



Time Management



No man ever said on his deathbed, “ I wish I had spent more time at the office”



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Hurry sickness



A state of anxiety caused by the feeling of not having enough time in the day to accomplish everything that is required.

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- ▶ We wonder how these people can lose control so quickly and completely, and are comforted knowing that we are more rational, more balanced, and better adjusted.
 - ▶ With little time to plan, many of us have become adept at crisis management, rushing to put out one fire after another. We're all dependent on overnight delivery and communicating via e-mail, fax, and telephone.





➔ Test1

➔ Test2



Symptoms of hurry sickness

- Nervousness.
 - Depression.
 - Fatigue.
 - Appetite swings.
 - Compulsive behavior (repetitive actions that are difficult or even impossible to stop).
 - Unwillingness and even inability to stop working.
 - Inability to relax even when you do stop working.
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keep driving in that fast lane until it becomes a way of life and you run the risk of:

- ▶ hypertension
- ▶ heart disease
- ▶ migraines
- ▶ insomnia
- ▶ digestive problems
- ▶ stroke



We have seen the enemy, and it is within us

- ▶ We use our busy-ness as a measure of our self-worth and importance. We define our sense of purpose and our meaning in terms of our to-do list.
 - ▶ We've internalized the clear social message that busy people are worthy people, even morally superior people.
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Test



Time


- ▶ when we discuss the time of our lives. We're talking about our very lives.
- ▶ Time is nothing more (or less) than a way of measuring out our lives. Other cultures measure time other ways, and some cultures don't measure it at all.

Here are how some other cultures speak of time:

- * "O, call back yesterday, bid time return!" William Shakespeare
- * "Think of many things. Do one." Portuguese saying
- * "Sleep faster. We need the pillows." Yiddish saying



How much time do you really have?

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- ▶ Are You really as Busy as You think?
 - ▶ Are you working longer and harder now than you used to?

if yes, then

How you really spending your time?



Log your time

- ▶ First you need to know how you're spending your time now.

The more categories you create, the more precise and helpful the information will be.

- ▶ Have you forgotten anything? You can, of course, add items during your survey week if you haven't anticipated everything here.



Time management

Its a personal rather than a social issue in our culture.

It is managing ourselves in relation to time. It is setting priorities and proper utilization of time to achieve maximum quality output.



You may often wish for more time but you only get 24 hours, 1,440 minutes or 86,400 seconds each day.



Advantages of time management

- **More productivity.**
- **Having more energy for things you need to accomplish.**
- **Less stressed**
- **Getting more things done**

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Time management Skills

1. Know how you spend your time.
2. Set Priorities
3. Use a planning tool.
4. Get organized.
5. Schedule your time appropriately.
6. Manage external time wasters.
7. Avoid multi-tasking




Some advices

- ▶ Time is life, do not waste it.
- ▶ Make a realistic list of things to do and act on it.
- ▶ Prioritize the activities A: Extremely important; B: Important; C: relatively unimportant
- ▶ Eliminate unnecessary activities.
- ▶ Use memory aids such as diary, notebook, cell phone Analyze how time is spent.



To do list

- *Don't put too much on it.*
 - *Put some air in it.*
 - *List possibilities.*
 - *Schedule your tasks*
 - *Don't carve the list in stone.*
 - *Turn the big jobs into small jobs.*
 - *Schedule breaks and little rewards.*
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Thank you