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Time Management

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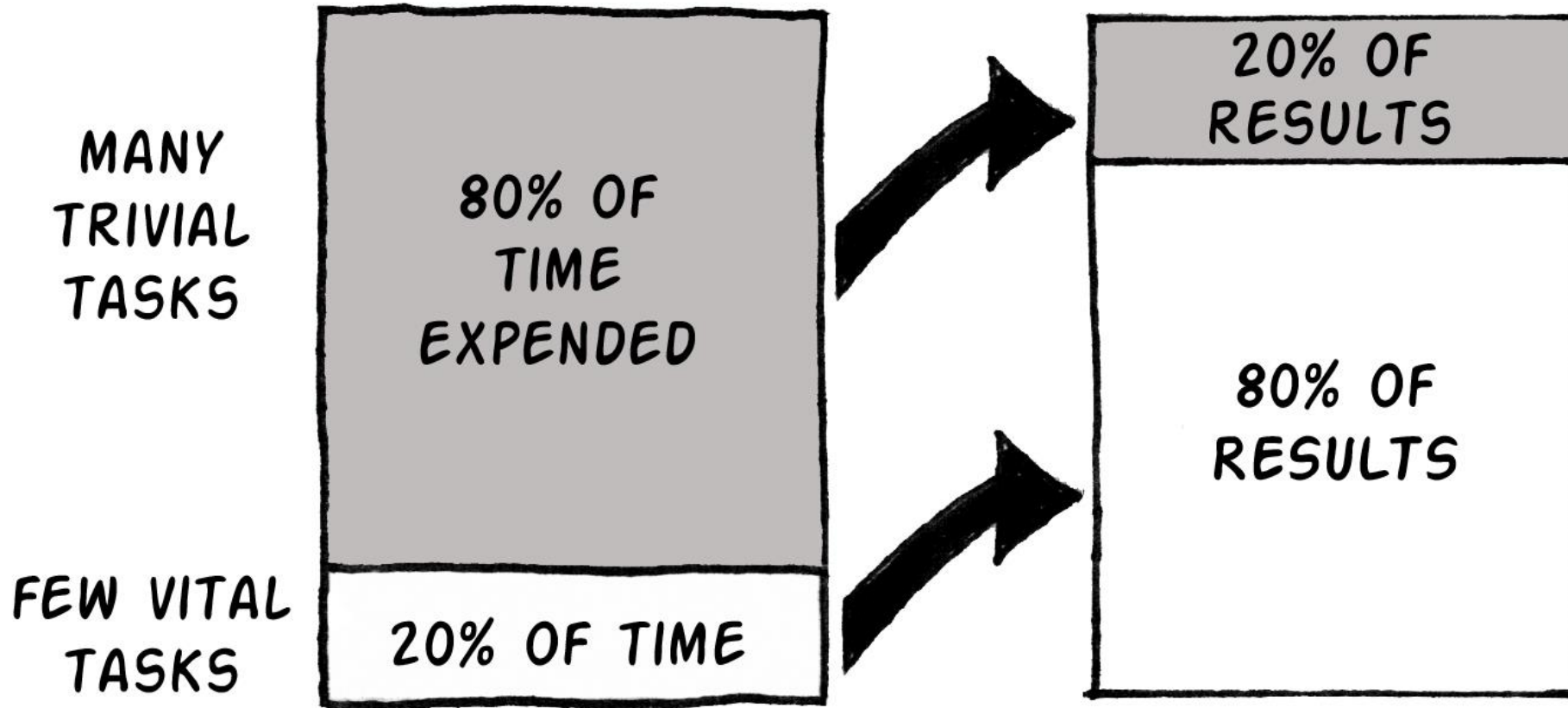
Effective Time Management requires a Shift in Attitude

At the heart of the subject is a simple, but obvious, shift in focus:

Concentrate on results, not on being busy.

Many people spend their days in a frenzy of activity, but achieve very little because they are **not concentrating on the right things.**

This is neatly summed up in the *Pareto Principle* or the 80/20 rule.





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Remember that time is money

Benjamin Franklin, 1748

Advice to a young tradesman



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What do you do well?

It is important to know what your talents and weaknesses are.

A good way of doing this is to carry out a SWOT analysis.

This provides a formal approach to evaluating your strengths and weaknesses and the opportunities and threats that you face.



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Why delegate?

- To motivate members of your team
- To allow the individuals to develop
- To increase the flexibility of the team
- To make the most of people's special skills
- To allow the manager time to manage!

When not to delegate!

- If you are going to use it to dump things on people
- If you are using it to expose other people's weaknesses



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Golden rules for running meetings ...

1. Short meetings which are well prepared.
2. Meetings must be well organised.
3. Clear agenda and good chairing.
4. Appropriate behaviour at the meeting.
5. Ensure there is an action plan from the meeting.