



CPD Training

TIME MANAGEMENT SKILLS FOR ENGINEERS

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17TH-18TH NOVEMBER 2022

WE ALL HAVE
THE SAME 24 HOURS IN
A DAY.

.....
OWN YOUR RESULTS!

PRESENTATION OUTLINE

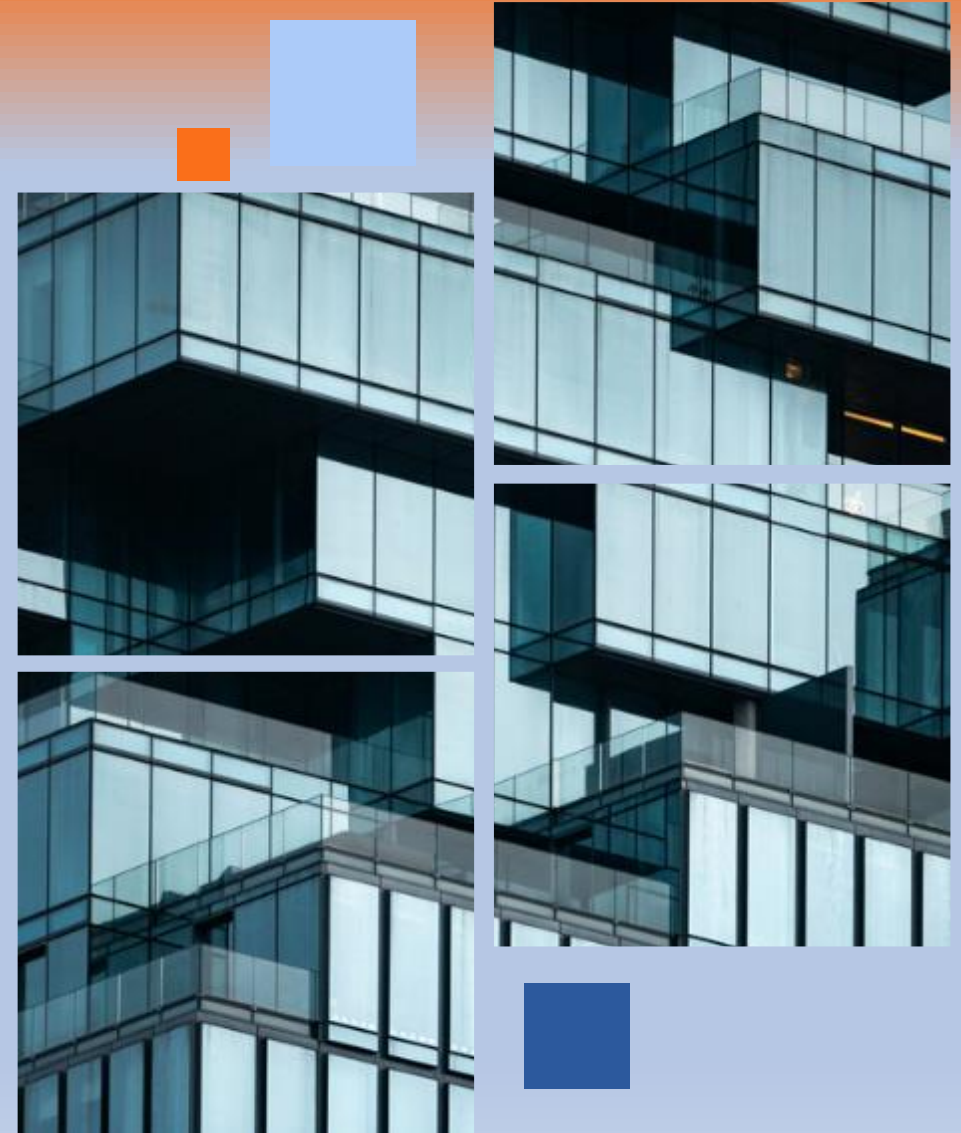
- Learning objectives
- Mode of evaluation
- Introduction to time management
- Rationale for time management skill
- Red flags and negative effects of poor time management
- Time management gurus of all time
- Tips to develop time management
- Time management planners and tools
- Self management and Case studies



INTRODUCTION

Time management involves;

- How we choose to use and organize our time
- The ability to use one's time effectively or productively, especially at work
- The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.
- Allows us to make the most of our day, accomplishing tasks more quickly and prioritizing those that will make the most impact






IN BOX

OUT BOX

HOW?

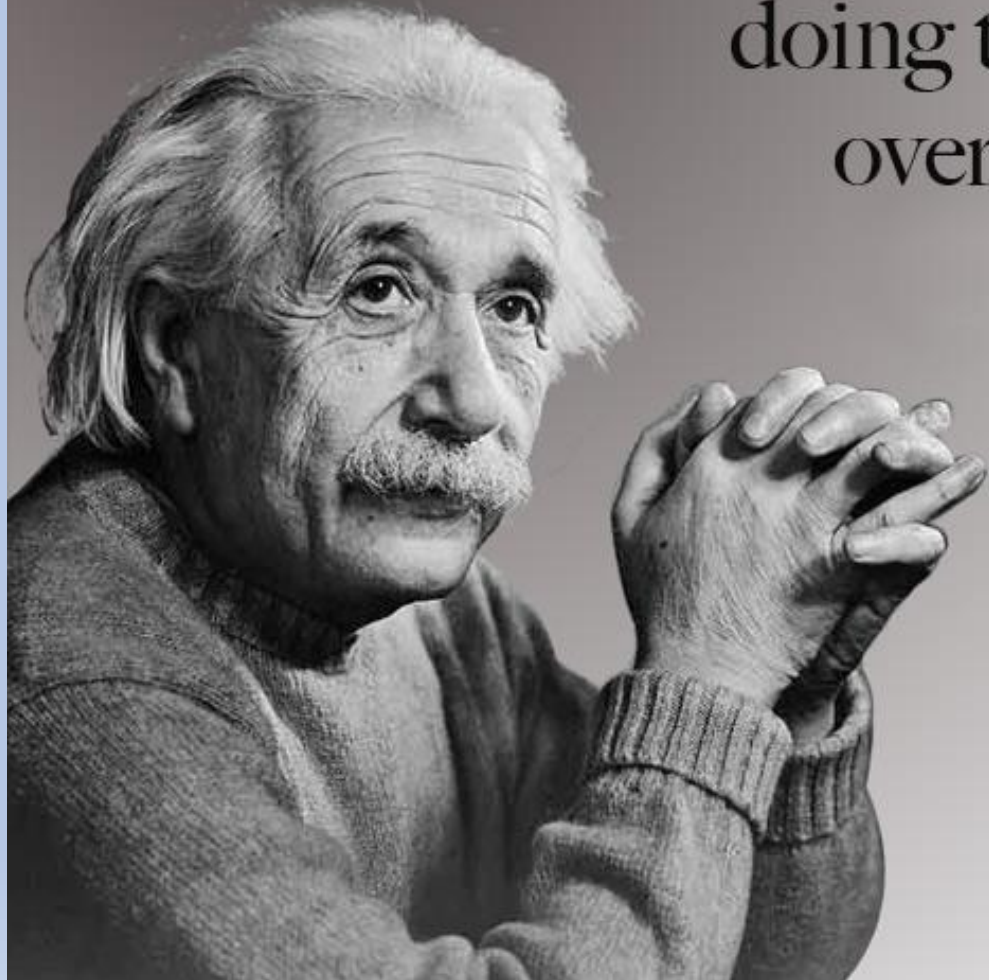
WHY SHOULD WE MANAGE TIME?



- Increase **productivity** and promote excellence at work
 - Achieve work **goals**
 - Arrive at critical **decisions** fast
 - Reduce **stress** and anxiety
 - **Prioritize** work tasks
 - Enhance a positive **reputation** among work peers
 - Improved **focus** on important work tasks
 - Better workplace **relationships**
 - Free up time for our **family and friends**
- 

A red flag is flying on a metal pole against a background of a forest fire. The sky is filled with thick, yellowish-orange smoke and fire. The text "RED FLAG WARNING" is overlaid in white, bold, sans-serif font, with a horizontal line separating the two words.

RED FLAG WARNING



INSANITY:
doing the same thing over and
over again and expecting
different results.

~ Albert Einstein

BEWARE OF THESE BAD HABITS

- Procrastination
- Lack of motivation
- Multi tasking
- Poor planning skills
- Taking on other people's tasks
- Allowing constant distractions (chatty co-workers, notifications)



BEWARE OF THESE BAD HABITS

- Having too much to do
- Poorly structured meetings
- Lack of focus on what is important
- You never write anything down
- Waste time on useless/easy tasks





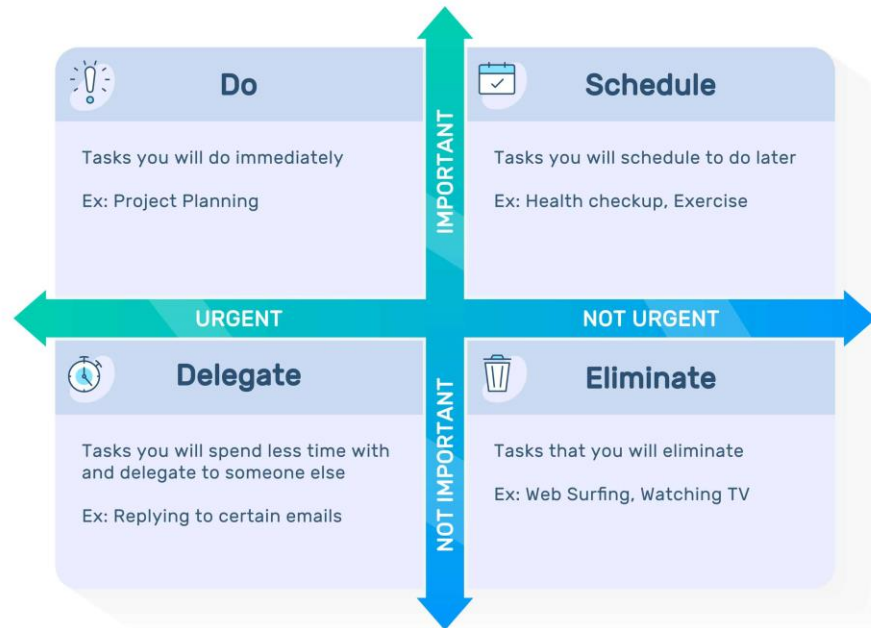
Expert
Voices

STEVEN COVEY

Time management matrix for prioritizing your time and tasks and identify time wasters

Eisenhower Matrix

Urgent-Important Matrix



Quad 1: Urgent & Important - Do

Quad 2: Not urgent yet important - Schedule

Quad 3: Urgent but not important - Delegate

Quad 4: Not Urgent & not important - Eliminate

DAVID ALLEN

Getting Things Done: Manual for Stress Free Productivity



- Deflect interruptions as they occur
- Have a next actions list for all your projects
- Do a weekly review of everything

CRAIG JARROW


Time Management Ninja –
Philosophy and book



- Determine priorities
- Don't be a perfectionist
- Overcome procrastination
- Avoid distractions
- Align your tasks with appropriate energy levels during the day
- Protect your time

The background of the slide is a photograph of an escalator, viewed from a low angle looking up. The steps and handrails are rendered in shades of blue and teal. A white rectangular box is centered on the image, containing the title text. There are two small squares: a light blue one in the upper left and an orange one in the lower right.

**TIPS TO
DEVELOP
TIME
MANAGEMENT
SKILLS**



It's OK
to say NO.

HABITS TO ACQUIRE


- Set your daily/weekly goals correctly
- Prioritize wisely – Group your tasks (Time management matrix)
- Organize yourself – Use time management tools
- Plan the day ahead
- Schedule your daily tasks and allocate resources to them
- Don't over pack the day
- **Complete the most important task first**



HABITS TO ACQUIRE

- Take breaks in between tasks
- When the day is done, stop and start the next day
- Track your progress
- Concentrate on one task at a time
- Have personal mastery - daily habits
- **Have enough sleep**





DISCIPLINE
AND
CONSISTENCY

The background of the slide is a photograph of an escalator, viewed from a low angle looking up. The steps and handrails create a strong sense of perspective and movement. The image is overlaid with a semi-transparent blue filter. There are two solid-colored squares: a light blue one in the upper left and an orange one in the lower right. A white rectangular border frames the central text.

TIME MANAGEMENT PLANNERS AND TOOLS






TIME MANAGEMENT PLANNERS



Help to make schedules, appointments, errands and tasks

Daily and Weekly planners

1. Productivity planner by Intelligent Change - Physical
 2. Diary books
 3. Note Books
 4. The Daily Productivity Digital Planner - App
- 

TIME MANAGEMENT TOOLS

Pareto Analysis – 80/20 Rule

- 20% of the actors are responsible for 80% of outcomes
- It is used to prioritize for problem solving

Eisenhower Matrix – Time Management Matrix

- Organize tasks and group them under urgent – important matrix



TIME MANAGEMENT TOOLS

Parkinson's Law

- Work expands so as to fill the time available for its completion
- The amount of time you give yourself to complete a specific task is the amount of time it will take you to complete that task

Try it: Work without a computer charger

Time Blocking Method: *Elon Musk*

- Assign each time block in your day to a task
- Allow for buffer times between each time block



TIME MANAGEMENT TOOLS

Rapid Planning Method (RPM): *Tony Robbins*

- Capture Tasks and Chunk them
- Establish results & and purpose to complete them

Eat that Frog: *Mark Twain*

- Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day
- Start the day by doing the biggest tasks first and getting them out of the way



MANAGEMENT OF SELF



MORNING ROUTINE

- Prayer and study of spiritual material
- Success Habit like a book or podcast
- Exercise
- Healthy breakfast



DAY ROUTINE

- Work when you are working
- Get tools to aid your productivity
- Take breaks and leave when work day is complete



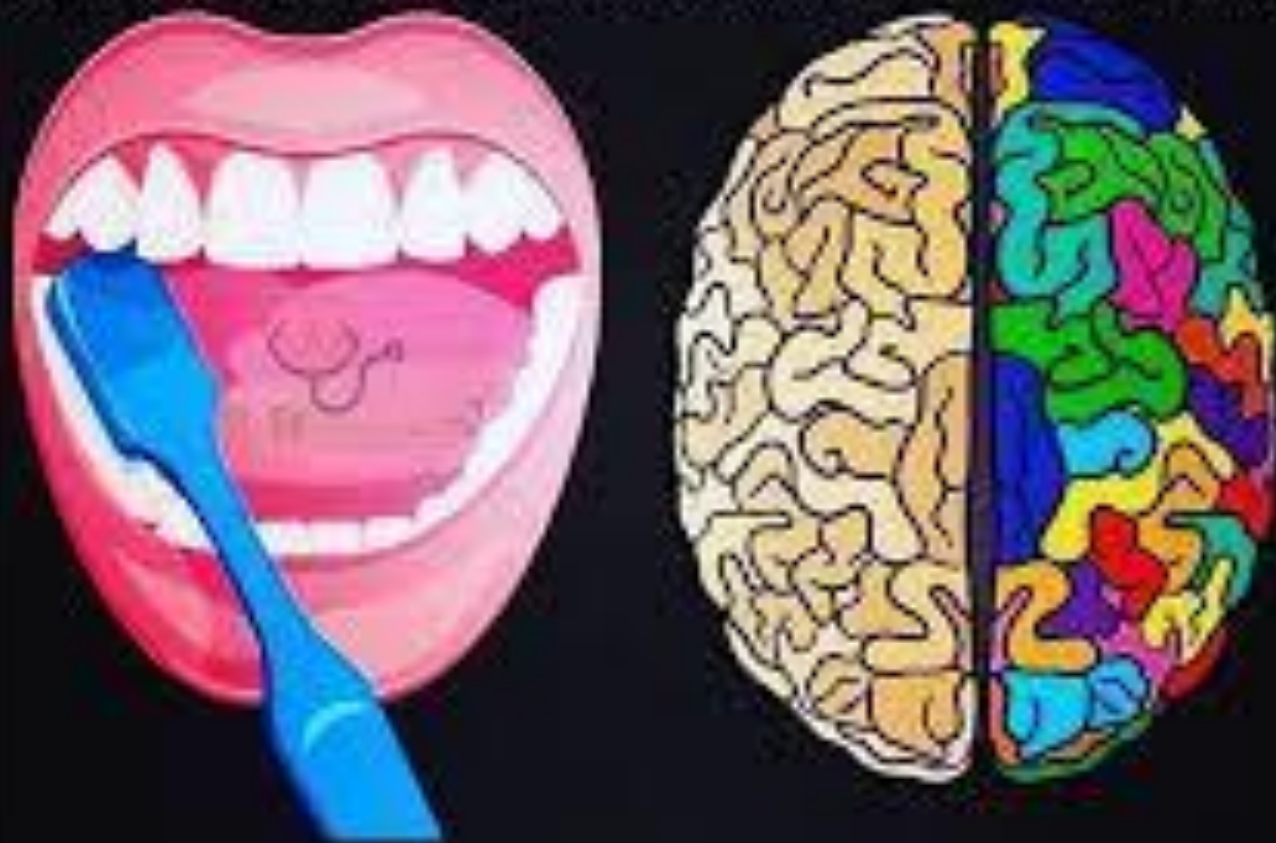
EVENING ROUTINE

- Journaling – Gratitude Journal
- Recline and do reflective thinking
- Sleep early (7 Hours)
- Family time – wife/husband and children
- Plan the next day

Morning Routine !

Did You Know?

Brushing your teeth with the non-dominant hand...



Improves brain function and encourages new neural pathways to form. Using the non-dominant hand activates both hemispheres of the brain.

OBJECTIVE



PLANNING

PROCESS



TIME

MANAGEMENT



TASKS



TOOLS



CONTROL



DELEGATE
TASKS



SETTING
PRIORITIES

Summary



Key Secret

Practice
&
Repetition



THANK YOU

LET'S TALK!

