



The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Here are some benefits of managing time effectively:

1. Stress relief

Making and following a task schedule reduces anxiety. As you check off items on your “to-do” list, you can see that you are making tangible progress. This helps you avoid feeling stressed out with worry about whether you’re getting things done.

2. More time

Good time management gives you extra time to spend in your daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other personal pursuits.

3. More opportunities

Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.

4. Ability to realize goals

Individuals who practice good time management are able to better achieve goals and objectives, and do so in a shorter length of time.



<https://weekplan.net/benefits-of-effective-time-management/>

List of tips for effective time management

After considering the benefits of time management, let's look at some ways to manage time effectively:



<https://corporatefinanceinstitute.com/resources/management/time-management-list-tips/>

What is project management?

Project management involves the planning and organization of a company's resources to move a specific task, event, or duty towards completion. It can involve a one-time project or an ongoing activity, and resources managed include personnel, finances, technology, and intellectual property.

Project management is often associated with fields in engineering and construction and, more lately, healthcare and information technology (IT), which typically have a complex set of components that have to be completed and assembled in a set fashion to create a functioning product.

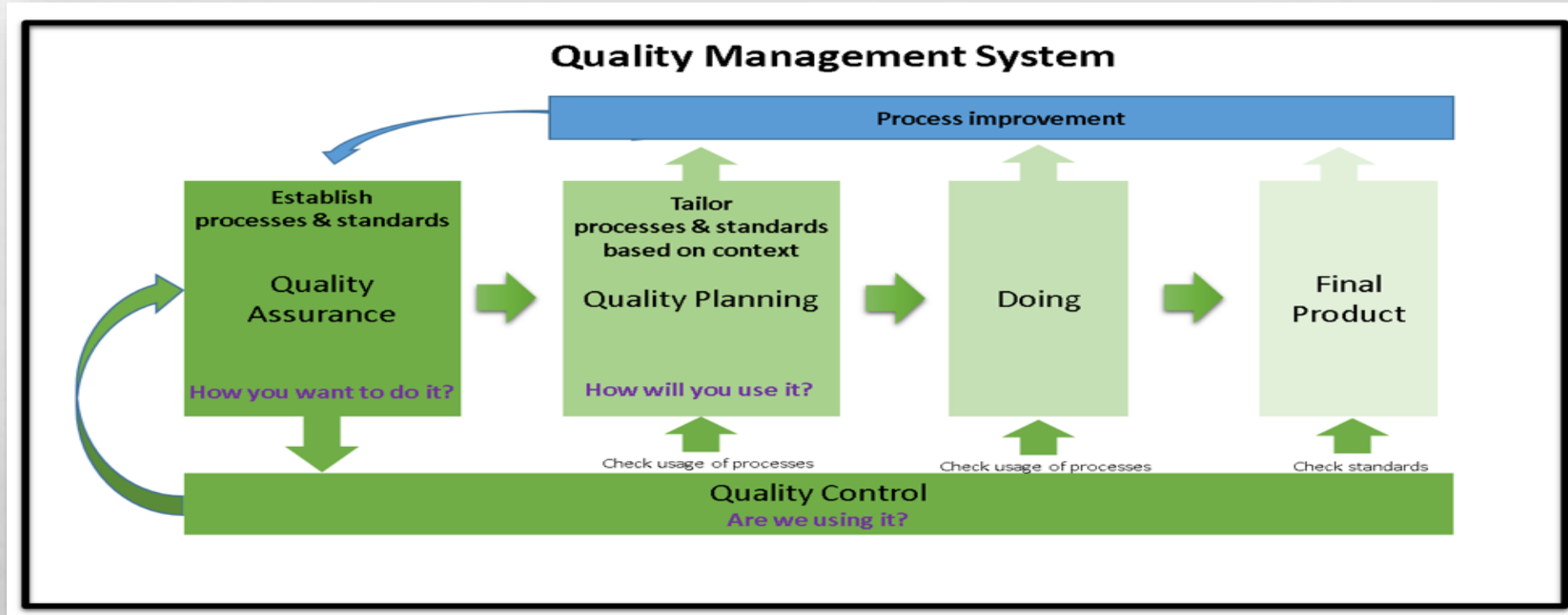
What is Project Management?



WallStreetMojo

<https://www.wallstreetmojo.com/project-management/>

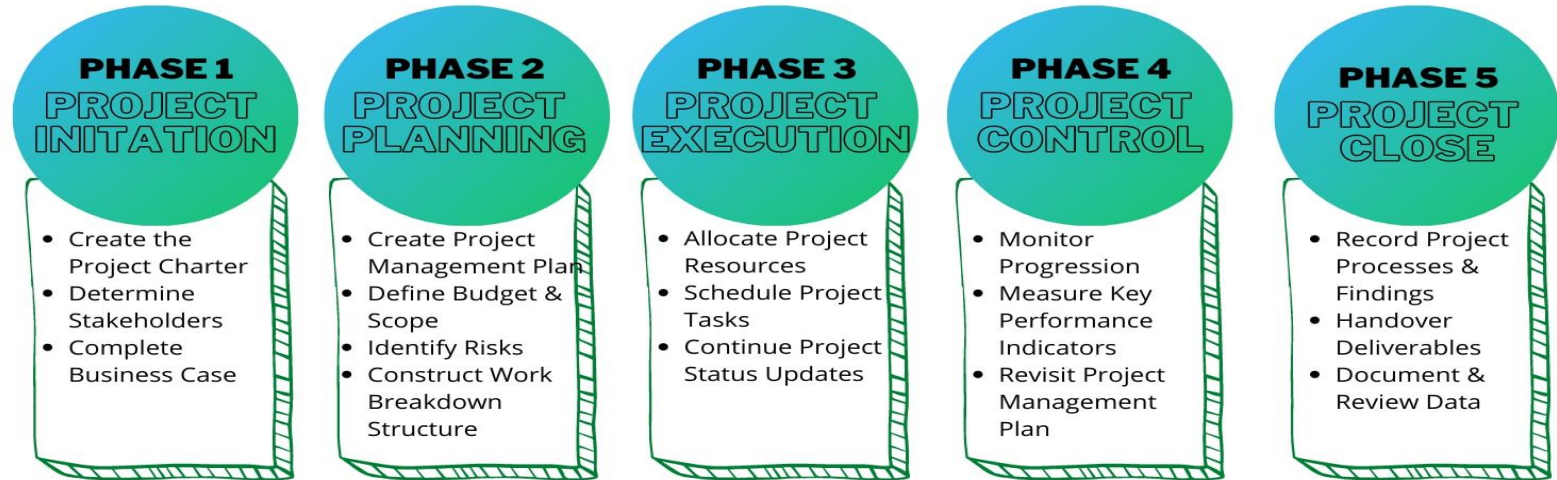
No matter what the industry is, the project manager tends to have roughly the same job: to help define the goals and objectives of the project and determine when the various project components are to be completed and by whom. They also create quality control checks to ensure completed components meet a certain standard.



<https://www.todaysoftmag.com/article/1900/quality-assurance-quality-control-checking-and-testing-is-there-a-difference>

The Five Phases of Project Management

Generally speaking, the project management process includes the following stages: initiation, planning, execution, control, and closing.



qb intuit quickbooks.

<https://quickbooks.intuit.com/ca/resources/time-tracking/what-are-project-management-processes/>

From start to finish, every project needs a plan that outlines how things will get off the ground, how they will be built, and how they will finish. For example, in architecture, the plan starts with an idea, progresses to drawings, and moves on to blueprint drafting, with thousands of little pieces coming together between each step. The architect is just one person providing one piece of the puzzle. The project manager puts it all together.

Every project usually has a budget and a time frame. Project management keeps everything moving smoothly, on time, and on budget. That means when the planned time frame is coming to an end, the project manager may keep all the team members working on the project to finish on schedule.



<https://nextdayanimations.com/how-we-keep-every-project-on-time-and-on-budget/>

Timeframes and schedules

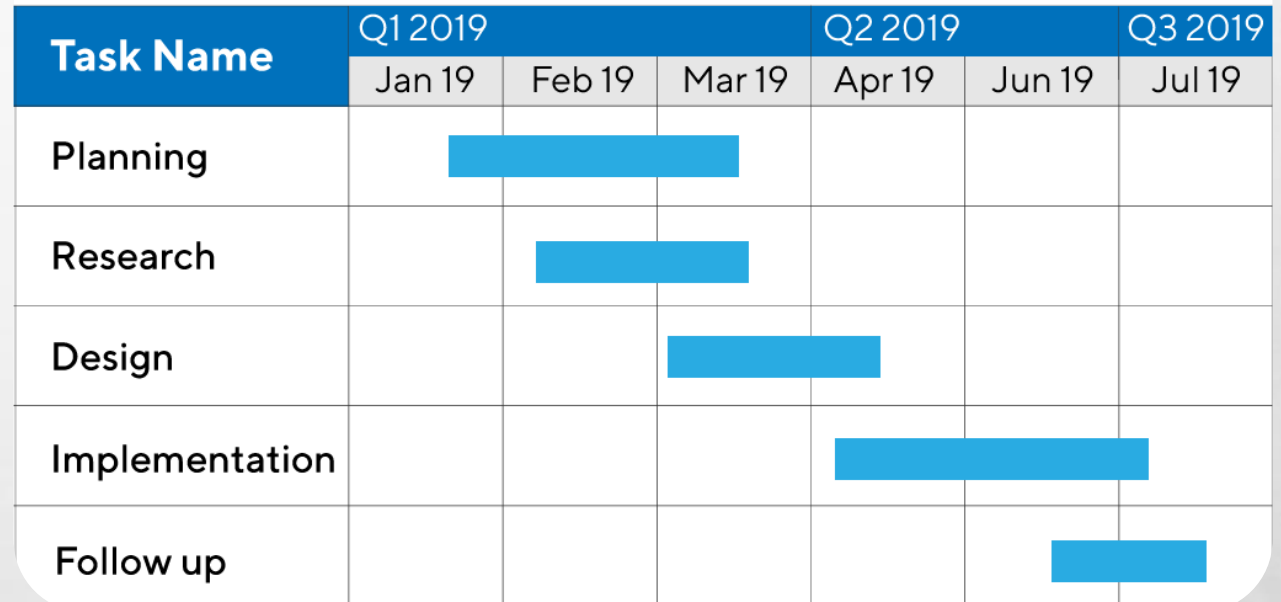
‘Time is money,’ says the famous phrase. The **timescale** or **timeframe** is The overall period during which something should happen or be completed. The **lead time** for something is the period of time it takes to prepare and complete or deliver all or part of something. The times or dates when things in a plan should happen are its **schedule** or **timetable**. If a project is completed at the planned time, the project is **on schedule**; completion before the planned time is **ahead of schedule** and later is **behind schedule**. If something happens later than planned, it is **delayed**: there is a **delay**. If you then try to go faster, you try to **make up time**. But things can **take longer than planned!**

A period when a machine or computer cannot be used because it is not working is **downtime**.



Often, a project manager will use visual representations of workflow, such as Gantt charts or PERT charts, to determine which tasks are to be completed by which departments. They set a budget that includes sufficient funds to keep the project within budget even in the face of unexpected contingencies. The project manager also makes sure the team has the resources it needs to build, test, and deploy a software product.

Gantt Chart



<https://www.productplan.com/glossary/gantt-chart/>

stages
phases
steps
tasks

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Prepare site												
Build walls												
Build roof												
Fitting out												
Finish site												
Recruit employees												
Opening												

These stages **overlap** – the second one starts before the first finishes.

These stages are **simultaneous**: they run in parallel – they happen at the same time.

Time tips

Everyone complains that they never have enough time to do things. Lots of company employees go on **time-management** courses – looking for guidance on how they should organize their time. Here are some tips for time management:

Use a **diary** (BrE) or **calendar** (AmE) to plan your day, week, etc., also known as **personal organizers**. The most modern form are smartphone apps which can display messages and help you organize your **events** and even make **notes** about them.

Plan your day in advance. Make a **realistic plan** (not just a list) of the things you have to do and **prioritize** them – put them in order of importance. Work on the things that have the highest **priority** and leave the others until later.

Avoid **interruptions** and **distractions** – things which stop you doing what you had planned. Do jobs to a realistic level of quality in the time available, and only to a level that is really necessary. Don't always aim for **perfectionism**. Try to balance **time, cost** and **quality**.

21 effective time management tips for managing your workload

1. Do a time audit - To better spend your time, start by understanding where your time is spent. On a simple three-by-five notecard, keep track of your main to-dos for the day. On the back of the card, you're supposed to write things you got done that you didn't initially plan to get done the night before—the workday always likes to sneak in plenty of extras.

2. Create a daily schedule - if it doesn't get scheduled it doesn't get done! So scheduling every hour of your work day is critical to staying focused and productive. Even “free time” to pursue side interests is put on the calendar. If it doesn't get scheduled, it doesn't get done! Accomplish goals by breaking them down into very small projects that you can achieve on a daily basis. Each step should take no longer than one hour per day to accomplish. If you find it's going to take longer than an hour to do that step, you haven't broken it down enough.

3. Prioritize and delegate - Know your personal and professional priorities and plan your priorities in your calendar. Everything else needs to fit around them or be dropped. Get a great assistant you can delegate scheduling and other routine activities to. This person can be one of your biggest productivity boosters and stress reducers.

—[Elizabeth Grace Saunders](#), Time Management Coach

4. Group related tasks together – rather than starting at the top of your list and working your way down, take a few minutes and review the entire list. Then batch similar tasks together. You may have categories like phone calls, finances, networking, paperwork, or creative activities.....

5. Try not to multitask - These days, it seems like all of us have less time than we'd like to accomplish the things we want to do. The internet and social media have sped up how you get your news, how you stay in contact with people, and how you communicate with your customers. It has also caused all of us to create some bad habits—one of which is multitasking.

6. Set time limits for tasks - now take that project or that work product and break it down into smaller sub tasks and set up some time tracking, or time-block how long it will take to do each of those tasks—even if they're five minutes apiece.

7. Take breaks regularly - Taking breaks makes you more productive. In fact, William S. Helton, a professor of human factors and applied cognition at George Mason University, showed that short breaks can improve attention.



<https://www.freepik.com/free-vector/successful-time-management-concept-flat-composit>



https://www.youtube.com/watch?v=JVt9_U9adRE



<https://www.linkedin.com/pulse/why-we-should-take-breaks-sabil-abdulla>

8. Eliminate distractions - How you manage your time is only relevant to the extent that you also control your attention on the task at hand. This is because if you allocate time to a task, but spend that time switching among several different tasks, the end result will likely be different than what you intended. Controlling your attention means effectively managing internal and external distractions, and single-tasking for higher quality work done faster.

— [Maura Thomas](#), Productivity Trainer

9. Stay organized - Organization is an important time management technique. [Jennifer Verdolin, Ph.D.](#), assistant professor at University of Arizona, says, “Research shows that excessive clutter and mess is distracting and inhibits our ability to concentrate and focus.” She then goes on to give examples in the animal kingdom that show how tidiness has helped animals perform at their best.

10. Pace yourself - As an entrepreneur, you're in over-performance mode a lot of time because you're all in. Pace yourself. There will be time. You'll need the time, energy, and attention though; and when you go full throttle right out of the gate, you'll exhaust yourself.

Do you know what good enough is for each of the projects on your list? This is good enough for the organization and good enough for you. Overthinking, over editing and over tweaking wastes valuable time and is not necessary. Do good work, and then stop.

11. Stop and think - The most important thing a busy entrepreneur can do is to stop everything and think.

Take at least five minutes in the morning to think about your day:

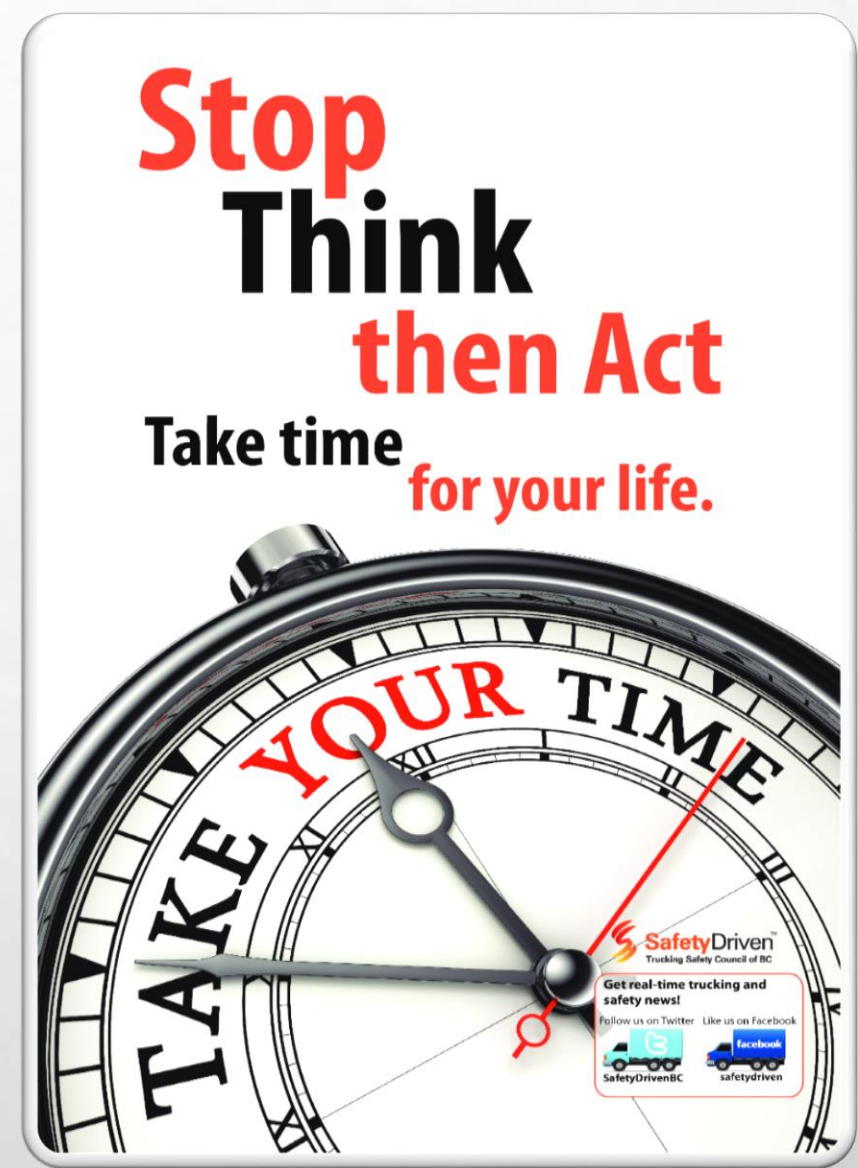
- What's most important for you to accomplish today?
- Does your calendar reflect that priority?

Set your phone to beep every hour and, when it does, ask yourself:

- Am I doing what I most need to be doing?
- Am I being who I most want to be?

And at the end of the day, pause for five minutes and ask yourself:

- What did I learn? Is there anyone I need to thank or acknowledge?
- Is there anything I want to do differently tomorrow?



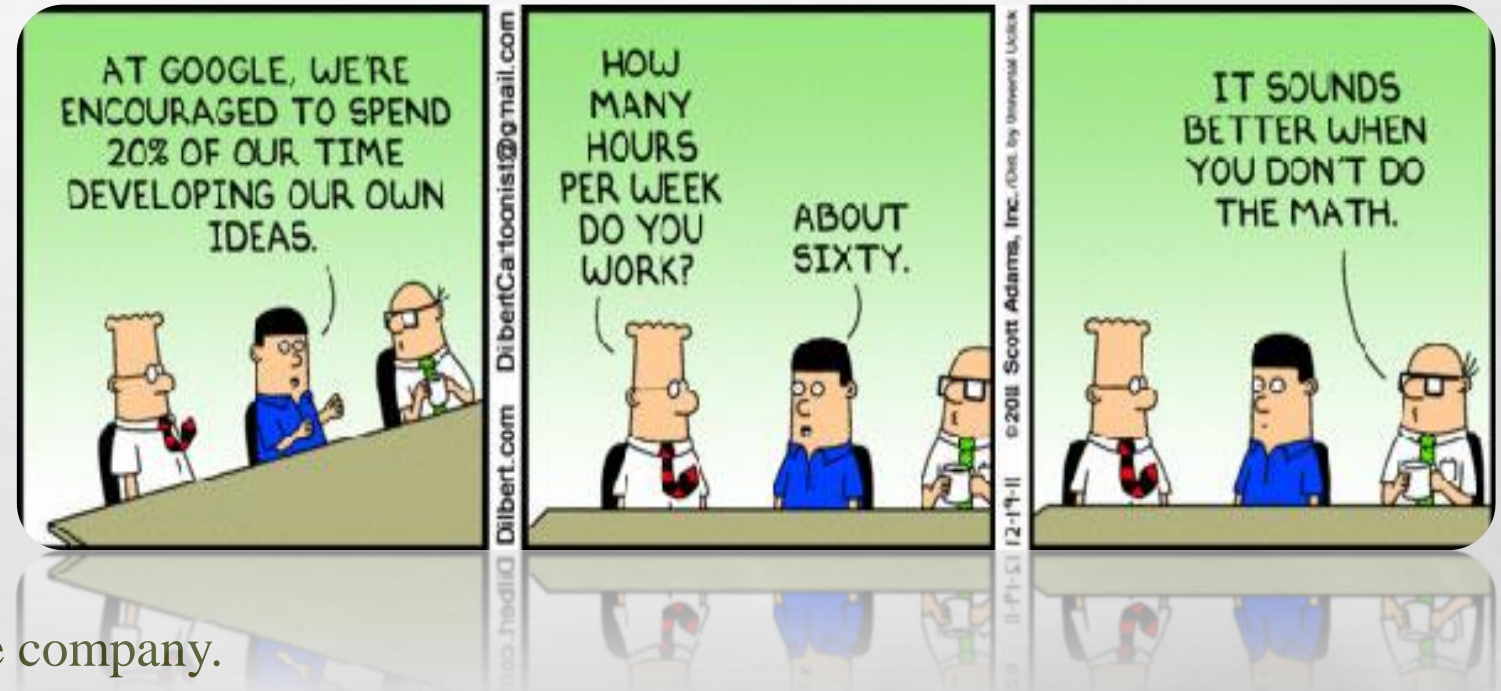
<https://safetydriven.ca/resource/stop-think-act-then-act/>

12. Build unstructured time into your schedule - Build two to four hours of unstructured time into your weekly schedule. This is time set aside with no agenda beyond learning, exploring, and thinking. For many busy entrepreneurs this might seem counterintuitive or just plain unrealistic. However, research backs up the importance of having “slack” time in your schedule on two fronts:

1. When you’re constantly busy and have no free time—as in every minute of every day is scheduled back to back—you max out your brain’s bandwidth: your cognitive abilities decline, you become more prone to making errors, and you’re less insightful.

2. Early on at Amazon, Jeff Bezos left his Mondays and Thursdays completely unstructured so that he always had time to devote to thinking deeply about the vision of the company. Making some “unstructured time” sacred is a hallmark of successful CEOs, because without it they will always be reacting to the problems others are putting in front of them, and never proactively thinking about the future of the company.

—[Jocelyn K. Gleib](#), Work and Creativity Expert



13. Do the most important tasks in the morning - Take your time to do “right things.” Working in constant pressure is not OK. Feeling anxious and overwhelmed is not OK. Do you regret making a decision? Stop.

14. Do the simplest tasks first - Whenever you get stuck on something, don't know how to start a project, get anxious or start procrastinating, force yourself to do the simplest and smallest part of the task. Lower your expectations from completing the whole project to doing the simplest, most achievable component — write the first sentence, put in the first line of code, create the first line in the spreadsheet.

15. Start your day earlier than everyone else - Start your day earlier than everyone else. If you read the biographies and autobiographies of successful men and women, almost all of them have one thing in common and that is the habit of going to bed at a reasonable hour and rising early.

By waking before the rest of the world, you have time to plan your day in advance and get a head start on some tasks that may be looming over your head before others are awake to interrupt you.

— Brian Tracy, motivational speaker and author

16. Use the Pomodoro Technique

My top management tip for busy entrepreneurs is the Pomodoro Technique and Unschedule Calendar. This basically means I just put a timer for 25 minutes and start doing only one task. This time pressure and single focus helps me get back on track and get into my productivity rhythm.

THE **POMODORO** TECHNIQUE

1



**Decide on the task
that you need to do**

3



**Work on the task
until the timer rings**

5



**After 4 Cycles take
a 15-30 minutes break**

2



**Set the timer to
25 minutes**

4



**Take a short
5 minute Break**

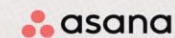
17. Use the Eisenhower Matrix - Emails keep piling up, phone calls keep coming in, there are tons of to-dos: a creator's workload is enormous. Prioritizing that work is key to staying focused. The more you're able to prioritize, the more efficient you'll be. This is where Eisenhower's urgency-importance matrix comes in, forcing you to think twice before adding a task to your to-do list.

18. Create a "5 before 11" list - Make your "5 before 11" list of five things you can commit to doing before 11 a.m. tomorrow morning. Does each task move the needle forward on your purpose, priorities, and goals? It should. When you do your 5 before 11 tomorrow, you will have a blissfully peaceful sense of accomplishment, knowing you have done what is meaningful to you.

—Allyson Lewis, Founder of The Seven Minute Life.

Example of the Eisenhower Matrix

	Urgent	Not urgent
Important	Do: <ul style="list-style-type: none">• Write a blog post due tomorrow• Finish a project proposal• Respond to client emails	Schedule: <ul style="list-style-type: none">• Sign up for a professional development course• Attend a networking event• Add improvements to a personal project
Not important	Delegate: <ul style="list-style-type: none">• Upload blog posts• Transcribe meeting notes• Field non-client emails	Delete: <ul style="list-style-type: none">• Work about work• Attend a status meeting• Share status approvals



19. Declutter your brain regularly - You feel stressed because you have too many unfinished tasks. On a plain piece of paper, write them *all* down. Then cross out any that are not absolutely essential. Be brutal. Looking at your list, commit to completing one task a day until the list is complete. Revisit this list often!

—Allyson Lewis, Founder of The Seven Minute Life

20. Freely allocate the time needed to complete a task - Freely allocate the time you need to realistically do a piece of work to the minimum next stage of completion. By “realistic,” I mean the actual amount of time it would take, not the amount of time you *wish* it would take. Once you have made that decision, then don’t think about time at all and do the work. Thinking about time management is the biggest waste of time.

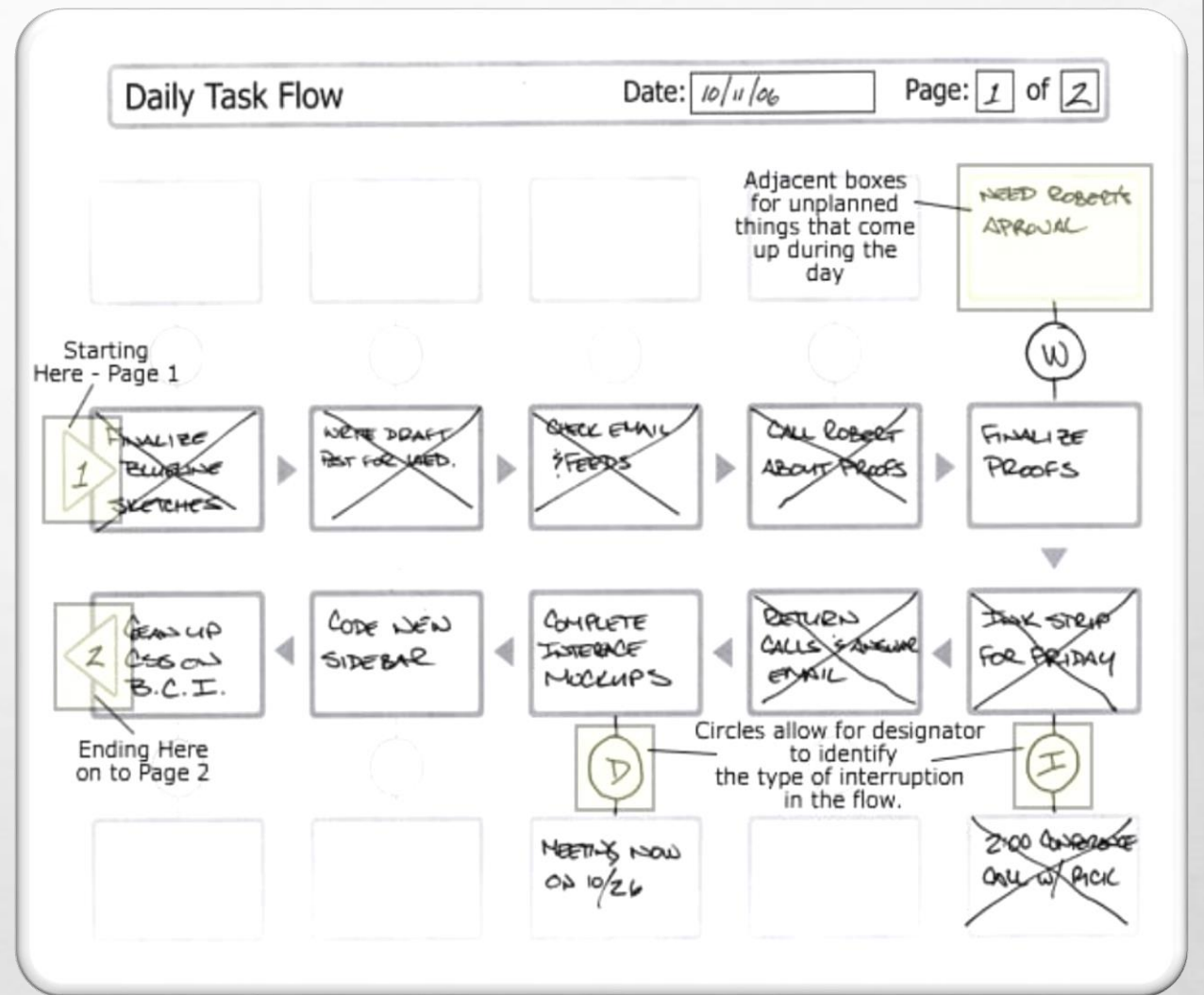
TIME MANAGEMENT TIPS PRIORITY MATRIX

- RECORD YOUR CURRENT SCHEDULE** **30 minutes** at the start of each day for planning. Figure out how you're currently using your time and what to improve. Make a to-do list and schedule your day.
- BATCH SIMILAR TASKS** Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)
- IGNORE phone calls and e-mails** Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.
- MINIMIZE meeting times** More work gets done outside of meetings than in them.
- DELEGATE SOME WORK** If you don't have to do everything by yourself, then don't! Figure out what other people can help you with.
- USE "WAITING" TIME EFFECTIVELY** When you're doing things like riding public transit or sitting in a waiting room, use that time productively.
- TURN TASKS INTO HABITS** Make things easier by turning work tasks into a regular routine.
- BLOCK out social media** Reduce distractions. Don't open up social media until your work is done.

<https://appfluence.com/productivity/time-management-exercises-managers/>

21. Map out tasks the day before - At the end of each day, map out which tasks need to get done the next day and how long each one will take. Then schedule those tasks on your calendar in between the appointments that are already on there. Time management is all about mindset management. Once you realize that you're in control of your clock and can tell your time what to do, your work life and personal life will become less stressed.

— Helene Segura, productivity expert



<https://www.lifehack.org/articles/lifehack/course-of-actions-task-flow-mapping-your-day.html>

Reference

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Thank you for attention!