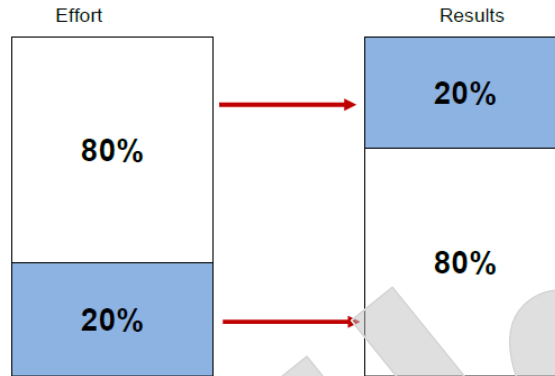




Plan Your Time

The Pareto Principle or 80/20 Rule

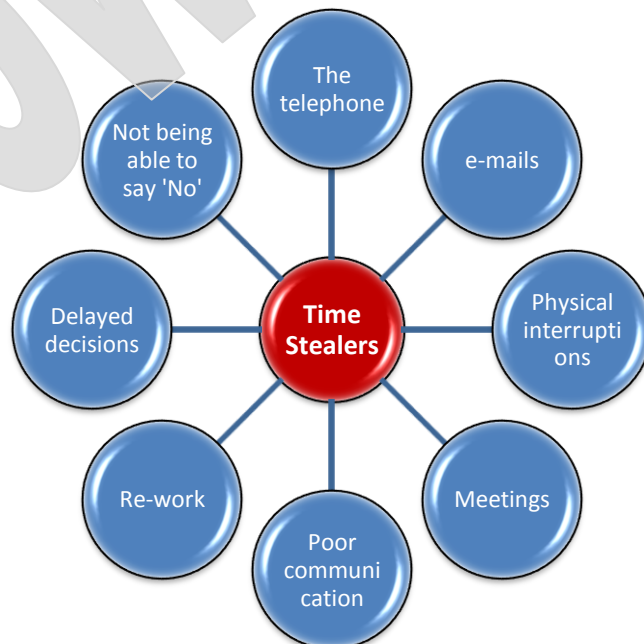


20% of your tasks produce 80% of your results

Internal Reasons for Poor Time Management

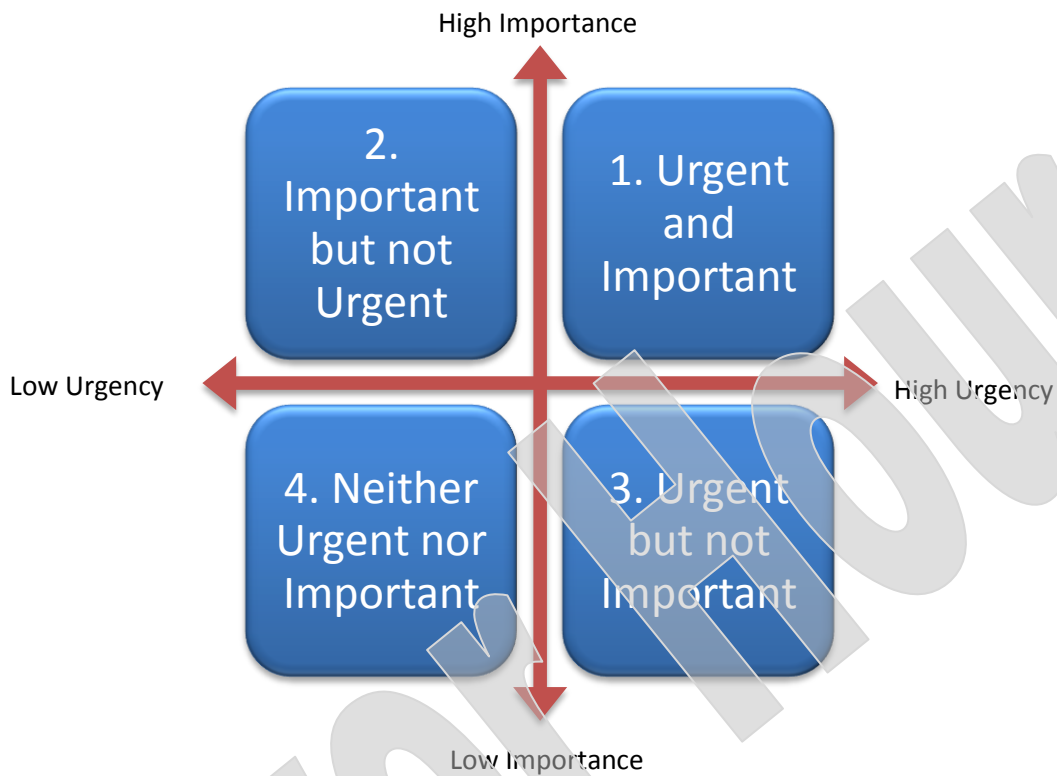
- Lack of **focus** on what is important
- Lack of **clarity** about what is expected
- Lack of **confidence** in your ability to complete the task
- Lack of **commitment** (enthusiasm) for the task in hand

External Reasons : Common Time Stealers





Planning Your Time – The Eisenhower Grid



Planning your Time – Three Tests for Tasks

Test of NECESSITY

- Am I doing it out of habit or because I like doing it?
- Is it still necessary?
- Will it help me to achieve my outcomes?

Test of APPROPRIATENESS

- Is this something I should do?
- Should someone else do it?
- Am I depriving someone else of a development opportunity?

Test of EFFICIENCY

- Am I correcting something that should have been done properly?
- Do I, or any of my team, need to do this task?
- Am I doing it this way because it has always been done this way?