

Applied informatics

Time management – Time planning and using PIS.

ZEMÁNEK, Z. – PLUSKAL, D. – SMETANA, B.

Time management – Time planning and using PIS

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

Assignments

Aims of the lecture



1. 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.

[1]

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.

[2]

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.

[2]

Second generation of TM

- symbol = calendar (diary)
- term = terms + goals
- 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.

[2]

Third generation of TM

- symbol = clock
- 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.

[2]

Fourth generation of TM

- ☐ symbol = compass
- ☐ term = areas of life
- ☐ skill = assign tasks to priorities

10 hints of TM

1. Follow the priorities

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

.

[3]

10 hints of TM

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]

10 hints of TM

3. Use tools efficiently

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

[3]

10 hints of TM

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]

10 hints of TM

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.

[3]

10 hints of TM

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.

[3]

10 hints of TM

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.

[3]

10 hints of TM

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.

[3]

10 hints of TM

9. Reserves

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

[3]

10 hints of TM

10. Workplace organization

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

[3]

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.

[4]

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.

[4]

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

[5]

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

[5]

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

[5]

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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