

The Professional Skills Development Seminar Series

Fourth Seminar: **Time Management** by Prof. Dr. Syed Arif Kamal Department of Mathematics, University of Karachi, Karachi, Pakistan

Thursday, September 14, 2006

- > Prolog
- Assumptions about time management
- > Task Management
- Planning tasks
- Prioritizing tasks
- Core processes
- > Meetings
- Plan the meeting by setting objectives
- Develop agenda (timings & priorities)
- Opening (state purpose)
- Closing (summarize, next step)
- Distribute minutes
- > Paper Management
- Handle each document only once
- Avoid stacks of paper to clutter
- Be disciplined with paper work
- > Benefits of Time Management
- □ 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
- □ 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
- □ 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
- 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
- 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 lie 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