



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE



Effective Time Management

Dr. Manu K. Vora, B. Tech. (Honours), Chemical Eng., IIT (BHU), 1968

Chairman and President, Business Excellence, Inc., USA

M.S., 1970, Ph.D., 1975, Chemical Engineering, IIT Chicago, USA

Fulbright Specialist, U. S. Department of State, USA

TEDx Speaker, IIT (BHU), Varanasi, India and IIT Chicago, USA

Member, AICTE NEP 2020 Implementation Plan Committee, India

AICTE ATAL FDP Expert Peer Reviewer, 2021-2022, India

Adjunct Professor, Stuart School of Business, IIT Chicago, USA

Adjunct Faculty, School of Professional Studies, Northwestern University, USA

Visiting Faculty, IIT (BHU), Varanasi, UP, India, GIAN Program - MHRD, GOI

Honorary Professor Emeritus, Jayoti Vidyapeeth Women's University, RJ, India

Session 3, Soft Skills Program, VMSBUTU, Dehradun, India, 1 May, 2023



Outline – Effective Time Management

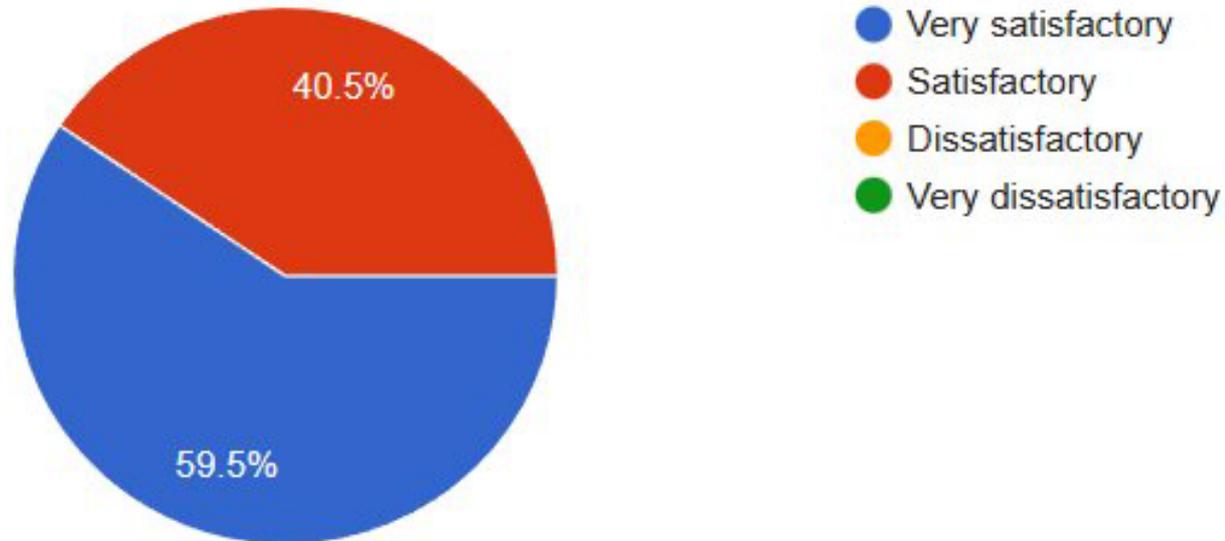
- Session 2 Feedback and Recap
- How to Get things Done – Time Management
- Time Management Quotes
- Myths of Time Management
- Internal and External Time Wasters
- Right Brain versus Left Brain
- Goal Setting, Planning, Prioritizing
- Scheduling, Meeting Management
- Organizing, Delegating, How to say NO
- Interruptions, Procrastination, Collaboration
- Time Management Summary
- **Your Two Key Takeaways from the Session**

Session 2 - EDM Feedback

Q1. Overall Session Quality – 100.0%

Overall quality of the session

37 responses

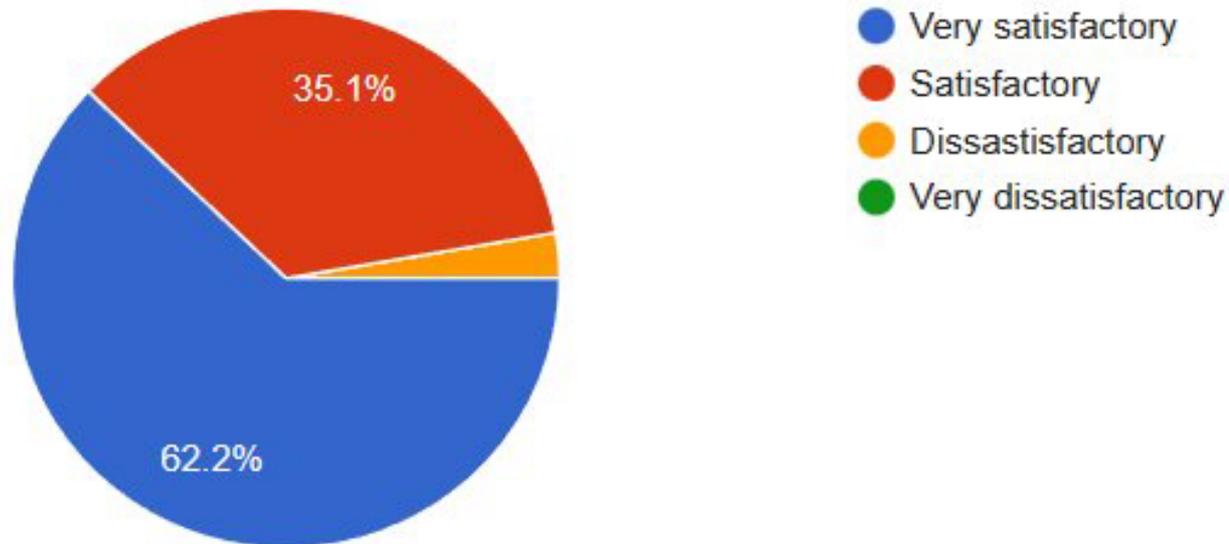


Session 2 – EDM Feedback

Q2. Learnt New Skills – 97.3%

Learnt new skills from this session

37 responses

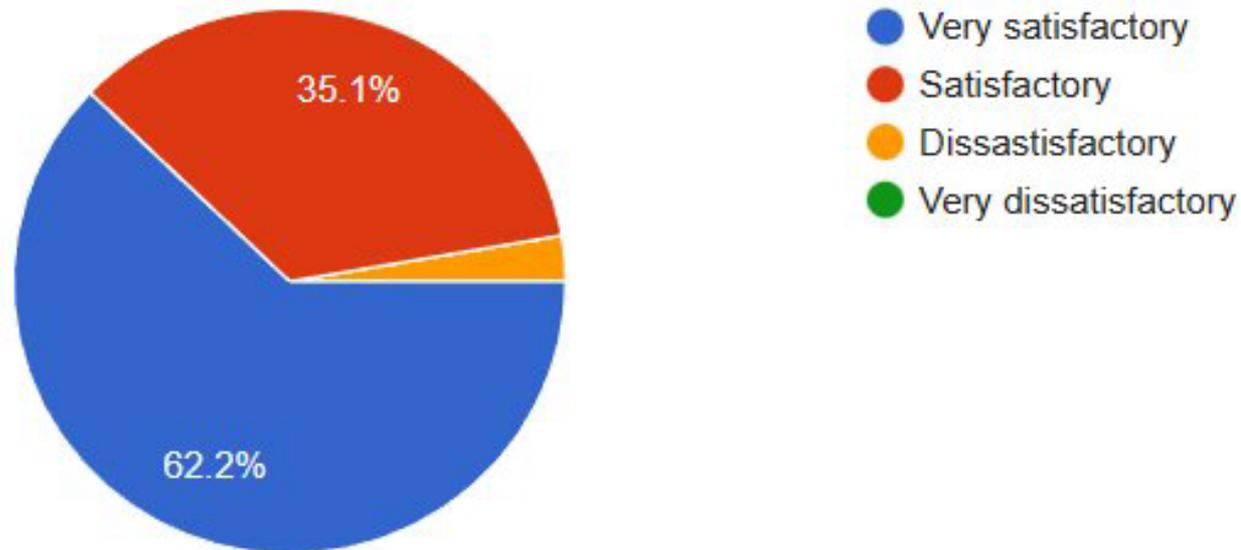


Session 2 – EDM Feedback

Q3. Applicability of Skills – 97.3%

Ability to apply new skills and knowledge in personal and professional life

37 responses



YouTube Recording of SSP Sessions

<https://www.youtube.com/live/U4Fu4nYJePk?feature=share> (S1)

<https://www.youtube.com/watch?v=RExVEDHCZ-o> (S2)

Effective Decision Making - Summary

I. **AMA:**

- ❖ **Ability** determines what you are *capable* of doing
- ❖ **Motivation** determines *how you do* it
- ❖ **Attitude** determines *how well you do* it

II. **Engage 3Hs:**

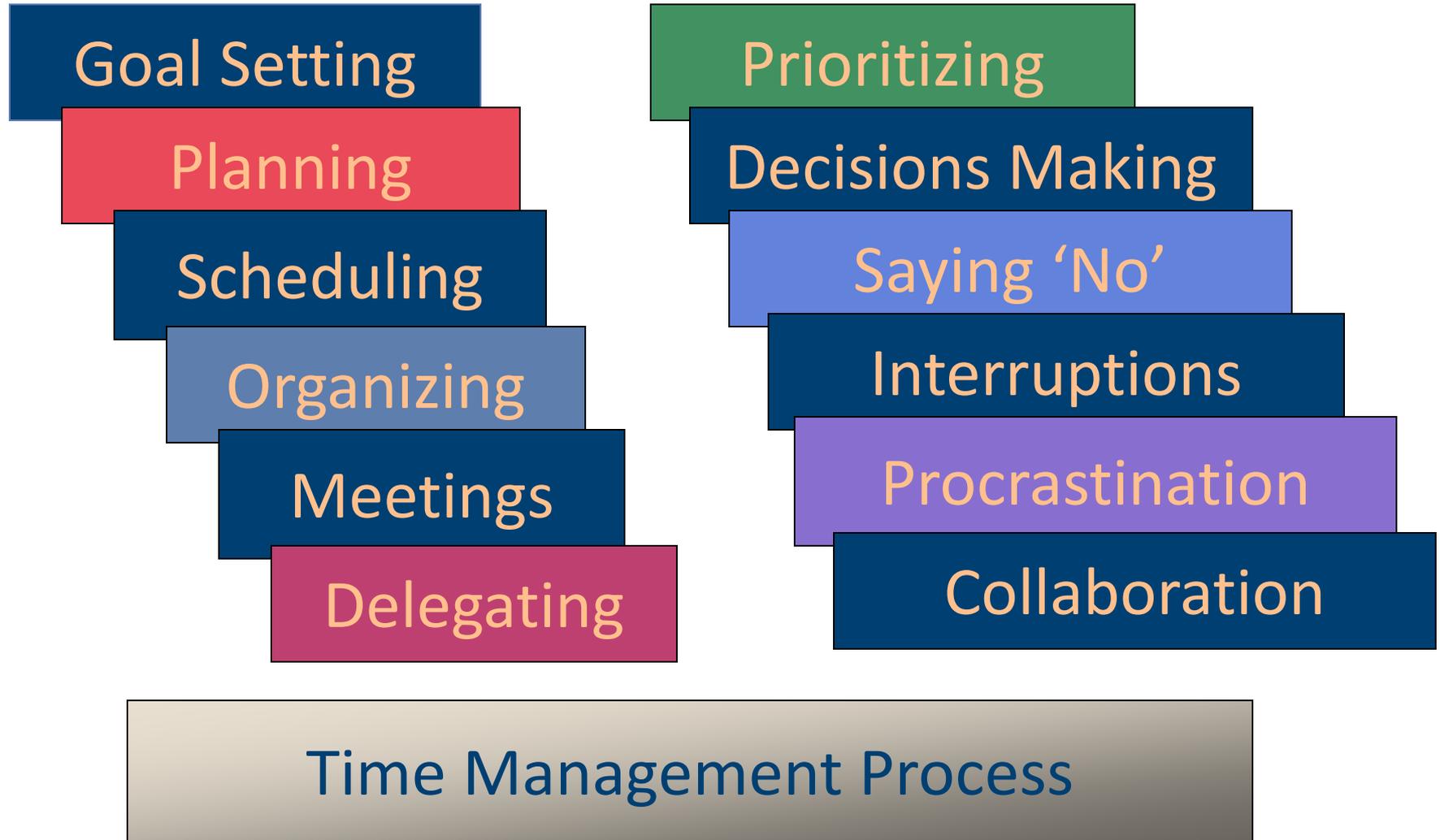
- ❖ **Heart** – Emotions
- ❖ **Head** – Ideas and Logic
- ❖ **Hands** – Implementation

III. **Leadership Ability:** To translate vision into action and actions into the next level of vision for decisive decision making.

IV. **Ethical Decision Making is essential for success of individuals and organizations**

V. **Decide to be Life-Long Learners**

How To Get Things Done



The Value of Time YouTube

<https://youtu.be/Ue8RSDMZVOQ> (2.52 min)



Time Management Quotes

- **“This time, like all times, is a very good one, if we but know, what to do with it.”** *Ralph Waldo Emerson*
- **"Start by doing what's necessary, then what's possible, and suddenly you are doing the impossible."** *St Francis of Assisi*
- **“I am definitely going to take a course on time management, just as soon as I can work it into my schedule.”** *Louis E. Boone*
- **“Time is free, but it’s priceless. You can’t own it, but you can use it. You can’t keep it, but you can spend it. Once you’ve lost it, you can never get it back.”** *Harvey MacKay*
- **“Kaal Kare So Aaj Kar, Aaj Kare So Ub. Pal Mein Pralaya Hoyegi, Bahuri Karoge Kub.”** *Sant Kabir*

Myths of Time Management

- **Time management is a complex subject**

*The basic process has only **five major steps** - **Goal Setting, Planning, Prioritizing, Scheduling, and Organizing***

- **Activity is good in itself**

*Being busy is not the same as being effective, if **time is spent on low priorities***



80/20 Rule of Time Management

- The relationship between input and output is not balanced:
 - 20% of a person's effort generates 80% of the person's results
- It is vital to focus 20% of your time on the 80% of your work that REALLY counts

Internal Time Wasters

- Lack of discipline
- Indecisiveness
- Personal Disorganization
- Procrastination
- Inability to say “NO”
- Poor Delegation Skills
- Day Dreaming
- Worry too much

External Time Wasters

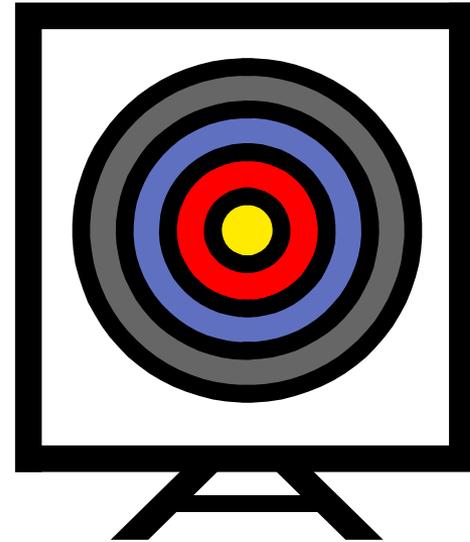
- Interruptions, especially mail and e-mail
- Office socializing
- Too many meetings
- Unscheduled visitors
- Poor work environment
- Unclear goals
- Trying to get other's cooperation
- Bureaucratic "red tape"
- Others you can think of???

Right Brain/Left Brain

- **Right-brained people:**
 - Have the ability to **see options at every turn**
 - Things are **rarely black and white**
 - Their **time is polychromic**, with many things happening simultaneously.
- **Left-brained people:**
 - They **see things as black and white**
 - **Time flows in monochromic order** - They do one thing, then go on to another

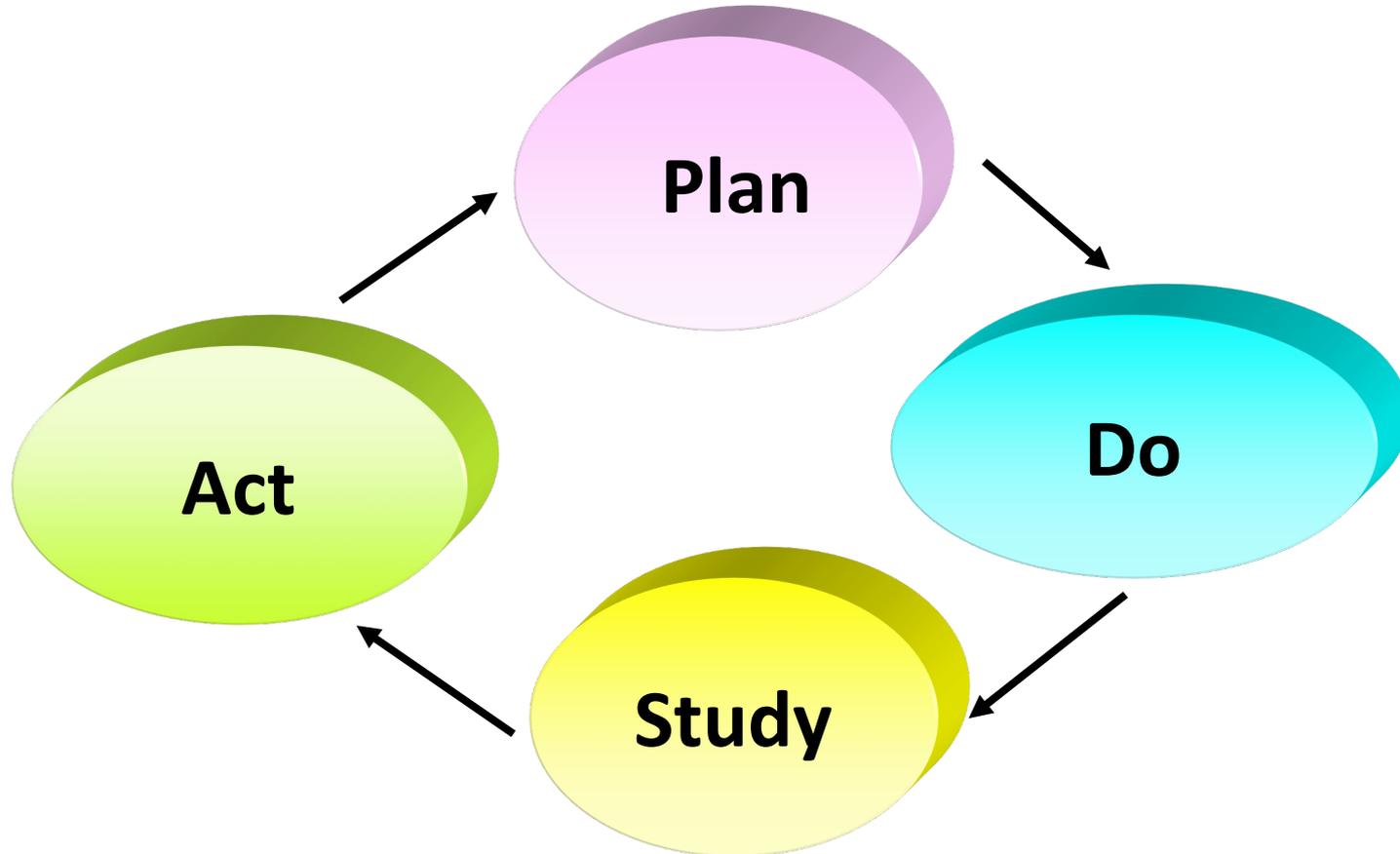
Goal Setting – SMART Goals

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-based**



Set and Achieve Time Management Goals

Planning Focus – Dr. Deming Cycle



10% Excellent Planning and 90% Flawless Execution brings Success
Planning without Execution is Futile, Execution without Planning could be Fatal!

Planning

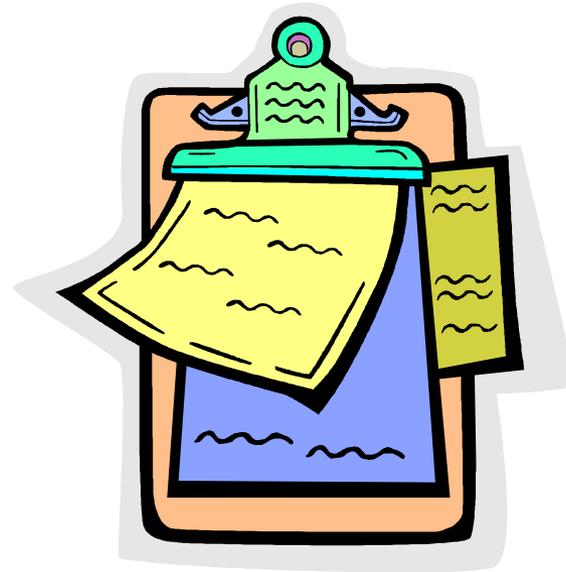
- Visualize the end result, your goal
- Estimate the time required
- Break the whole into subtasks (use Project Management)
- Develop a schedule for subtasks
- Check your progress against your time estimate
- Refine the schedule as needed
- Anticipate/allow for possible problems – Remember Murphy's Law

Need 10% Excellent Planning and 90% Flawless Execution!
If you Fail to Plan, you are planning for a Failure!

Plan your work and work your plan

Prioritizing

- Do
- Delegate
- Delay
- Dump



Prioritizing

- ***Focus on important things first***
- **Address the urgent – get them out of the way**
- **Accomplish what you can early**

Prioritizing

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

Prioritizing

- **Develop Plans – annual, monthly, weekly**
 - Note all deadline on your plans
- **Make a “to do” list daily**
 - Prioritize and reprioritize your daily list
 - **Work on your top priorities (Important, not Urgent) first**

Focus on Outcomes and not just Actions

Time Management YouTube

How to manage your time more effectively (according to machines)

- Brian Christian (TedEd Talk, posted on January 2, 2018) – 5.09 min

<https://www.youtube.com/watch?v=iDbdXTMnOmE>



Scheduling

- Negotiate and **manage realistic deadlines**
- **Structure adequate time for all stages of the work, then review, and revise often**
- **You are in charge (not the schedule):**
 - *Examine your schedule*
 - *Be realistic about what you can accomplish*
 - *Don't try to juggle too many things*
 - *Don't set yourself up for failure*
- **Find your dead time.** Schedule meetings, phone calls, and mundane stuff during it.

Meetings

- **Question the need and frequency of meetings**
- Request **agenda in advance** or share agenda building responsibility
- **Include only the right participants**
- **Facilitate discussion and agreement** to keep things moving
- **Keep meetings brief:**
 - Schedule **60-90 min. meetings focused on one issue**
 - Keep a record of the agenda + decisions + designated follow-up (**Meeting Minutes**) and **send out in 24 hours**
- **Maximize email collaboration, document sharing, and work between meetings**
- Use **Purpose, Agenda, and Limit (PAL)** at the front-end with **Planning, Participation, and Follow-Up (PPF)** during and after

** Reference - Death by Meeting – Patrick Lencioni*

Meetings

- **Avoid Time Waster Meetings:**
 - Make sure it's a working meeting.
 - Don't attend unless there is a set agenda.
 - Can the problem be solved or decision reached without a meeting?
 - **Does the meeting have a set ending time?**
- **Telephone Meetings:**
 - **Keep calls short; stand during call – treat calls as business meetings**
 - **Start by announcing goals for the call**
 - Don't put your feet up
 - Have something in view that you're waiting to get to next
 - **Smile**

Findings for Meetings

- 1) Meetings are the scourge of modern business life, consuming **62 hours per month of employees' time on average** (a full half of which is estimated to be wasted).
- 2) In other words, nearly 40% of working time is spent in meetings (**2 days/week**) and half of that (**1 day/week**) is estimated to be **Waste**.

Ref: How to Get Out of a Meeting You Know will Waste Your Time, Dorie Clark, Harvard Business Review, January 03, 2018.



Meeting Minutes Sample

Date:

Time:

Place:

Attendees:

Key Discussion (use bullets):

Key Decisions (use bullets):

Action Items (AI Table - AI #, Date opened, What, Who, When):



Meeting Evaluation Sample

1. Things worked well today (bullets):

2. Things did not work well today (bullets):

3. Things need change for the subsequent meetings (bullets):

Name _____

Organizing

- Keep an updated **“to do” list in a priority order**
- **Deal with paperwork/email once**
- Use **staged filing method** (task, subtasks, etc.)
- **Use technology wisely**
- **Organize your workspace**
(match your own mental models)
- **Manage your Calendar**

Delegating

- **Don't delegate if you can eliminate**
- **Delegate appropriately, gradually and strategically**
- **Establish concrete goals, deadlines, and consequences**
- **Give objectives, not procedures**
- **Communication Must Be Clear: "Get it in writing"**
- **Tell the relative importance of this task**
- **Give support and credit**
- Time invested in delegating now has a **future payoff**

Learn When to say “No”

- **You can't do everything**
- Don't undertake things you can't complete
- **Remain consistent to your goals**
- **Recognize your limits**
- Take time to think about it
- **Be honest and vocal about why**
- Offer to defer or take a turn next time
- Discuss workload with supervisor - suggest an alternate approach



Handling Interruptions

- **For crucial deadlines, make yourself inaccessible**
- **Be polite, but direct**
- Offer an alternate time
- **Manage self-interruptions**
- Schedule formal “check-in” meetings
- Schedule social time

Avoiding Procrastination

- **Doing things at the last minute is much more expensive than just before the last minute:**
 - **Generally, no one works best under pressure!!!**
 - **Emergency on your part, does not become urgency on someone else's part**
- **Deadlines are really important: establish them yourself!**
- **List the things you have been avoiding. Prioritize them. Try to do at least one each day until you catch up.**
- **Don't be a perfectionist**

Collaboration

- **Making good use of the ideas of others**
- **Asking for help when you need it**
- **Borrowing models and templates from other sources**

Consider Your Personal Prime-Time

- Morning?
- Evening?
- Late night?



Find your creative/thinking time.
Defend it ruthlessly, spend it alone,
maybe at home.

Multi-Task/Downtime

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early



TIME



laughingcolours.com

Very Nice Definition of TIME

Time is slow when you wait !

Time is fast when you are late !

Time is deadly when you are sad !

Time is short when you are happy !

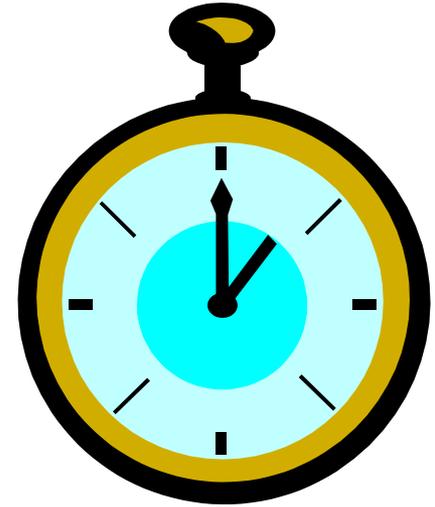
Time is endless when you are in pain !

Time is long when you feel bored !

Every time, time is determined by your feelings and your psychological conditions and not by clocks. So have a nice time Always.

Time Management Summary

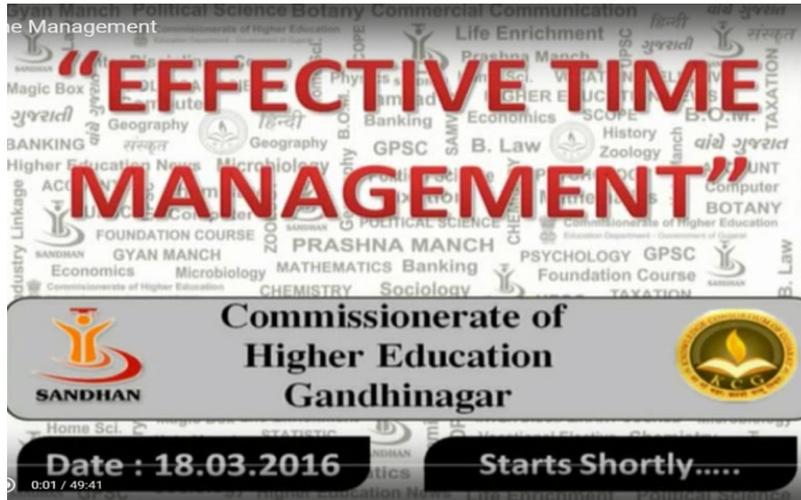
- **Set goals**
- **Prioritize**
- **Organize**
- **Learn when to say “NO”**
- **Use your waiting time**
- **Concentrate on the task at hand**
- **Consider your personal prime time**
- **Celebrate success**



Commissionerate of Higher Education, Government of Gujarat (03-18-16)

(https://www.youtube.com/watch?v=z_fvgG8uwus)

Satellite connection with 450 Colleges and 500,000 students benefited





Your Commitment for Time Management – Two Key Takeaways

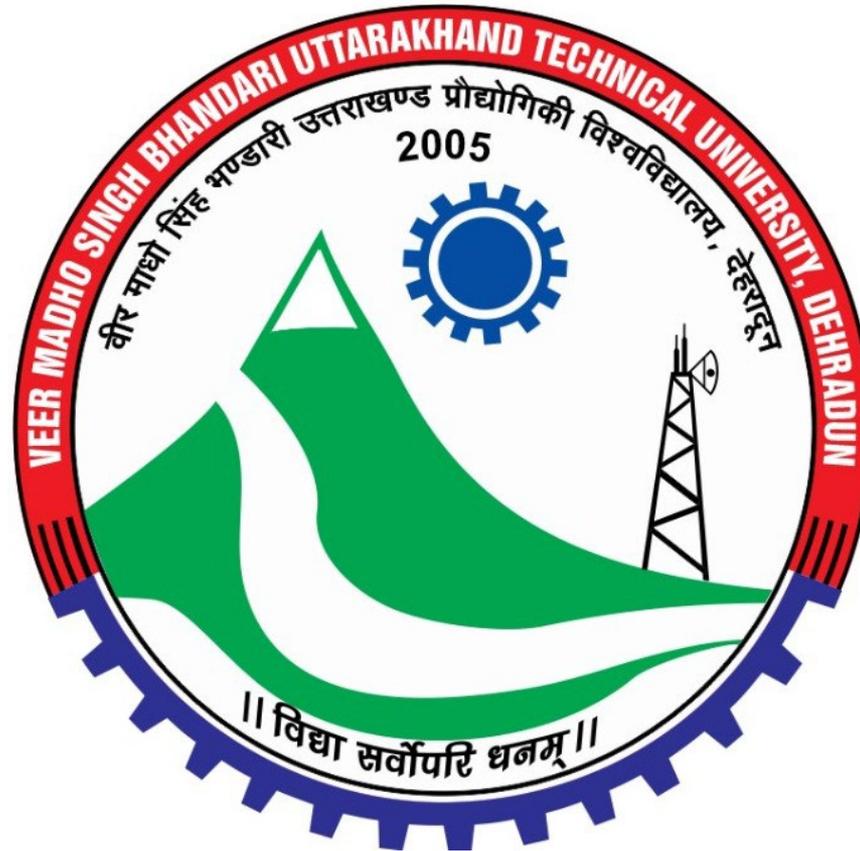
1. -
2. -



Soft Skills Program Topics

(8:30 pm – 10:30 pm IST)

1. 24-04-23 Leadership Excellence
2. 27-04-23 Effective Decision Making
- 3. 01-05-23 Effective Time Management**
4. 03-05-23 Effective Teamwork
5. 08-05-23 Effective Project Management
6. 10-05-23 Career Development Guidance



Thanks!

Questions, Comments, Key Takeaways?



Presenter



Manu K. Vora, Ph.D., M.B.A., ASQ Fellow

Chairman and President, Business Excellence, Inc., USA

Fulbright Specialist, U. S. Department of State, USA

Adjunct Professor, Stuart School of Business, IIT, Chicago, USA

Adjunct Faculty, School of Professional Studies, Northwestern University, USA

Visiting Faculty, IIT (BHU), Varanasi, GIAN Program - MHRD, GOI, India

+1- 630-548-5531; manuvora@b-einc.com; www.b-einc.com

Dr. Manu Vora is Chairman and President of Business Excellence, Inc. a global quality management consulting firm. He has **over 48 years** of leadership experience and has guided Fortune 500 companies with Baldrige Performance Excellence assessment. For **over 30 years**, as an Adjunct Professor he teaches Operations Management courses at business schools globally. He has contributed at **over 680** educational institutes world-wide. He is a sought- after speaker on business excellence and quality management topics with **over 1,270 presentations** globally and published **75 scholarly articles**. As an ASQ Influential Voice, he has published **50 blog posts**. In 2013, he gave two TEDx Talks, TEDxIITBHU Varanasi and TEDxIIT Chicago. Since 2013, he has delivered Soft Skills and Quality Management topics using technology to **over 100 colleges/universities in India** benefitting **over 1,200,000** students/ faculty/ professionals. In 2016 he delivered a ***Project Management for organizational Excellence***, a **GIAN Course** approved by the **MHRD-GoI** at his alma mater, IIT (BHU). In 2016 he was appointed a **Fulbright Specialist** by the U. S. Department of State. He completed his first Fulbright Specialist Project in March 2018 at IIT (BHU). He serves on the Advisory Board of IUCEE Foundation. He received '**NRI of the Year Award 2018**' in Philanthropy category from Times Now and ICICI Bank. In March 2022, he was recognized by the **World Book of Records, UK for his Social Work**.

He has B.Tech. (Honours, IIT BHU Chemical 1968), M.S. (1970) & Ph.D. (1975) in Chemical Engineering from Illinois Institute of Technology, Chicago, and a MBA (1985) with Marketing Management from Keller Graduate School of Management in Chicago. As the Founder Director and President of Blind Foundation for India (BFI), his team has raised **over \$6 million** to help over one million visually impaired people in India. *ASQ has bestowed on him five Medals. He received "2017 Life-Time Achievement Award from Association of IIT-BHU Alumni, Delhi", "2015 BHU Distinguished Alumnus Award", "2015 & 2000 Rotary International Paul Harris Fellow Medal", "2013 Top 40 Alumni for the First 40th Anniversary of Keller Graduate School of Management", "2012 IIT Chicago Alumni Medal", "2011 Ellis Island Medal of Honor", and "2010 U. S. President's Volunteer Service Award". In 1968 he received J. N. Tata Scholarship to pursue his graduate work in the U.S. In 2023 he was included in the **Jewels of India, Volume II book** of prominent Indo-American personalities in the U.S.*