




Organizational Behavior

Asst. Prof. Dr. Kevin Wongleedee



What are seven major time
wasted in the organization?

...



The first major time wasted in organization

- 1. Telephone, Email, Lines, Facebook, and Social media Interruption.
- These factors often distract and interrupt you and your team from task at hand.



Five ways to deal with interruption

1. Use phone, email, and social media as business tools only.
2. Set aside period of business without allowing interruptions.
3. Set clear call back response times.
4. Plan your call and email in advance
5. Take good notes and batch your calls and social media activities.

The second major time wasted in organization

- 2. Unexpected visitors or drop-in visitor.

Five ways to avoid time wasted for unexpected visitors

- 1. Get yourself a “Do Not Disturb” sign when have serious activity in office.
- 2. Stand up and talking with unwelcome visitors.
- 3. Bring discussion to a close.
- 4. Arrange specific meeting.
- 5. Make every effort to avoid unconscious drop-in visitors.



The third major time wasted in organization

- 3. Both planned and unplanned meeting consumes about 40-50 percent of your time.



Five ways to make your meetings efficient

- 1. Ask whether the meeting is necessary.
- 2. Create an agenda that every one must follow.
- 3. start and stop on time.
- 4. Cover the most important item first.
- 5. Assign specific responsibility



The fourth major time wasted in organization

- 4. Emergencies and crisis

Five ways to cope with emergencies and crisis

- 1. Refuse to react and overreact. Think before action.
- 2. Delegate responsibility
- 3. Write it down and be calm, cool, and clear.
- 4. Get the facts
- 5. Develop a policy.

The fifth major time wasted in organization

- 5. Procrastination (to put thing off)



Five ways to overcome procrastination.

- 1. Have plan for work clearly.
- 2. Do one small thing to get start.
- 3. Take a small slice and complete just one piece.
- 4. Use team work
- 5. Have self-discipline



The sixth major time wasted in organization

- 6. Socializing and idle conversations.

Five ways to eliminate unnecessary socializing

- 1. Have corporate culture of appropriate socializing.
- 2. Break off conversation briefly.
- 3. focus on results not talks.
- 4. Have a serious conversation at the meeting
- 5. Just said, "I need to get back to work."



The seventh major time wasted in organization

- Indecision and delay

Five ways to handle indecision and delay.

- 1. Do the job one time correctly and one time only.
- 2. Do serious task one thing at a time.
- 3. Make a decision with facts.
- 4. Delegate the decision.
- 5. Use teamwork decision to vote.

Assignment #2

- 1. Write all seven time wasted in organization and suggest three of your own techniques to handle each factor of time wasted in organization.