

TIME MANAGEMENT

TAKING CONTROL OF YOUR MOST VALUABLE ASSET

Presented

By

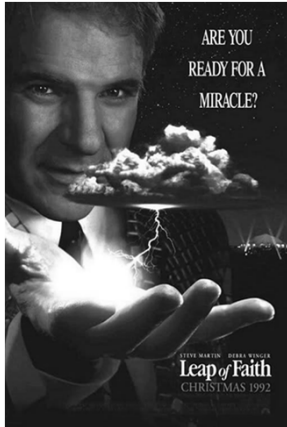
John A. Slavich, CEO

Human Resource Dynamics

HUMAN RESOURCE
dynamics
A CPI PARTNER



ARE YOU READY FOR A MIRACLE?



2



OBJECTIVES

Provide you the tools to increase both your personal and team productivity by taking control of your most valuable asset.....

YOUR TIME



4

AT THE HEART OF TIME MANAGEMENT IS YOUR ABILITY TO MANAGE YOURSELF

- ❖ Taking responsibility
- ❖ Setting SMART goals
- ❖ Establishing priorities
- ❖ Identifying value-added activities
- ❖ Changing old habits

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5

How Are You
Using Your
Most Valuable
Asset?

6

TAKING RESPONSIBILITY



7

ACTIVITY LOG

ACTIVITY LOG

DATE _____

TIME	ACTIVITY
8:30	Check e-mails
10:00	Coffee Break
10:30	Open Mail
12:00	Lunch
1:15	Check messages
1:30	Team Meeting

Starburst icons with labels: Telephone Calls, Facebook Twitter, Customer Issues, Employee Issues, Emergencies, Impromptu Meetings.

8


TIME WASTERS



- Reading e-mails
- Personal Phone Calls
- Net-Surfing
- Socializing
- Junk Mail
- Smoke/Coffee Breaks
- Procrastination

9

REMEMBER

If you eat a live frog the first thing in the morning.....That is probably going to be the worst thing that will happen to you all day. 



10

SETTING SMART GOALS



SET SPECIFIC GOALS

- Goals should be straightforward and emphasize what you want to happen
- What are you going to do?
- Why is this important at this time?
- What do you want to accomplish?
- How are you going to do it?

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IF YOU CAN'T MEASURE IT, YOU CAN'T MANAGE IT!

- Ultimately, if the goal is accomplished, the effort is a success.
- Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goals.

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ATTAINABLE GOALS

- Goals you set which are too far out of your reach, you probably won't commit to doing.
- A goal needs to stretch you slightly so you feel you can do it and it will need a real commitment from you.

REALISTIC MEANS "DO-ABLE"

- Realistic goal-setting means the skills needed to do the work are available; that the project fits with the overall strategy and goals of the organization.
- A realistic project may push the skills and knowledge of the people working on it but it shouldn't break them.

SET THE TIMEFRAME

- Set a timeframe for the goal
- Putting an end point on your goal gives you a clear target to work towards
- If you don't set a time, the commitment is too vague
- Without a time limit, there's no urgency to start taking action now.
- Time must be measurable, attainable and realistic.

BECOME SELF AWARE

- **When are you at your best?**
- **Use your best time for A-1 activities**
- **A time for perfection**
- **Don't create impossible situations**
- **Take time for yourself**

WORK SMARTER

- Work on the important tasks at the right time
- Ensure efforts are value-added
- Set SMART goals
- Take time to do it right
- Manage interruptions
- Plan for setbacks
- Delegate when required
- Get organized

ESTABLISHING PRIORITIES



SCHEDULE & PRIORITIZE

- Understand your job duties
- Create your master list
- Schedule tasks
- Prioritize
- Estimate time
- Add new items
- Prioritize new items
- Hold yourself accountable



MASTER LIST

DEFERRED MAINTENANCE ITEM MASTER LIST [Company]

Revision: Original Date: [Date] Form 09.517

AIR NUMBER	ENTERED DATE	MIL FORM NUMBER	CAT	DISCREPANCY	REPAIR DATE	P.O. NUMBER	P.O. DATE	EXT NO. DATE	CORRECTIVE ACTION	FIXED DATE

DEFERRED MAINTENANCE ITEM MASTER LIST

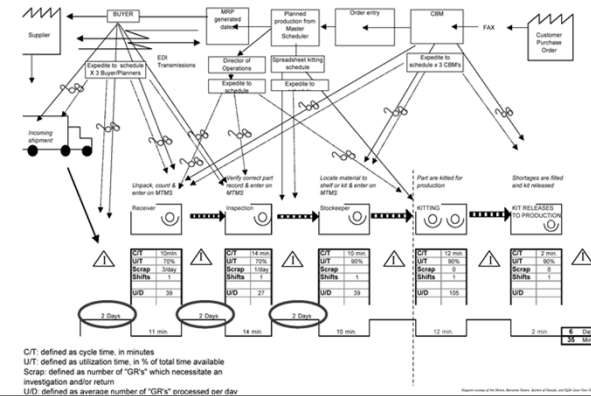
MASTER LIST DO'S:

- Utilize a planner (electronic or paper)
- Write everything down
- Cross off completed tasks
- Add additional tasks
- Prioritize to get the right work done
- Review master list before you go home
- Schedule most important work first
- You're not going to get everything done

22

IDENTIFY VALUE-ADDED ACTIVITIES

Lean Map of existing Process



23

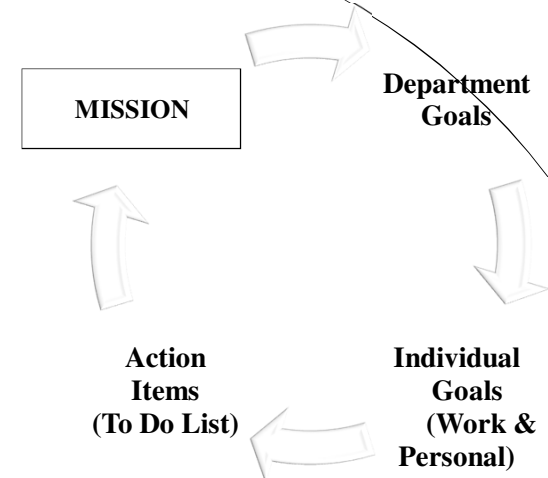
VALUE ADDED ACTIVITIES

- You must become more productive, efficient and effective in today's competitive workplace
- Customers (internal and external) are not willing to pay for waste and inefficiency
- Value added activities will align with personal and company goals

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ALIGNMENT OF GOALS



25

CHANGING OLD HABITS



26

OFFICE 5S

- Sort
- Set in Order
- Shine
- Standardize
- Sustain

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5S OFFICE - SORT

- Sort through your work area and remove any unnecessary items such as files, supplies and books. Be sure to check inside your desk drawers. Sort through both paper and electronic files.

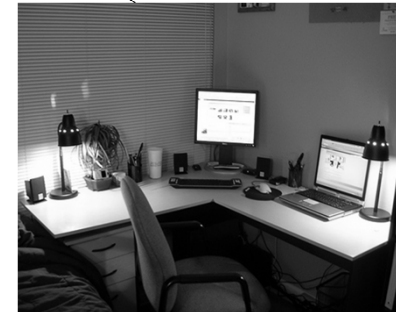


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5S OFFICE - SET IN ORDER

- Arrange the remaining items so that they are easily accessible. Be sure that everything is labeled. Could someone come into your work area and find what he or she needed in 30 seconds or less?



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5S OFFICE - SHINE

- Clean everything and keep it that way!
Clean daily as a way to ensure that your work area and office equipment are maintained properly. Set time aside to shine!

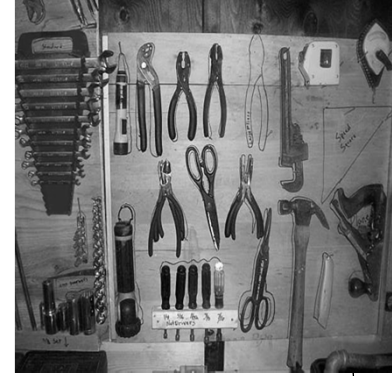


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5S OFFICE - STANDARDIZE

- Create guidelines or standards to keep your work area organized, orderly and clean. Make the standards visual and obvious.



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5S OFFICE - SUSTAIN

- Train others in 5S Office principles, and hold each other accountable. Measure and audit compliance to standardized practices (random or set schedule). Sustaining is hardest S to maintain!



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32

MAKE THE PLAN THEN WORK THE PLAN



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YOU CAN SAY “NO”

**Just because someone throws
you a ball, doesn't mean you
have to catch it.**

34

REWARD YOURSELF

If we learn to balance excellence
in work with excellence in play,
fun, and relaxation, our lives
become happier, healthier, and
more creative.

Ann-McGee Cooper

35

SUMMARY

REMEMBER: Personal time management is
about learning to manage yourself.

You have the power

36

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