

# 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



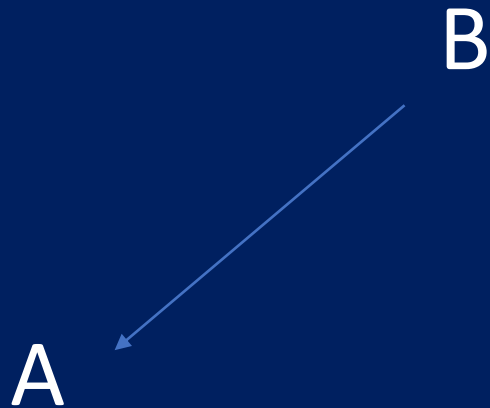
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What if you get to the top  
ladder ...only to find that you  
are leaning on the wrong wall?

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

## The 80/20 Rule in Practice

Vital Tasks

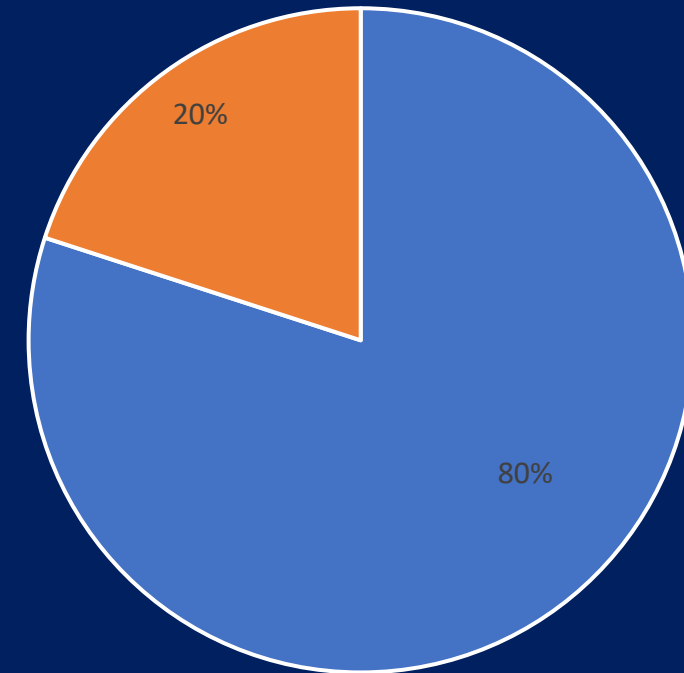
20% Attention

80% Outcome

These are the few vital tasks you've determined are the most important to your success.

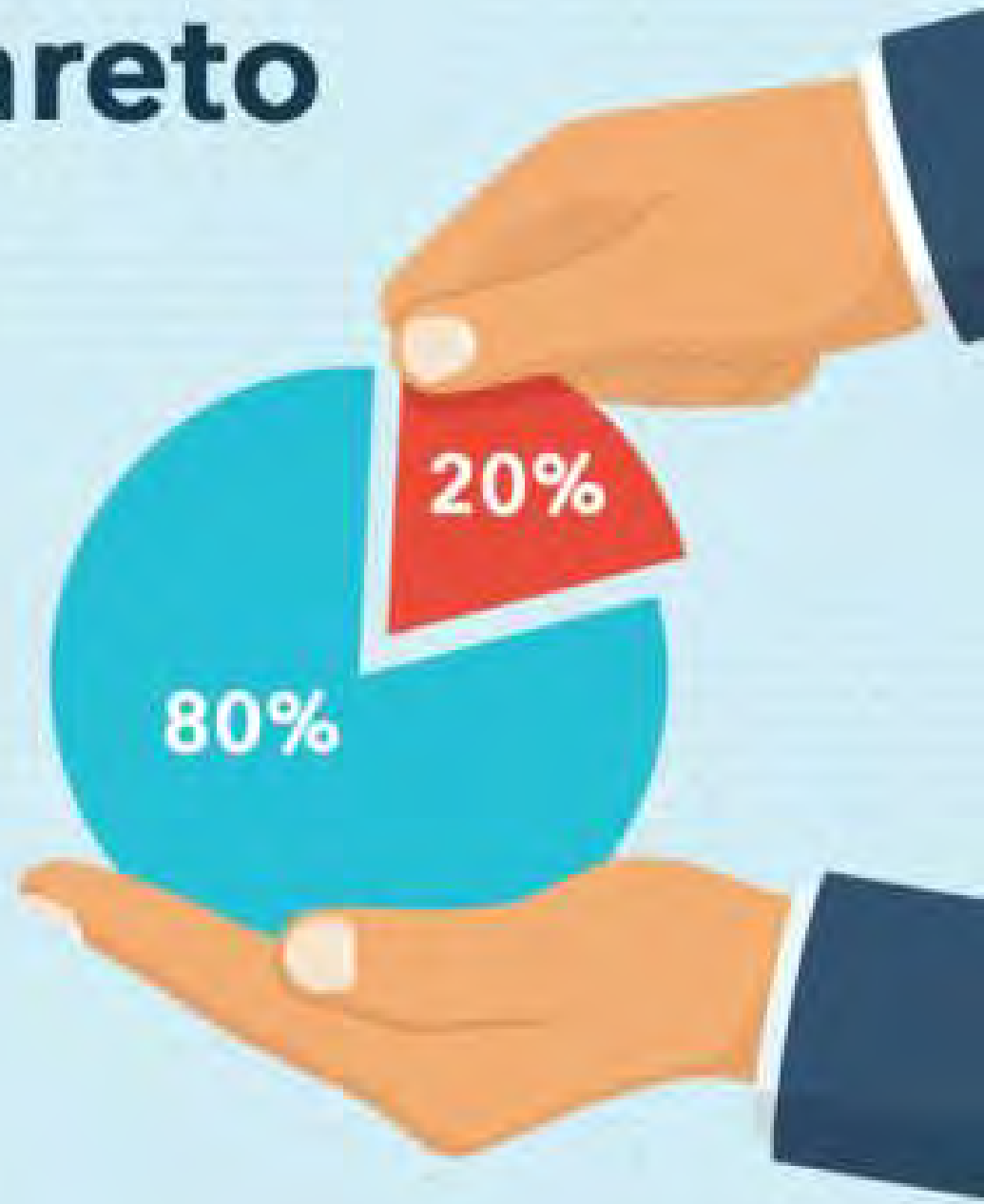
You choose to focus 20% of your time and attention to getting these done the right way.

Because of their importance, these few vital tasks produce 80% of your success.



# Examples of the Pareto Principle at work:

- 20% of your clients are responsible for 80% of your business
- The top 20% of investors own 80% of your company's assets
- The most focused 20% of your effort goes toward 80% of your work



# Plan breaks into your day



20 to 30 minutes break





# Specific time management Techniques

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- Voice Recognition Software
- My travelling university

Voice Recognition  
80-125 words per minute

FREE



# Steal this Productivity Cheat Sheet to GET SH#T DONE

## Pomodoro Technique

1. List your tasks.
2. Set a 25-min timer.
3. Focus and work.
4. Take a 5-min break.
5. Repeat 4 times, then break for longer.

## 3/3/3 Method

From Oliver Burkeman. Do these daily:

- 3 Spend 3 hours working on an important project.
- 3 Complete 3 shorter urgent tasks or meetings.
- 3 Do 3 maintenance tasks to keep life running smoothly.

## Eisenhower Matrix

	Urgent	Not Urgent
Important	Do it	Schedule it
Not Important	Delegate it	Eliminate it

## Eat the Frog

Do your hardest task first. The rest will be easier.

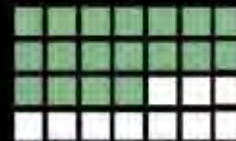


"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

- Mark Twain

## Seinfeld Strategy

1. Set your goal.
2. Mark a calendar each day you do it.
3. Keep the streak as long as you can.
4. Never miss 2 days in a row.



## Time Blocking

9 - 12 Deep Work
12 - 12:30 Email
12:30 - 1 Lunch
1 - 3 Team
2 - 2:15 Break
2:30 - 4 Meetings

1. Identify what needs doing.
2. Group similar activities together.
3. Assign time slots for tasks.
4. Plot blocks on a calendar.
5. Stick to the schedule.
6. Take breaks between blocks.
7. Make changes if needed.

If you want a high-res PDF sent to you, follow [Chris Donnelly](#) and subscribe to his [Step By Step Newsletter](#).



# My travelling university

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- Books and magazines
- Saved articles
- Kindle
- Podcast



# Learn Speed Reading

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Readers are leaders

- What is the fastest way to speed read?





# Web Surfing

Web surfing wastes 1-3 hours per day



# Use Productivity Apps

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Calendar

Kindle

Notes



# Cancel your subscriptions



# Get a mentor

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- 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