



- Organizational Behavior

Advanced Time Management and Personal Productivity Part 2.

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

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.

6. Positive Attitudes & Environment

- 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.

6. Positive Attitude & Environment

- Design the positive working environment that can work longer hours with pleasure and minimize all level of distractions and time waster.

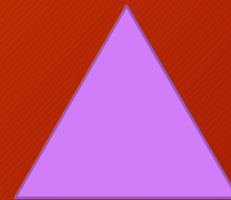
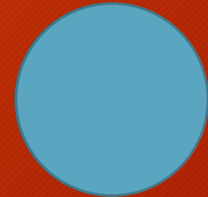
7. Know your style of work

- 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.

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

- 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- Avoid being outdated in appearance, image, and reality
- (Still use old style phone, old computer, old machines, and old outdated techniques)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.”

Focus on work smart, not work hard.

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.

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

- 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 (Assign responsibility to others) of work means the act of empowering other to act for us and responsibility for us.
- Share (Allow others to be able to participate) your work to trusted members.

10. Delegation of Work

- 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#4

- 1. Please write five of the advanced time management that concur with your work or life situation and with your own **example** for each.
- 2. Explain the different concepts between
 - Delegate work and Share work
 - Work smart and Work hard,
 - and Positive attitude and Negative attitude.

Thank you for your attention

Comments and Questions