Applied informatics

Time management – Time planning and using PIS.

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Time management – Time planning and using PIS

- 1. Time management generations
- 2. Time management hints
- 3. Time management priorities

Assignments



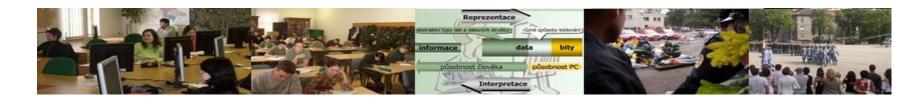








Aims of the lecture



- Provide students with knowledge of generations of Time Management
- 2. Introduce hints of Time Management
- 3. Clarify prioritization of Time Management











TIME MANAGEMENT IMPORTANCE

Definition of Time Management (TM)

- ☐ TM is a set of practices, recommendations, and tools for planning time, usually for the purpose of increasing the efficiency of using time.
- ☐ TM is a wide range of activities, including planning, allocating, setting of goals, delegation, analysis of spent time, monitoring and prioritization.











Time management generation

First generation

- Recording a task in the "To-Do List" (simple notebooks).
- ☐ + The advantage is its ease of use.
- The downside is missing priorities and deadlines.
- = Completed task is simply marked or lit.
- = The disadvantages are so fundamental that it is nowadays hardly used.













First generation of TM

symbol = Task Bar

term = done - "tick"

skill = perspective











Second generation of TM

- ☐ Planning using the simple work calendars or diaries.
- ☐ For each of the tasks record deadlines and set goals.
- + This bring the clarity that enabled to predict how busy a day will be.
- The system could not record multiple significant events in one day. Users themselves decide which task has a higher priority.











Second generation of TM

- \square symbol = calendar (diary)
- \Box term = terms + goals
- \Box skill = predict occupancy











Third generation of TM

- □Planning using the simple work calendars or diaries remains, but each of the tasks can include completion dates and includes setting of particular goals.
- + Clarity that enabled predict utilization of a day.
- The system could not record multiple significant events in one day. Users themselves decide which task has a higher priority.











Third generation of TM

- \square symbol = clock
- \Box term = goal
- □ skill = assign priorities to tasks











Fourth generation of TM

It is streamlining all of the above instruments.

- + Introduces places, objectives and roles and prefers the important tasks over those urgent.
- + It is complemented by life's purpose, mission and the desire of users, etc.
- + It helps to determine what is important in life and to subordinate everything else, including planning time.
- In the Czech Republic is not very widespread.













Fourth generation of TM

 \square symbol = compass

 \Box term = areas of life

□ skill = assign tasks to priorities











1. Follow the priorities

- ☐ Set the priorities
- ☐ Have the priorities always in mind.

•











2. Delegate your duties

- □Other duties may be delegated to team members.
- ☐ It is not possible for one person to do everything.
- Based on the priorities selected, select the activity which is most important for us, who control the best.











3. Use tools efficiently

- ☐ Effectively use the best tools available.
- ☐ It will save you a lot of trouble, and especially much time.









4. Systematic time planning

- ☐ We use a lot of planning aids like a diary or planning software.
- ☐ If we write down and schedule the duties, we get a comprehensive view of the additional responsibilities and it helps us to avoid potential time conflict.

[3]











5. The art to say NO

- □A common problem is that people do not know how use the word no/not.
- ☐ It is necessary balance everything.













6. Having a critical mind

- ☐ Be able to critically assess what we are not suitable for it saves a lot of time ...
- ☐ But it is important to realize that one thing / activity can be done by someone better and faster.









7. awareness

- ☐ If any information is incomplete or even erroneous, is only a poor estimate of the situation.
- ☐ Timely and complete information is the key for good mastering of time.













8. Interferences

- ☐ Distracting factors such as telephone calls, visits, sudden and undeclared meetings can be a serious problem.
- □ An unexpected phone call may disrupt the currently the executed task in a very fundamental way.













9. Reserves

- Create reserves.
- ☐ The ideal plan is covering about 60% of the time left .
- ☐ The remaining 40% is left to the unexpected activities.











10. Workplace organization

Suitable arrangement creates conditions for effective work avoiding the time-consuming search.











TIME MANAGEMENT

- priorities

Priority A - things that need to be dealt with first = Solve today if possible.

Priority B - things which are essential to achieve the objectives.

= It is good to work every day on at least one task with B priority.













TIME MANAGEMENT

- priority

Priority C - these tasks are necessary but are not essential to achieving the objectives, it is best to delegate or refuse them.

Priority D - these things do not have much sense to devote time to them. Even though it may be more fun than the higher priority tasks.













Bad time management

Symptoms

- constantly overloaded program, often work in the evenings and weekends,
- with constant delayed terms, failure to comply with time schedules
- ☐ lack of solutions to the problems in depth
- afraid to delegate or accept the initiative of others
- fighting daily crises
- inability to refuse what I do not have













Bad time management

Symptoms

- missing set of clear priorities at work
- a long list of people waiting for an appointment
- feel that you do not have the situation under your control
- postponing tasks, particularly unpleasant
- lack of system and order in cases
- little or no time for family, fun and sport











TIME MANAGEMENT

Effective use of time

- ☐ linking activities
- create models (involving autopilot)
- ☐ the use of small slots
- ☐ Take a small first step, overcome resistance
- ☐ Please use regular fixed dates for unpopular activities











Conclusions

- ☐ Establish priorities at your work
- unpleasant things solve always immediately
- effectively use the ascending phase power in daily cycle
- Learn to regularly estimate the necessary expenditure of time
- at the end of the day you do the program structure for the next day











Conclusions

- □plan each day only 60% of the time 40% leave empty for unexpected activities
- ☐ regularly do daily balance if something you can "check off" positive effect
- ☐ Do not delegate only task, where explaining will take more time than do the task itself











Assignments



- Analyze options for each generation of Time Management (TM).
- •Keep in mind the 10 hints of the TM.
- Create your idea of effective time management in your professional activities.











Resources:

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