


Principles of time management



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AIN SHAMS UNIVERISTY

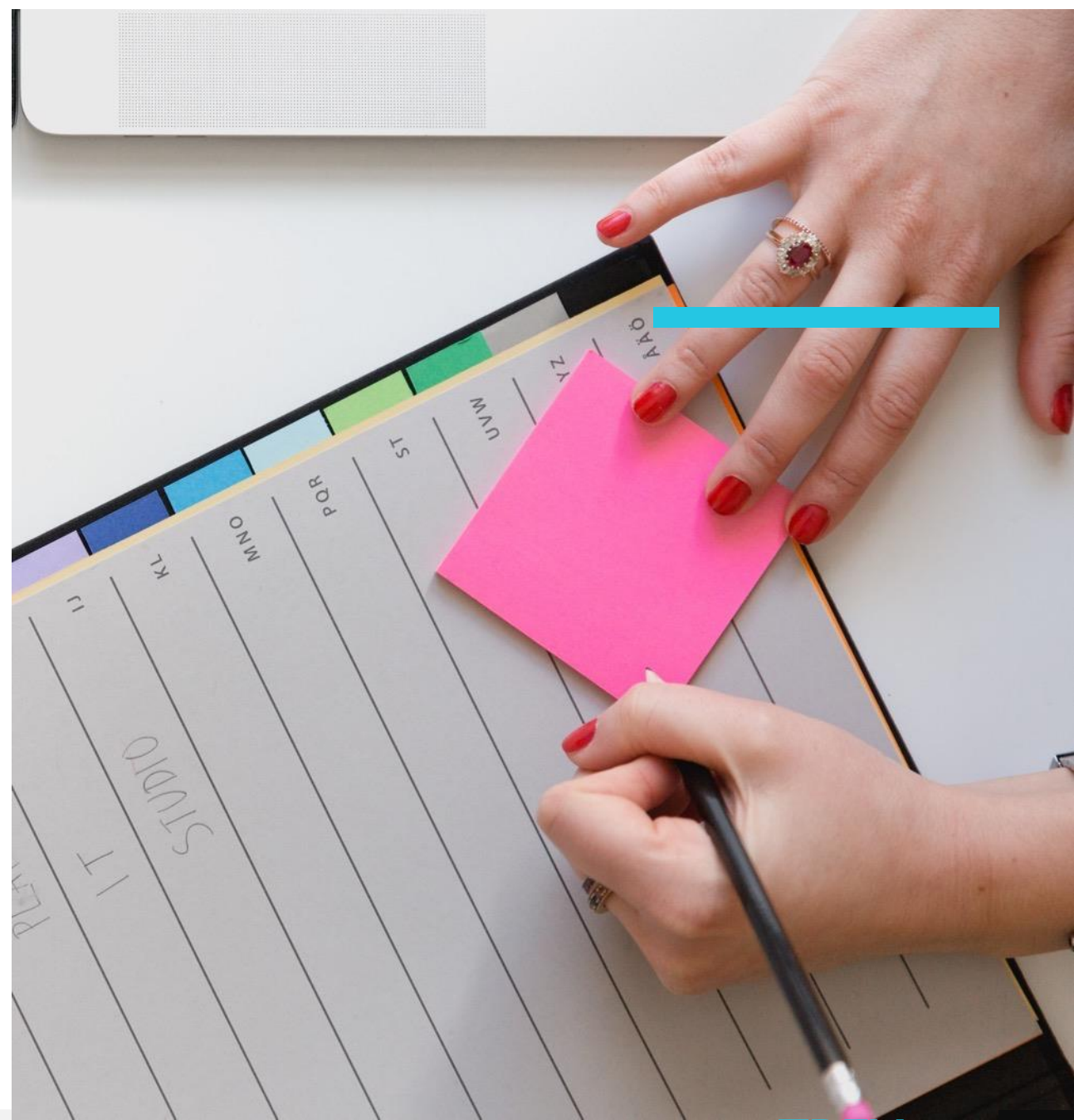
Time' is a precious resource





**“One thing you can’t
recycle is wasted time”**

- “The bad news is time flies...the good news is you’re the pilot”
(Michael Akahuler)



BE AWARE of Time waster that steal your time.

- 1-Procrastination
- 2- Lack of planning
- 3- Interruptions
- 4- Lack of delegation
- 5- Social media and networking sites, the cell phone, email and internet
- 6- Not being able to say 'No'
- 7- Lack of organization and untidiness
- 8- Unnecessary meetings



1-Procrastination

- **Procrastination** is the action of unnecessarily and voluntarily delaying or postponing something despite knowing that there will be negative consequences for doing so.



Procrastination

- It's a common human experience that involves delaying daily chores or even postponing high-profile tasks such as attending an appointment, submitting a job report or academic assignment, or raising a stressful issue with a partner



Procrastination associations and causes

- [Depression](#).
- low [self-esteem](#).
- guilt and inadequacy.
- a wise response to certain demands that could present risky or negative outcomes or require waiting for new information to arrive.

Perfectionism is a prime cause
for procrastination

to overcome procrastination, it is essential to recognize and accept the power of failure without condemning



**Behaviors and practices
that reduce
procrastination**





Behaviors and practices that reduce procrastination

- **Modification** of one's environment for that newly gained perspective: the elimination or minimization of noise or distraction; investing effort into relevant matters; and ceasing day-dreaming. Disciplining oneself to set priorities.[[]
- **Motivation** with enjoyable activities, socializing and constructive hobbies.
- **Approaching issues in small blocks of time**, instead of attempting whole problems at once and risking intimidation.[[]
- To prevent relapse, **reinforce pre-set goals** based on needs and allow yourself to **be rewarded** in a balanced way for accomplished tasks.

- 2-Lack of planning



Consequences of unplanning

- 
- 
- Lack of planning often results in missed deadlines, lack of motivation,
 - low productivity,
 - and project infeasibility

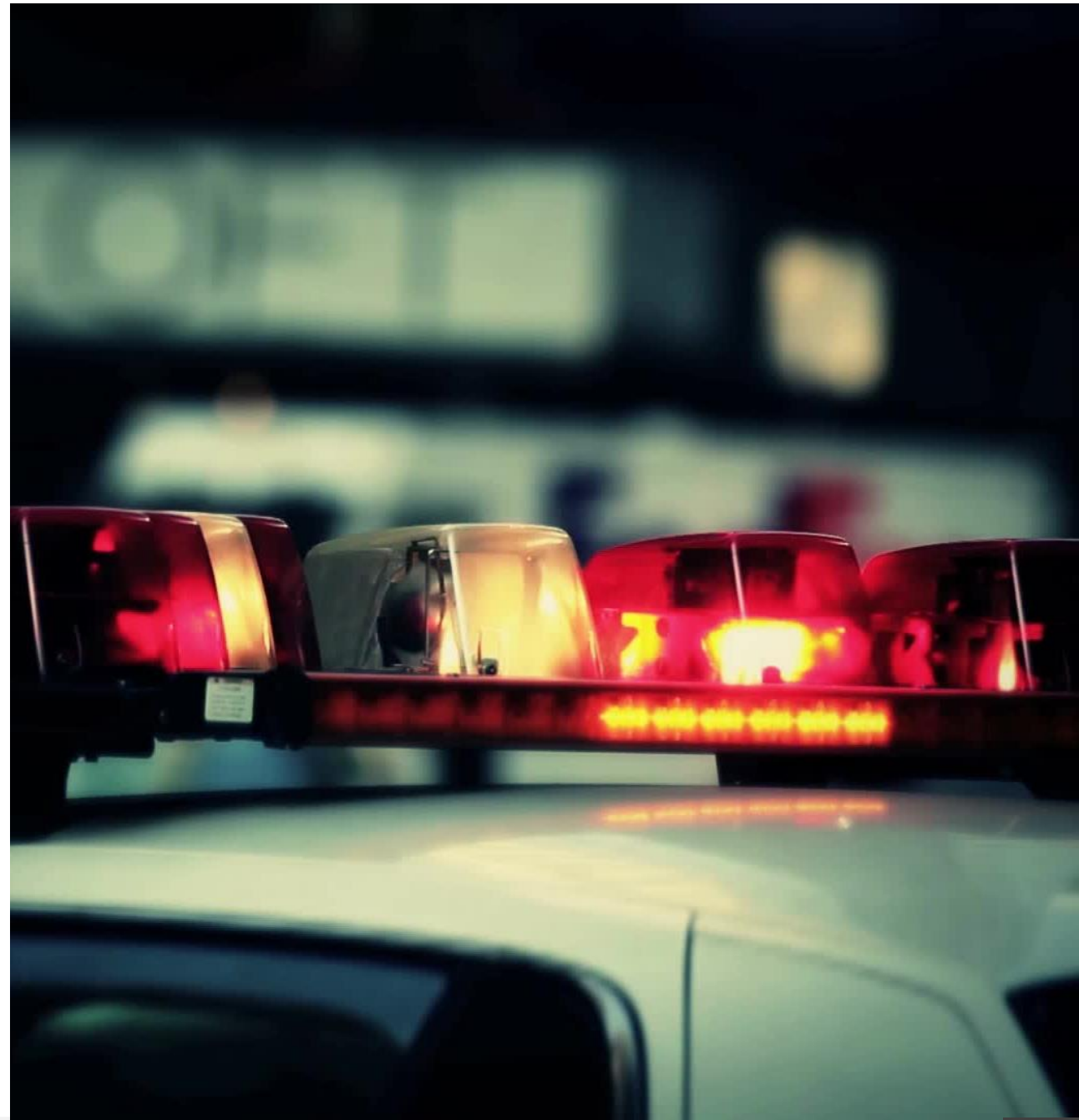
Plan

Plan well for your day

1. **List to-do items.** Before you can organize your to-dos, you first need to make a list of all the items you need to do for the day. ...
2. **Prioritize** tasks. ...
3. **Note deadlines.** ...
4. **Identify** recurring events. ...
5. **Order** items by time, priority, or deadline. ...
6. Stay **flexible**.



3-Interruption



Methods to reduce interruption

- Use your calendar's “available” and “unavailable” functions. .
- Politely say “no” .
- Keep your team in the loop.
- Set up your tech to **reduce distractions**.
- Take your time responding to an issue.



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4-Social media

CHECK LIST:

- chat
- share
- check-in

SOCIAL MEDIA



Follow!

hello!

good!

SHARE

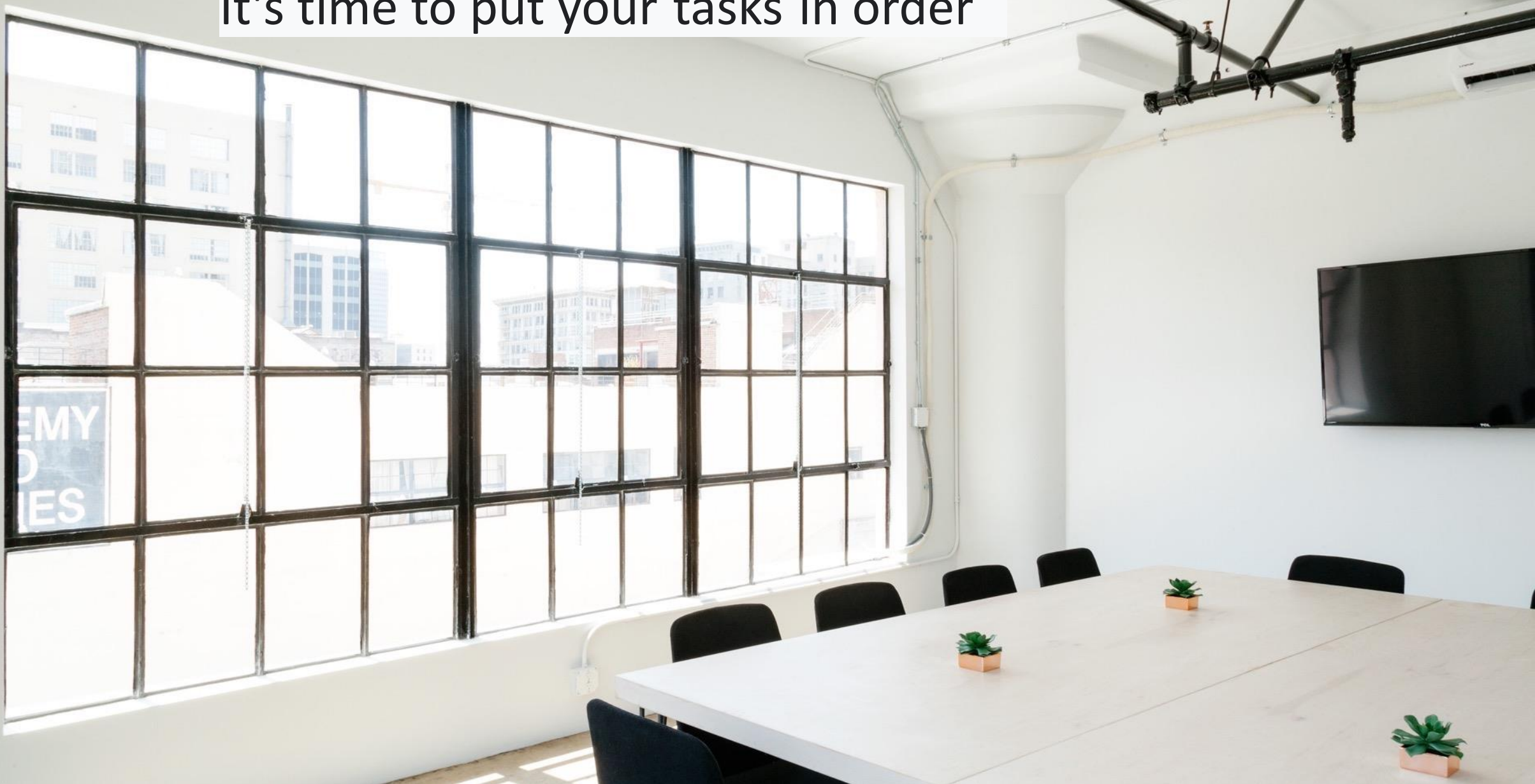
- NETWORK
- internet
- connect

How to control the usage of social media

1. Set Daily Goals
2. Get in a Routine
3. Schedule Email, Text, and Social Media Breaks
4. Shut Off Notifications or Log Out
5. Remove Apps Completely



It's time to put your tasks in order



Arrange your tasks as

urgent
less urgent
important
unimportant

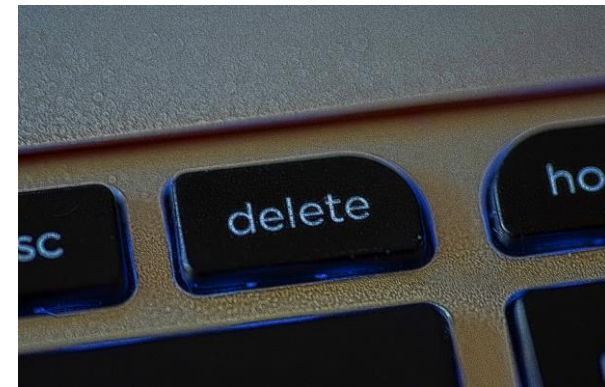
urgent



Less urgent



Delegate



Delete

Thank You

