

Terra Nova *e-book*

3rd edition

Time Management Issues

Or, how to create more time ... for yourself and your loved ones

The use of Time

Managing Time is not just about enabling yourself or your team to handle increasing amounts of work.

It should also ensure that events, projects, proposals, developments and applications are timed properly and correctly.

If you can manage your own time properly, then you will inspire confidence in your staff by leading through example.

So it is important that you search for the most relevant and powerful way of employing time, for your company, for your staff and for your self.

Some notes

Managers who ignore the body's natural clock may do so at their own risk.

Personal rhythms of wakefulness and rest differ from person to person, however they do affect the timing of all mental and physical activity.

Some people do their best work in the early morning while others may perform best at night.

You should be aware of these characteristics of yourself and of your staff and take account of the effect of the time of the day on others as

*Where is the Time gone*

you may or may not want them at their best.

Some useful tools

There are a variety of tools that may help you manage your time more effectively. These are mainly divided in two categories; paper-based and computer based or electronic tools.

In the paper-based area, there are a variety of diaries, from very basic to quite elaborate. The same is applicable to computer-based diaries that may be synced with other electronic devices such as cellphones or Palm Pilots.

The secret with all the possible choices you have, whatever you use and feel most comfortable with, just stick to it!

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Terra Nova Consultancy Ltd is a commercial immigration company providing advise and immigration assistance to people who wish to immigrate to and or settle in New Zealand.

We believe that it is important for our clients to achieve their dreams and settle in New Zealand as quickly and smoothly as possible.

This is our *third edition* with new information on a variety of areas. The previous editions are available on the company website for download as well if you so wish.

The Managing Director of Terra Nova Consultancy Ltd is an IAA (Immigration Advisory Authority) **Licensed Immigration Adviser License number 200800214.**

The Terra Nova *e-books* may also be downloaded from our website at:

www.terranovaconsultancy.co.nz

For correspondence, please email to:

info@terranovaconsultancy.co.nz

J Peter Hendrikx-





Does Time PLUS Money PLUS Skill equal achieved objectives?

If not:

Define the essentials of your job and ensure that most of your time is spent on them.

Analyse the use of your time frequently.

Ration your time and that of your staff.

Plan your time so that you deal with top priority items when you are at your best.

Gradually allow less time for tasks as experience increases, until optimum performance is reached.

Always question tasks, they may be irrelevant or may be postponed

Before committing yourself to a task, check to see whether you can delegate it.

Conduct brief meetings and set a time limit for objectives.

Try to protect your time from intrusions.

Make it known that your time is precious so that others compete and negotiate for it.

Always thank those who are brief and to the point.

Spend time trying to understand the organisation.

Spend time understanding your market, industry, profession.

Minimise the time you and your staff spend on unpopular tasks.

Encourage enthusiasm as it makes people work faster.

Create surges of activities toward goals.

Set deadlines for yourself and others, but remember that speed is not the only consideration, particularly when quality may suffer.

Constantly question whether your present activity is the best use of your time.

Surprise, surprise

You may ask yourself, are these time management techniques as described above effective for me? Or are they ineffective, is it failing me?

When you think that is the case, then a different mindset supported with a new approach is called for.

Issues to overcome

There are just so many tasks you could do today. And you support this with your cellphone as you are "always available", constantly bombarded with suggestions and or with requests.

And then there are your social and community expectations putting more pressure on you to have a well balance life, with time for your spouse/partner and your children. In addition you wish to remain healthy and part take in healthy exercises.

Yes, it would be nice to do all these things, however in reality it may not be possible to the extent you wish.

Solution

To solve the pressure you are under day to day, you may have to change your thinking, your mindset.

You may have to accept that you will be unable to get all things done, you may have to accept that you are only able to complete those tasks that are most important to you or help you to feel good about yourself. You may have to accept that other tasks may not get done, and that is Ok as well.

You may have to get used to the idea that you have to structure your life, and that you stick to it as well.

It sounds like a contradiction, however the more and better your life is structured, the more time you have for yourself and others. Structure may here be translated into flexibility, and that is what you want.

Time Management Principles

Accept that you are unable to get all things done.

Do those tasks that are really most important to you and make you feel good.

How you spend your time is your responsibility, so ensure that you make the correct decisions in all situations, be responsible.

Use your time holistically, see personal life and work life as one.

Structure your thinking and your time to prevent wasting energy and time.



Know your own capacity, how many tasks are you able to complete varying in complexity.

Assess what works best for you, a paper-based or computer-based system, and stick with that one which feels most comfortable and easy for you.

Remember your personal values as they are your "drivers" on how you wish to spend your time.

Trust your instincts, and train your gut feeling.

Live for now as later never happens.

Enjoy your time, whatever you do, life is short, its a temporary assignment!

Contributor

J PETER HENDRIKX



Owner and Managing Director of Terra Nova Consultancy Ltd