



**Time Management  
&  
Multitasking**

# Time Management



# Time Saving Methods

1. Be Organized.
2. Keep the resources ready.
3. Implement Multi tasking.
4. Concentrate more.
5. Delegate works.
6. Use shortcuts.
7. Sleep well.



# Be Organized

- Keep a list of specific items to be done each day, arrange them in priority order, and then do your best to get the important ones done as soon as possible.
- Do large, time-consuming tasks scare intimidate you? Break them into smaller tasks and work on them one at a time.
- Eat a light lunch so that you don't get sleepy in the afternoon.
- Examine old habits for possible elimination or streamlining.
- Create and keep your "To Do List" handy. Don't skip over the difficult items when checking to see what needs completing next.
- Try not to think of work on weekends.
- Frequently ask yourself: "What is the best use of my time right now?"
- Work now, play later. It's human nature to want to do the fun things first. Train yourself to complete the work at hand before you let your hair down.
- Track time. Keep a diary detailing all the tasks you perform in a week. At the end of the week, check the diary to see how much time was spent doing what. See if you can employ your time in a better manner
- Avoid nonessential tasks. You must consider your goals and schedule before you accept additional work.

# Organizing the Works

Step1: Know About Work and Time.

## Work

- List out all the works for the day.
- Prioritize the works. [More](#)
- Divide Big Tasks into small manageable pieces.
- Calculate the dependency of works.
- Check the availability of resources (Money, People, Data) for each work. Make it prepared.

## Time

- See the calendar and know about the specialty of the day.
- Check for any interruption.
- Check for promises.
- Estimate the total time to be spent for the works on the day.
- Leave 20% Estimated time. Lets say remaining 80% as 'Work Hours'.

# Prioritizing the Works

- How to know which work is most important?
  - The work which gives most positive impact is the High priority work.
  - The work which prevents big negative impact is the High priority work.
- How to handle too many Priority1 works?
  - Multi Tasking
  - Delegate work
  - Use Shortcuts

# Organizing the Works

Step2: Do Work assignment

- 1. Assign time for each works.
- 2. Do a preview.
  - Love the works.
  - Get involved.
  - Think creatively.
- 3. Find for any time gap.
- 4. Fill the time gap with small tasks (Make sure you left 20% of the Estimated time free).
- 5. Start the day.

# Keep the resources ready

- Before you call someone, make a list of important things you want to say or ask. This way, you won't forget anything, and you won't have to waste time calling back later.
- Make your office techno-savvy. Get the most up-to-date equipment to help you and your colleagues complete work faster.
- Plan your weekly menu. Decide what to cook every day of the following week and shop accordingly. This can save a lot of time.
- Limit grocery shopping to once a week.
- Keep phone numbers, and other emergency information in an easy to find place, like the on the refrigerator, or near the phone. In case of emergency you will not have to waste time running around for information.
- Keep your receipts and bills together. This saves a lot of time and effort when it's time to file taxes.

# Implement Multi tasking

- Multitask. Jobs that are not too critical and don't require 100% concentration can be clubbed together –exercise while you catch up on your favorite program, or cut coupons while talking on the telephone. At the office, you can send routine emails while talking on the phone. Multitasking frees 30-60 minutes of time to be used later in the day.
- Try and complete similar tasks in the same block of time. Does your job have you making a high volume of sales calls every day? Try to make all your phone calls in the same time period. Avoid having to retrace your steps to perform a redundant task you could have done more productively at an earlier time.

# Concentrate more



- Give yourself enough time to concentrate on high priority items.
- Give yourself time off and special rewards when you complete the important tasks.
- Keep pushing and be persistent when you sense you can be a winner.
- Don't take work home and vice versa.
- Take a break. Stress is a fact of modern work life. If you feel your stress levels have risen too high, take time off to let off the steam. Too much stress can derail your attempts at getting organized. You could exercise a bit, or even take a day off.
- Discourage long telephone conversations.
- Avoid Chatty colleagues. Show them the red flag.
- Avoid unnecessary meetings.

# Delegate works

- Match tasks to capabilities. Each employee in your organization has certain innate talents. Tap them by ensuring that each person performs task that he/she is good at. Research shows that employees perform better when they are assigned tasks they enjoy doing
- Have kids?
  - Teach them to clean up after themselves. Show your kids how to maintain their own rooms and reward them for doing so.
  - Share household responsibilities with your children and spouse. This will save time, reduce your workload and help your children develop a sense of responsibility.
- Is your family just getting the hang of your time management schedule? Set a timer to go off when it's time to switch tasks. This will help them stick to their respective schedules. They will also get an idea of how long it takes to complete each task.

# Use shortcuts

- Try to find a new technique each day that you can use to help gain time.
- If you use the computer at home or at work, and you're typing a word processing document, or entering data, etc. be sure to keep saving your work at least every 10-15 minutes. If your computer freezes up, you will have retained most of your work, and you won't waste time having to do everything all over again
- SEND BACK THE ORIGINAL. Rather than typing up a brand new letter, answer routine correspondence right on the original letter you received. Make a copy for your records and mail the original back to the sender with your response.
- Avoid perfection. You are only setting yourself up for defeat. When you try to bring perfection to difficult tasks, you will only end up avoiding them.
- Play time games. Games are fun and people love that element of competition. Set deadlines for tasks and see who delivers the best quality product/ service within the stipulated time.
- Ensure that your colleagues bring problems to you as soon as they detect them. The sooner the issue gets resolved, the faster the task gets completed.
- Avoid unnecessary trips to the bank. You waste nearly 20 hours a year when you stop at the bank every two weeks to withdraw money. Save that time by withdrawing enough cash to last until you receive your next paycheck.
- Modernize your home and office. Food processors, washing machines, dish washers, microwaves – use all of them to save time.
- **Say no. You don't need to always be polite and politically correct. There are a lot of demands on your limited time, so avoid unnecessary wastes**

# Sleep well



- Don't Nap.
- Keep a regular sleep schedule.
- Relax with yoga before bed.
- Limit caffeine after three in the afternoon.
- Don't drink alcohol before bed.

## ...and some more

1. Don't chat through phone during your busy hours.
2. Know about your job and responsibilities. Learn new things related to your job. Understanding the work clearly, will save 50% of your time.
3. Atomize your work. Get the help of new technologies to avoid the manual work.
4. Maximize your multitasking skill. You can start new work while waiting for the response/feedback on your last work.
5. Estimate the amount of work involved in each task. Don't under estimate or over estimate any task. For example: Don't assume that sending email is a big task.
6. Don't put your hand to help others. When someone asks help, direct them to do themselves. For example: when someone ask the meaning for any word, tell them to use [www.google.com](http://www.google.com) or [www.thedictionary.com](http://www.thedictionary.com)
7. Please do not delete any file or email which has the record of your work. Instead you can rename with time and status and move them to the trash folder (not to recycle bin). For Example, Name the file as 'List of names –Good with duplicates – Jan26.xls '. This will save time when you search those files when you need it for quality analysis or cross checking data.
8. Always use shortcut keys. If you are not comfortable with shortcut key, please practice. Remember, knowing about one shortcut key will save several millions of seconds.
9. Always use Serial Numbers when you create a list. You will find the benefits of Serial Numbers when you are using that list.
10. When you create or process any list, please make sure that the list is in proper order. Sorting the list will save our time in terms of searching or comparing records and finding duplicates etc.

# Points to remember

- Time is Precious.
- Time is money.
- Time is the most divisible element.
- Saving time can save a life.
- Time saving is an art. It does not means doing the work fast.
- Use more shortcuts.
- Knowledge is power. Learn all the technologies.

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# Multi Tasking

- What is multi tasking?
  - Ability to initiate one task while another is already taking place.
  - Doing work in parallel.
- Why do we need of Multi tasking?
  - To handle too many High Priority works.
- How does it help us?
  - Saves our precious time.
  - Improves the ability to work in urgent situation.
  - Make our life fresh.
  - Help us in evaluating our strengths and weakness.

# Some Examples

- HR Activities
- Cooking.
- Customer Support.
- Driving.



# How to practice?

- 1. Split the project into small works.**
- 2. Prioritize the works.**
- 3. Group the works by similarity.**
- 4. Initiate the works which does not require you attention for a while.**
- 5. Start the works in priority order.**
- 6. Initiate another work while you are waiting for another work.  
(Make you stay busy.)**
- 7. Know and Remember the status of each work.**
- 8. Remove the completed tasks from your queue.**

# Explanation with Live Example

## High Priority

- Project Development.
- Checking Emails
- Customer Issues.
- Update in Expiry Date.
- Requests from Research Team.
- Bugs in backend.
- People development.
- Merging and Uploading files.
- Reporting.
- Data Backup.

## Low Priority

- Learning new technologies.
- Code optimization
- Tracking of works
- Lunch
- Coffee time/ Tea time
- Unofficial calls

# Way to prevent unexpected events

1. Plan for the day.
2. Do the most important thing first.
3. Make the work easy to get started.
4. Organize your to-do list every day.
5. Don't underestimate any work
6. Keep the answers ready.
7. Be Punctual.



# Tips for improving the multi tasking Skills

- Practice Task switching.
  - Test your task switching capability.
  - Play games related to task switching and Multi tasking.
- Help people in their crisis time.
- Increase your memory power.
- Be familiar with latest technologies to manage tasks and projects.
- Learn multi tasking skills from Colleagues/Superiors.



# Task Switching Exercise

The exercise interface consists of two main panels, each with a light blue background on the left and an orange background on the right. The left panel is labeled "Column 1 (Letters)" and contains a vertical list of 27 letter boxes. The right panel is labeled "Column 2 (Numbers)" and contains a vertical list of 27 number boxes. A "CLICK HERE TO START" button is located at the top of each panel. In the center, between the two panels, there are two vertical arrows pointing downwards, indicating the direction of the task switch. At the bottom of each panel, there is a "CLICK HERE TO STOP" button, a "TRY AGAIN? reset clock" button, and a "Reset All Boxes" button. A timer is visible at the bottom of each panel, showing the time taken to complete the task.

**Panel 1 (Left):**

Column 1 (Letters): M, U, L, T, I, T, A, S, K, I, N, G, I, S, W, O, R, S, E, T, H, A, N, A, L, I, I

Column 2 (Numbers): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 122

**Panel 2 (Right):**

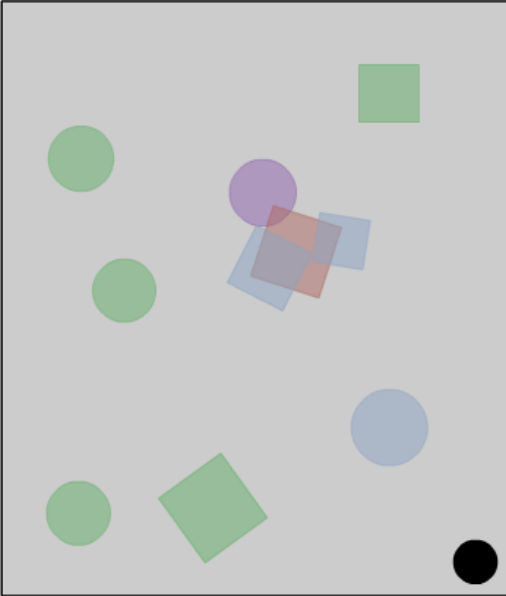

Column 1 (Letters): M, U, L, T, I, T, A, S, K, I, N, G, I, S, W, O, R, S, E, T, H, A, N, A, L, I, I

Column 2 (Numbers): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 13

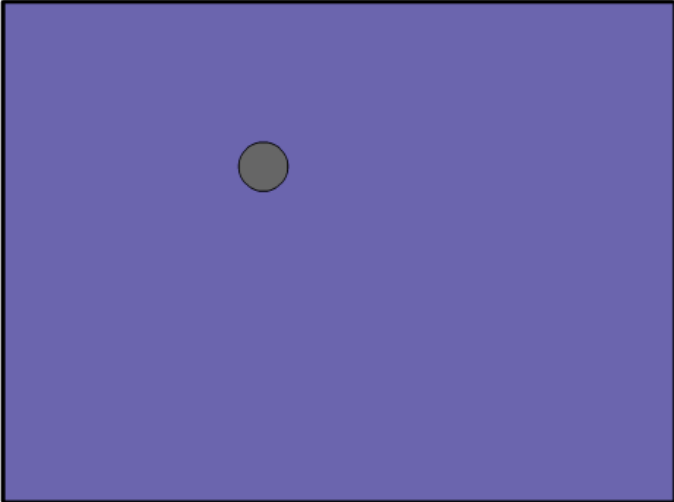

# Multitasking Games

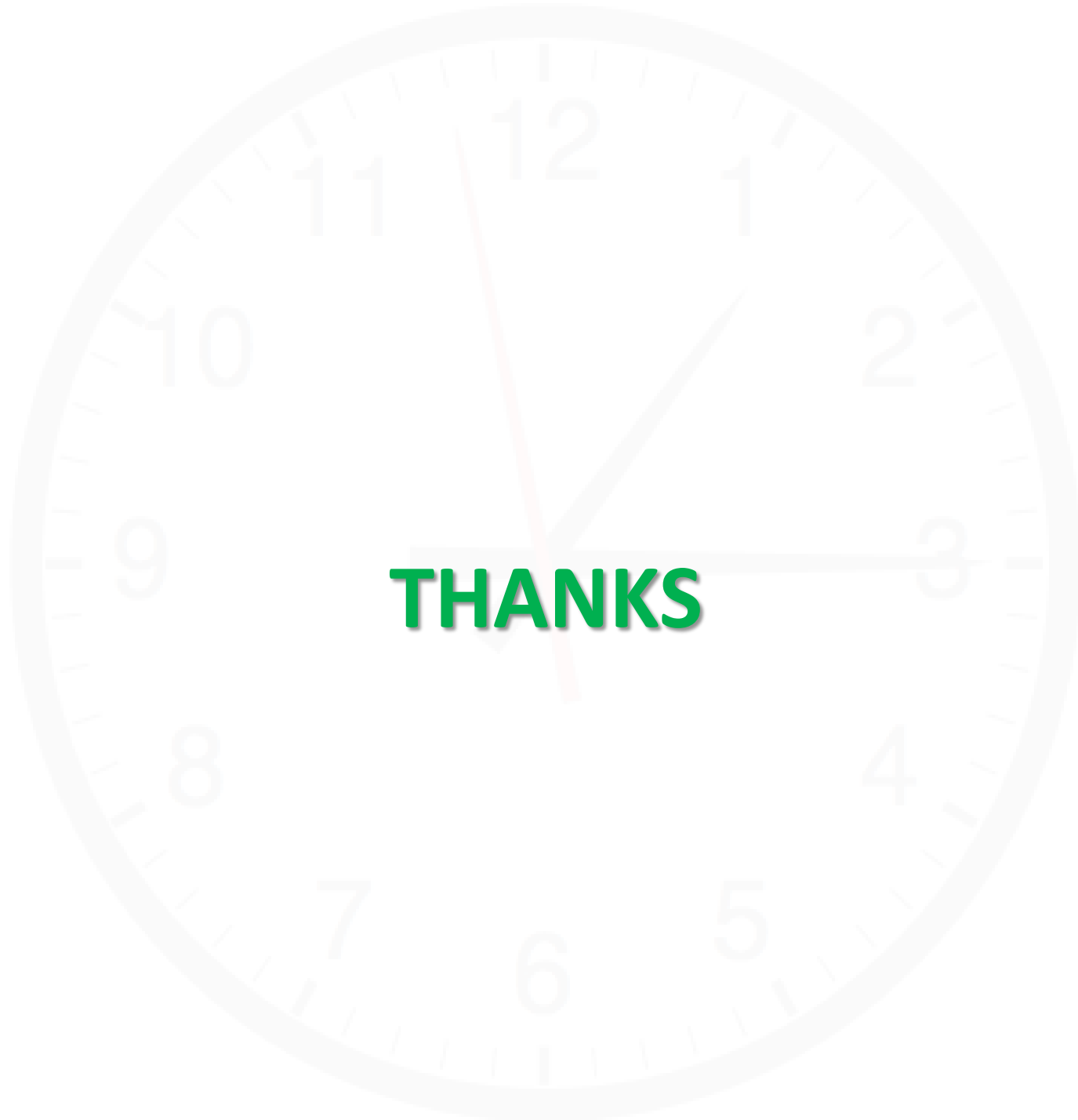
multi-task v1					wallballs				
Time	Energy	Matches	Score	Round	Time	Energy	Score		
98	300	0	0	1	58	1000	0		

	
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**THANKS**