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TIME MANAGEMENT

Participant's Workbook



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Introduction

These days, we find that we seem to have less and less time for everything we need to do. In spite of advancements in technology, which should help us save time, we seem to be spending our time and have less time than ever before.

So, what is time management and how can it help us keep on top of all the things we need to do? Actually, rather than time management, we should talk about self-management because we cannot externally change time, but we can change the way we approach tasks.



Notes:

Session Objectives

By the end of this session, you should be able to:

1. Examine how you currently use your time.
2. Analyse what motivates you to get something done.
3. Identify what you want to achieve with your time.
4. Prioritise important tasks over time wasters.
5. Plan your personal course of action.
6. Apply time management techniques.



Notes

Assess How You Use Your Time

Let's start by assessing how you currently use your time.



Notes:

Time Management Questionnaire

Take this questionnaire (refer to the handout) to analyze how you currently use your time. You can take this questionnaire again, in the future, to see if you are still on course towards managing your time efficiently.

Rate your answers on how often you have experienced one of the following statements **during the last three months**. Please answer based on what really happened in your life, rather than on what you *aspire* to be; the answer should reflect what your experience was, rather than what it should be.



Notes:

Activity

Based on the questionnaire, make two lists each with:

1. The things that you think **stop** you from using your time efficiently
2. The things that you think **help** you to use your time efficiently



Notes:

Impediments to Good Use of Time

1. Distractions
2. Perfectionism
3. Overcommitting
4. Cluttered workspace
5. Not being able to delegate



Notes:

Helpful Tips towards Using Time Efficiently

1. Planning
2. Breaking down projects into smaller tasks
3. Prioritisation
4. Focus
5. Setting goals
6. Setting deadlines
7. Saying 'no'
8. Organisation
9. Automation



The Power of Motivation

As we have seen, there are many things that can hinder or help us towards using time efficiently. Before we even look at techniques for time management. Though, let's first look at motivation, the root cause of why we decide to engage in tasks in the first place. Why is motivation important and what is its connection with how we use our time?



Notes:

How Long Is One Minute?

Let's do one simple test. I would like you to use the stopwatches on your smartphones for this activity.

When I ask you to start, I would like you to start the stopwatch and close your eyes. You will then need to estimate how long is one minute. When you feel is one minute, you open your eyes and stop the stopwatch, then write down what is the time recorded on the stopwatch.



Notes:

When Does Time Fly for You?



When Does Time Fly for You?

Time is as much psychological as it is objective. Similarly, however, our perception of time is not only logical but also emotional.

There is a strong correlation between our perception of time and passion. Time flies when we are doing something that we are passionate about.

Also, we are less likely to procrastinate on something that we love. So, we use our time focusing on that task to the full. As a result, if we do something that we are passionate about this has a positive impact on productivity.

Sometimes though we have to engage in tasks that we find boring. However, the trick is to always attach a **reward** to what we are doing.



Notes

Maslow's Pyramid of Needs



Motivation

There are many factors that are involved in motivation. One theory, which is largely used, is Maslow's Hierarchy of needs.

According to Maslow, generally speaking, we need to fulfil the most basic needs at the base of the pyramid before we can be motivated to fulfil other needs higher up in the pyramid.

The physiological needs involve those needs that, if not satisfied, lead to our physical death, such as the need for food and water.

Security needs include shelter, financial elements and freedom from fear.

Social needs refer to belonging, love, friendships.

Esteem needs include respect from others and self-respect.

These first four levels are considered by some psychologists as 'deficiency needs' because they refer to something we are lacking.



NOTE:

Motivation

Generally speaking, unless there are some other underlying reasons, as those needs are met, motivation decreases.

The top level, self-actualization, refers to achieving one's personal potential. For example learning just for the pleasure of doing so, or being creative or fulfilling a higher mission in life.

These needs are considered 'growth needs' because they stem from a desire to grow as a person. Motivation usually increases as these needs are met.

It is worth noting that, as Maslow himself pointed out, this hierarchy is not rigid. For example, somebody who is on hunger strike is putting their self-actualization needs before their physiological needs. So, there is flexibility in this system but, usually speaking, these are the elements that motivate us.



NOTE

Motivation

All the things we do should provide fulfillment in at least one of those needs. Also, ideally at least some of the things we do in life should aim at fulfilling the top level since that is the level which provides personal growth.

If we do things that do NOT fulfil any of our needs or do NOT do so in the most effective way, then we need to start considering if we should engage in those tasks at all.



NOTES

Setting Goals

This is the point at which we need to decide what we want to achieve with our lives. What needs are being met? What are our goals?



NAME: _____

Time is the Coin of Your Life



Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.



—Earl Nightingale



Notes:

The Big Picture

If you don't know what your goals are, you won't know how to reach your goals.



Notes:

Your 3 Most Important Goals

In 30 seconds, write down your 3 most important goals in life right now.



Notes

The Three Most Important Things

Write, what are, **right now**, your **3 most important** goals in each of the areas of life listed below. Only spend up to 30 seconds per area of life, to come up with the three goals. (Refer to the Three Most Important Things handout)



Notes:

SMART Goals

SMART



Specific

1. **What** do I want to accomplish?
2. **Why** is this goal important?
3. **Who** is involved?
4. **Where** is it located?
5. **Which** resources or limits are involved?



Notes:

Measurable

1. How much?
2. How many?
3. How will I know when it is accomplished?



Notes:

Achievable

1. How can I accomplish this goal?
2. How realistic is the goal, based on other constraints, such as financial resources?



Notes:

Relevant

1. Does this seem worthwhile?
2. Is this the right time?
3. Does this match our other efforts/goals?
4. Am I the right person to reach this goal?
5. Is it applicable in the current social/economic environment?



Notes:

Time-bound

1. What?
2. What was I like six months from now?
3. What was I like six weeks from now?
4. What was I like today?



Notes:

Setting a SMART Goal

How do you know if a goal is SMART? Ask yourself the questions below. (Refer to the SMART Goal Handbook)



Notes:

Prioritize

How do you know which tasks are important and which ones are time-wasters?



Notes:

Time Is Free but It's Priceless

“

Time is free but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.

”

—Harvey Milk

How can we make sure we allocate most of our time to tasks worth doing, so we do not waste our most precious resource?



Notes:

Time Management Matrix



Time Management Matrix Elements



Time Management Matrix Elements

The urgent and important tasks are like fire. You have to deal with them immediately, otherwise, you risk getting burnt.

The non-urgent but important tasks are like water. They are essential for your growth and nourishment.

The urgent but not important tasks are like the earth, like the soil under your feet. They keep you grounded and it seems as though they support you. Carrying them out makes you feel busy and as though you are doing something. However, they also hold you back. They stop you from reaching new heights.

Finally, the non-urgent and non-important tasks are like the wind. They blow you away in different directions taking you away from your goals.



Notes:

Prioritization Exercise

1. Make a list of tasks that relate to your job or home environment
2. Place each into the matrix, based on importance and urgency
3. Which tasks are the most important ones and why?



Notes:

Matrix Examples



How Do I Know Which Tasks Are Important?

1. What can I do today that will make tomorrow better?

2. Does this task contribute towards achieving my goals?



Notes:

Plan

How do you plan to achieve your goals in a timely manner?



Notes:

Breaking down Goals into Objectives and Tasks

1. Return to the SMART goal you had set together this morning.
2. Divide your main goal into SMART objectives or tasks.
3. Use a mind map.
4. Allocate tasks to time slots.



Notes:

Breaking down Goals Example



Slotting Tasks into Your Calendar

Example

1. Sunday, 2pm: go online to cancel subscriptions (for things I do not use)
2. Monday, 8am: book meeting with my manager at work
3. Tuesday, 8:30pm: surf the internet for final information about movies
4. Wednesday, 1pm: open a high-interest bank account

Notes

Tips for Effective 'To Do' Lists

1. Use separate lists: overall, monthly, weekly, daily
2. Use daily list the evening before
3. For the daily list, write down the 8 most important things you need to do tomorrow (in order of importance from 1 to 8)
4. Integrate the 'to do' list into your calendar



Notes:

Remember

80/20 rule. Most of the results come from about 20% of the activities we do!

Do the hardest and most important job at the start of the day (and make a habit of it)

Notes

Procrastination

1. Think of times when you put off doing something that needed to be done.
2. Why did you procrastinate and what can you do to avoid procrastinating in the future?



Notes:

Why Do We Procrastinate?

1. Lack of passion or motivation
2. Fear of failure (sometimes due to perfectionism)
3. Feeling overwhelmed (wondering where to start)
4. Not enough resources
5. No clear deadline



Notes:

How Can We Overcome Procrastination?

1. Focus on the big picture and the rewards!
2. Set deadlines.
3. Break down goals into smaller tasks.
4. Set goals.
5. Say 'I choose to' instead of 'I have to'!
6. Remove distractions.



Notes:

What Did You Do Yesterday?

1. Take a piece of paper
2. List about 5 things you accomplished yesterday (it does not matter how big or small)
3. List 1 wonderful thing you did yesterday (be celebrating or congratulating)



Notes:

Time Management Techniques

Additional tips and techniques to use your time efficiently:



Notes:

Take Time to Deliberate

“

Take time to deliberate, but when the time for action arrives, stop thinking and go.

”

—Napoleon Bonaparte



Notes

Tasks Funnel



A white notepad with a grey spiral binding at the top. Below the binding are ten horizontal lines for writing, providing space for notes related to the 'Tasks Funnel' process.

The A-B-C-D-E-Method

In your 'to do' list, mark your tasks in the following ways:

- A:** Very important. There may be very serious negative consequences if you do not do it.
- B:** Important. There may be minor negative consequences if you do not do it.
- C:** Nice to do. No negative consequences if you do not do it.
- D:** Delegate. Somebody else can do it.
- E:** Eliminate. Not important at all. Free up your time by eliminating this task.



Notes:

Kanban Board

Todo	Doing	Done

Week 1

Overcoming Time Wasters

1. Learn how to say 'no' to things that do not support your goals (and do not feel guilty)
2. Check emails at specific times only and turn off notifications
3. Use voice mail and set auto-responders to return calls
4. Go only to necessary meetings and stick to the agenda
5. Do not get stuck on small details
6. Limit TV and Internet time
7. Beat your future self (e.g. place alarm clock far away from the bed)



Notes:

Additional Tips for Focusing

1. Allocate large chunks of time to important tasks.
2. Complete the most important task first.
3. Focus on one task at a time only and find a quiet place to complete it.
4. Gather all materials together that you need for a task and move all irrelevant material away.
5. Keep your workspace free of clutter.
6. Batch similar tasks together.
7. Take breaks!



Notes:

Fill Your Waiting Time

You can do something productive as you wait...

1. At the airport
2. In waiting rooms
3. In a queue



Notes:

Time Management Is a Means to an End

The ultimate goal is to live a happy and fulfilling life!



Notes:



Casey Ong has made a reputation for himself in the international business world as an in-demand consultant. He has given over 1000 speeches and coached over 1000 individuals on the critical topics of business performance improvement and process management solutions.

Casey's passion is to teach what he has learned during his two decades of experience. As a result of his consulting, Casey has developed the **5.1.E.E. Model™** methodology, which gives organizations the knowledge and skills to uplift business performance and lead to the next level. Casey's expertise includes identifying productivity problems and using data automation to digitalize business processes. This knowledge gives clients just in time intelligence about operational efficiencies, internal efficiencies, and cost drivers. The principles and strategies in **5.1.E.E. After the Storm** can help individuals and businesses set the stage for sustainable success during any economic condition.

International bestselling author, @Growthfor Business of @Get your Feet in a Box will lay factors to propel your business forward, says "Casey Ong's book is a goldmine of wisdom and practicality for any business owner. The **5.1.E.E.™** principles and practices he shares pave the way for both personal and business growth, not only in times of challenge and change, but always. Do yourself and your business a favor: read this book, and implement Casey's advice!"