

Award in Office Management and Administration

Lecture Title:

Lecture 10 Time-Management skills

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Goals

1. Save a ton of Time
2. Help move your career faster
3. Help you move money in your pocket
4. Reduce your stress
5. Give Improve the productivity of your staff
6. your years of your life back

Our life and time are of utmost importance

Hold in mind that your life is your greatest asset

Never forget that you cannot BANK time

People who waste your time they are stealing your life

Are people helping you spend your time or waster your time

Always search ways how to save time

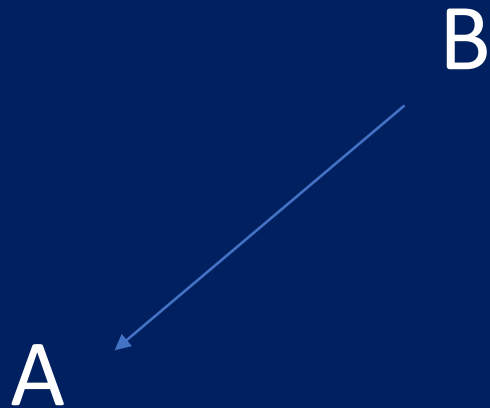


What if you get to the top
ladder ...only to find that you
are leaning on the wrong
wall?

Steven Covey



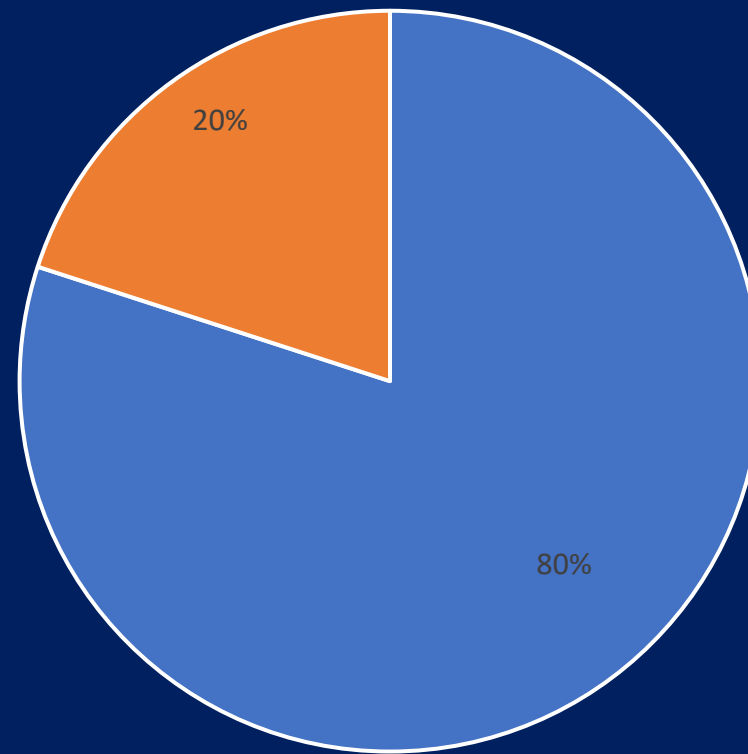
- Start with the END



OLD- The shortest distance between 2 points is a straight line

NEW- The shortest distance between two points is a resource

Pareto Principle



Plan breaks into your day



20 to 30 minutes break



Specific time management Techniques

- Voice Recognition Software
- My travelling university

Voice Recognition
80-125 words per minute

FREE



My travelling university

- Books and magazines
- Saved articles
- Kindle
- Podcast



Learn Speed Reading

Readers are leaders

- What is the fastest way to speed read?



A photograph of a beach littered with numerous discarded plastic water bottles. The bottles are scattered across the dark sand, some lying horizontally and others at an angle. The background shows the ocean under a heavy, overcast sky with dark, grey clouds. The overall mood is somber and emphasizes environmental pollution.

Web Surfing

Web surfing wastes 1-3 hours per day

Use Productivity Apps

Calendar

Kindle

Notes



Cancel your subscriptions



Get a mentor

- Mentors take years off the learning curve
- They can save you costly errors
- They are valuable source of information
- They provide support and direction
- You can bounce ideas off them
- They can get you connected



Networking

Meet up groups

InterNations

LinkedIn

Facebook

BNI

Toastmasters



Utilize online resources



Walk and Talk



Elimnitate Problems that repeat





Find a good
hiding place!



Plan breaks into your day



TV time



Batch Tasks



Your briefcase



Conversation Types





The stopwatch technique



Keep snacks
around

Give clear
instructions





Screen phone calls



Batch trips





Hire an assistant



Use the TRAF system

- Trash
- Refer out
- Action
- File

Create Templates

Keep your
office neat





Learn to say
no



Which employees
waste time or
produce minimal
results?

Make time
management part
of employee
evaluations





Develop a time-management mindset

Time cannot be replaced

“Lost wealth can be replaced by industry, lost knowledge by study, lost health by temperance or medicine, but lost time is gone forever”

Samuel Smiles