



- Organizational Behavior

# **Advanced Time Management and Personal Productivity Part I.**

**By Asst. Prof. Dr. Kevin Wongleedee  
Director of ILPC**

# 1. Understanding Time

- Time is one of the most precious resources. It is free but costly and will never be retrieved.
- Absolute time: We all have 24 hours. We can measure and count. We normally work 8 hours a day and 40 hours a week.

# 1. Understanding Time

- **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.

# 1. Understanding 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.

# 1. Understanding Time

- Since time is precious resources.
- 1. Focus to do only the most important task first
- 2. Do the task correctly only one time, no more
- 3. Cut all the unnecessary task, any distraction, unimportant activities, and any waste of time
- 4. Manage time the same way you manage your money

## 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.



## 2. The 80/20 rules for high impacts

- 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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## 2. The 80/20 rules

- 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 Laggardness

- 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

### 3. Priority or Laggardness

- 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 or Laggardness

- 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

## 4. Division of Work

- 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.

## 5. Out of sight, Out of mind

- 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.

# Assignment #3

- Write a one page essay explain five advanced techniques of time management in office to boost up the working productivity and achieve high performance.

Thank you for your attention

Work on your assignment #3