

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

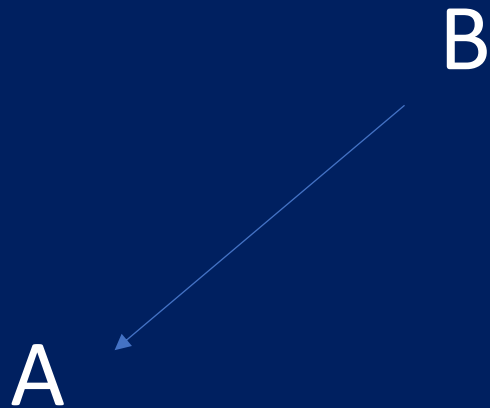
Always search ways how to save time

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

The 80/20 Rule in Practice

Vital Tasks

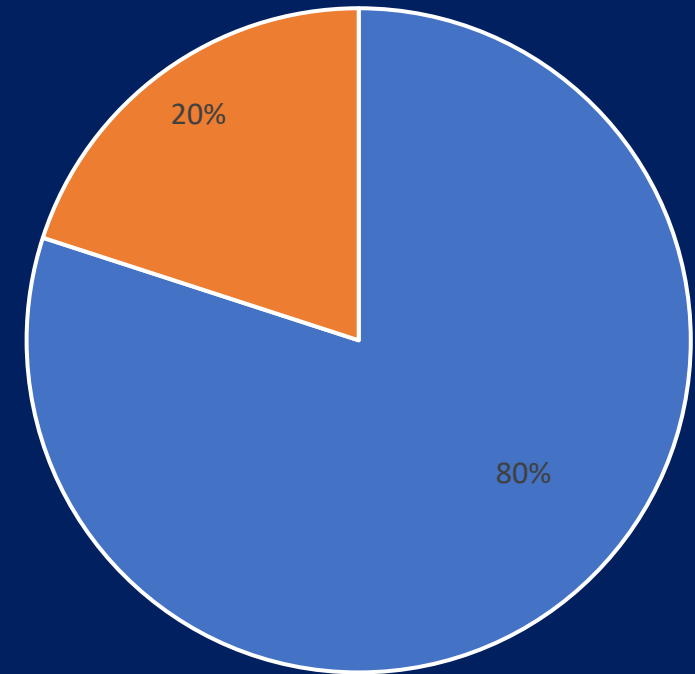
20% Attention

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.

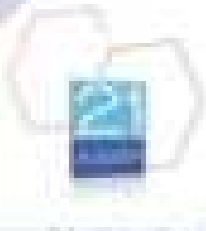


Examples of the Pareto Principle at work:

- 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



Specific time management Techniques

- 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. Pick 1 to do now.
3. Focus on that task.
4. Take a 5-minute break.
5. Repeat 4 times, then take a longer break.

3/3/3 Method

From *100 Ways to Improve Your Productivity*

3. Spend 3 hours working on an important project.
3. Complete 3 hours urgent tasks in morning.
3. Get 3 important tasks to bed by turning in tonight.

Eisenhower Matrix

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

Eat the Frog

By productivity expert Brian Tracy and co-author



"It's a lot easier to eat a frog at 9:00 than at 4:00. Eat the frog first thing in the morning, and you'll be glad you did it." — Brian Tracy

Sinfeld Strategy

1. List your goals.
2. Rank 10 activities each day you'll do it.
3. Rank the items on each of your lists.
4. Work through the list in order.



Time Blocking



1. Identify all time-blocking activities.
2. Rank activities by importance.
3. Assign activities to time blocks.
4. Do the most important first.
5. Adjust the schedule.
6. Review and adjust weekly.
7. Repeat every 7 days.

If you want a high-level productivity plan, follow productivity guru Brian Tracy's 100 Ways to Improve Your Productivity.



My travelling university

- Books and magazines
- Saved articles
- Kindle
- Podcast



Learn Speed Reading

Readers are leaders

- What is the fastest way to speed read?





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



10

TIME MANAGEMENT

CRASH COURSE BUSINESS

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"DON'T FORGET TO BE AWESOME!"

