



کراچی یونیورسٹی

University of Karachi

Department of Mathematics

The Professional Skills Development Seminar Series

Fourth Seminar: **Time Management** by

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- Ø **Prolog**
 - Assumptions about time management
- Ø **Task Management**
 - Planning tasks
 - Prioritizing tasks
 - Core processes
- Ø **Meetings**
 - Plan the meeting by setting objectives
 - Develop agenda (timings & priorities)
 - Opening (state purpose)
 - Closing (summarize, next step)
 - Distribute minutes
- Ø **Paper Management**
 - Handle each document only once
 - Avoid stacks of paper to clutter
 - Be disciplined with paper work
- Ø **Benefits of Time Management**
 - q *Personal*
 - Achieve more
 - Live a more balanced life
 - Reduce stress
 - Have more energy
 - Be more self disciplined
 - Have more motivation
 - Increase self esteem and self belief
 - q *Professional*
 - Become more reliable
 - More organized & productive
 - Better able to delegate & control
 - Better able to concentrate
 - Avoid procrastination
 - Control interruptions
 - Better able to run effective meetings
 - More capable to achieve good team spirit
 - q *Benefits to Others*
 - Improvement of overall discipline
- More productive use of other people's time
- Through delegation, a general improvement in responsibility and skill development
- Ø **Time-Management Tips**
 - Use a "to do" list
 - Overcoming procrastination
 - Delegation
 - Do not overburden yourself
 - Few minutes at the end of day to make a list of things that bugged you (leave at office)
 - Sometimes say and act, "This isn't going to get done today"
 - Wishes of family (find out)
 - Avoid work-related conversation during social gatherings
 - Learn when to multitask, and when to focus wholeheartedly on things that deserve full attention
 - At least one meal a day, in a relaxed manner with friends or family
 - No going to office on weekends or on off days
- Ø **Epilog**
 - Work SMART!
 - Time flies (do you want to be PILOT or PASSENGER)
 - Opportunity knocks only once, make right decision at the right time
 - Time is like a RUBBER BAND (stretch it to achieve goals, or waste it)
 - Set goals
 - Prioritize
 - Do the right thing right, the first time
 - Learn to say "NO"
 - Reward yourself
 - Relax & enjoy the time you have at hand

Web address of this page: <http://www.ngds-ku.org/Professional/Notes04.pdf>

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