

## CHAPTER NO. 10: PDS- TIME MANAGEMENT

### SUMMARY

#### Introduction

Time passes, quickly. This article looks at the basics of Personal Time Management and describes how the Manager can assume control of this basic resource.

The "*Eff*" words

The three "*Eff*" words are (concise OED)

- = Effective-having a definite or desired effect
- = Efficient-productive with minimum waste or effort
- = Effortless-seemingly without effort; natural, easy

Personal Time Management is about winning the "Eff" words: making them apply to you and your daily routines.

Effective time management  
Too little time; too much to do

**How do I get more done?**

#### Tips for managers

- Hold routine meetings at end of day
- Set time limit
- Hold meetings only if needed
- Agendas, minutes
- Start on time
- Paper work decisions
- Organize
- Limit interruptions
- Delegate
- Empowerment: allow for initiative
- Give credit to those who deserve it

**Procrastination**

*“Procrastination is the thief of time”*

Edward Young

Night Thoughts, 1742

**Balancing act**

*“Work expands so as to fill the time available for its completion”*

Parkinson's Law Cyril Parkinson, 1957