An Najah National University
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Engineering Management
“Basic Time Management Principles“

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Introduction

- Time is a resource that, when lost or misplaced, is gone forever.

- Managing projects within time, cost, and performance is easier said than done.

- Project manager who cannot control his own time, then he will control nothing else on the project.

- Remember that time is money

- Bad time management = stress
What is the definition of time management?

It is a set of principles, practices, skills, tools, and systems that work together to help you get more value out of your time with the aim of improving the quality of your life.
Questions

➢ Do you have sufficient time each day for personal interests?

➢ Do you still think about your job when away from the office?

➢ Do you make a list of things to do?
  ➢ If yes, is the list prioritized?

➢ Does your schedule have some degree of flexibility?
Questions

➢ Do you have trouble completing work within the allocated deadlines?

➢ How long can you work at your desk before being interrupted? How many interruptions are there each day?

➢ Do you have a procedure for handling interruptions?

➢ If you need a large block of uninterrupted time, is it available? With or without overtime?
Questions

- How do you handle drop-in visitors and phone calls?
- How is incoming mail handled?
- Do you perform work that should be handled by your subordinates?
To answer the previous questions, time management is founded..

And thus, What does “Time management” do for you, your job, your group and/or your organization?
- Reduce stress
- Control demand
- Achieve plans and keep on schedules
- Manage the work (use time constructively)
- Improve productivity/effectiveness
- Achieve goals and get successful

Time management is life management
Time Wasting Culprits

What are the most common time wasters, thieves and culprits?

Or

what is the Obstacles to effective time management ??
Obstacles to effective time management

- Unclear objectives
- Disorganization
- Inability to say “no”
Obstacles to effective time management

- Interruptions
- More interruptions
- Periods of inactivity
Obstacles to effective time management

- Too many things at once
- Stress and fatigue
- All work and no play
How to manage your self

- Take time to plan and Specify goals.
- Schedule priorities, and start w/important task (To do list).
- Concentrate on one task at a moment and avoid interruption.
- Control your tools such as mobile, email, papers, and TV.
- Avoid the cluttered desk syndrome
- Utilize the useful time.
- Learn to use idle time
- Lean to say NO “gentle NO”
- Get a day timer or PDA
- Add notes on day-timer list.
Basic Time Management Principles

Adjust your attitude
Be organized
Follow a routine
Write down your goals
Be selective
Prioritize
Give yourself extra time
Track what you do
Find shortcuts
Adjust your Attitude

- Being busy is not something that life does to us, we do it to ourselves. Some things are beyond our control, but many things are not.
Be organized

- Have a place for everything and put things away as soon as you are done using them.
- Put items that are off-used in a more accessible location and file everything else away.
- Be ruthless about throwing things away if they are no longer needed. Clutter is a big time-waster.
Follow a routine

- Make a daily, weekly, monthly, quarterly and annual routine and follow it.
- Routines help you make sure you don’t forget to do things.
- Make checklists of repeated tasks, so you don’t have to think about them.
- Routines are good for your mental and physical well-being.
Write down your goals

- List specific goals like buying a house, obtaining a certain job, paying off debts, finishing a big project, etc. Include specific dates.

- List general goals like spending lots of time with family, having a fulfilling career, being healthy or contributing something to society.

- Write your goals down and refer back to them often, keeping them fresh in your mind will help you to avoid time-wasting distractions and later regret.
Be selective

- Make a mental list of criteria for accepting a new task and if something doesn’t fit your criteria, say no.

- Don’t try to please everyone, or you may end up pleasing no one.

- Remember that not everything is your responsibility – don’t be afraid to delegate.
Prioritize

- Once you have a list of things to do, schedule them according to their importance.

- Sometimes it may make sense to do a bunch of small tasks first, to clear your mind for a bigger task.

- If you are more alert at certain times of the day, do harder tasks and then save the more menial stuff for another time.
Give yourself extra time

- Allow for the unexpected. If it takes 15 minutes to get to work, give yourself 30 minutes.

- Be prepared - check the weather forecast ahead of time so that you know if you need more time to get to work.

- For time-critical things like catching a plane, give yourself lots of extra time.
Track what you do

- Keep a detailed log on occasion to see how you are really spending your time.
- Write a daily journal to help yourself remember why you made certain decisions or how you fixed something.
- Evaluate yourself on a regular basis to make sure that the way you are prioritizing tasks is in line with your goals.
Find shortcuts

For the super-busy person:
- Learn to speed-read.
- Take notes in shorthand.
- Take reading materials or note cards with you everywhere - you can read them on the bus, while waiting in line at the bank, etc.
- Don’t do things at the same time or in the same place as everyone else.
- Learn the flow and schedules of people and places around you, and adapt yourself to them.
Thank You

Wa Salami Lakom