



- Organization Management

Advance Time Management and Personal Productivity

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1. Understanding Time

- Time is one of the most precious resources.
- Absolute time: We all have 24 hours.
- Relative time: Time in space depends on the mood and how an individual responds to the relationship of time and tasks.

1. Understanding Time

When time is **absolute**, to increase more time is to take it away from personal time, family time, and sleeping time.

- When time is **relative** means to perform task with fun, entertainment values, and meaningful goals will help to smooth the task and time will pass by quickly, life will be fulfilling, and goals will be easily accomplished.

2. The 80/20 rules for high impacts

- Selectivity of works with high return and high impact.
- Ex. Don't be a person who appears to be busy all day long, but accomplish very little. Why? Because he is busy working on task that are of low value and **procrastinates** on (put off) high value task.
- Focus on doing the 20 percent of work that have an impact of 80% of the overall performance.

2. The 80/20 rules

- Every day, if you choose to start working on easy and low value works (clear up a small things first), you will develop a habit and put off difficult and complex task with high value works.
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- Focus on 20% of tasks that have 80% impacts on overall performance.
- Focus on 20% of time that have 80% impacts on overall performance.
- Focus on 20% of budget that have 80% impacts on overall performance.

3. Priority and Predisposition

Predisposition (in advance)

- An early bird gets the worm
- Come to work early, high energy, fully prepare, do the homework, and no excuses.
- Always ready before deadline
- Know stuff before others
- Gain advantages of know first and prior knowledge
- No stress in work life and personal life
- Submit only high quality of work that has been polished
- Always the first to be selected for promotion

Laggardness (lag or last)

- Always late, tardy (sluggish), absence, and make up excuses
- Unprepared for urgent situations
- Need more information, Miss the deadline
- Unable to make decision or to lead
- Chaos with high level of stress
- Always behind the works and projects with an opportunity lost
- Submit late work with poor quality with lots of mistakes, and lot of excuses
- Always the last to be selected for promotion

3. Priority and Predisposition

- Do the task only one time
- You must do the task with quality to pass the requirement in one time, not redo the task two times or more.
- Do Less and Get More (more important) means you do the most important task first, not try to do every things, not to do as much as possible.

4. Division of Work

- Focus on planning every day, it is vital to have a plan to divide the works
- (Planning is the best way to accomplish tasks with less time and it helps subconscious mind to generate better solutions of work.)
- All works must be divided to 10% / 10 batches
- Have a strong self-discipline to finish each small task on schedule.
Always work on a list of your plan.
- In modern world, each task has high set up cost and time, do a series of batch working, rather than different amount of different works.

4. Division of Work

- At a corporate level,
- Use strong teamwork to divide the work
- Use **synergy** of work ($1+1 =3$)
- Checklist and Monitoring Level of Progress

5. Out of sight, Out of mind

- Human beings generally have far sighted.
- The maximum focus can be only three things on the list.
- Anything close to us will receive the high focus and complete first.
- Therefore, all important work that must be done need to be close and always do the important work first, all the time.

5. Out of sight, Out of mind

- Therefore,
- All important work must be discussed all the times.
- All important work must be reviewed on the daily basis.
- All important work must be checked on the daily basis.

6. Positive Attitudes & Environment

- 1. have a mind set of “Can Do Attitude” and develop a positive addiction habit.
- 2. When you start a work, a task or a project, make it a habit of finish the work, the task or the project.
- 3. Associate with positive attitude groups of friends and avoid the negative friends, co-workers, and associates.
- (Steve Jobs’ example)

6. Positive Attitude & Environment

- Set the right degree on big project, one deviation at the beginning will lead to out of range project.
- Allow the flexibility, adjustment, and adaptability in case of high changing environment.
- Design the positive working environment that can work longer hours with pleasure and minimize all level of distractions and time waster.

7. Know your style of work

- 4 basis types of work style
- Management by the book, management by the rules
- Flexible Management, change with situations and environment.



7. Know your style of work

- 4 basic types of work style
- Result Management, focus on get things done on-time.
- Priority Management, focus on the most important jobs.



8. Using new technology, new knowledge, and new skills

- It is important to use modern technology, new knowledge, and new skills to maximize productivity all the time.
- Design and redesign the work process to be more efficiency and effectiveness.
- Adopted new technology, new invention, new application
(Learning first, change first, get advantage of being the first.)

8. Using new technology, new knowledge, and new skills

- Avoid home made solutions
- Avoid being outdated in appearance, image, and reality
- (Still use old style phone, old computer, old machines, and old outdated techniques)
- Revise all the work techniques regularly

9. The idea of “One bullet kills two birds.”

- **Effectiveness** means to get the job done within schedule.
- **Efficiency** means to get the job done with low cost of funds, time, and damages.
- Tailor the work that can generate many different benefits.

9. The idea of “One bullet kills two birds.”

Design the task to serve at least two purposes.

- For example, the activity of washing your car at home includes the meaning of cleaning garage, work out, to relax with family members and pet.
- To teach students English Usage, includes teaching of time management, learning about academic group discussion, debating about life and success, and building a rapport.

10. Delegation of Work

- Delegation of work means the act of empowering other to act for us and responsibility for us.
- Share your work to trusted members.
- Example: Economic use of your wife for house-work
- (Even though you can do better, you must do what is worth more.)

10. Delegation of Work

- Let others to do some share of work, which can...
- Allow you to have more free time to be creative.
- Allow you to focus on more important work and priority.
- Allow you to increase productivity by doing only the work with your expertise.

Assignment

- Please write five of the advanced time management that concur with your work or life situation and with your own **example** for each.

Thank you for your attention

Comments and Questions