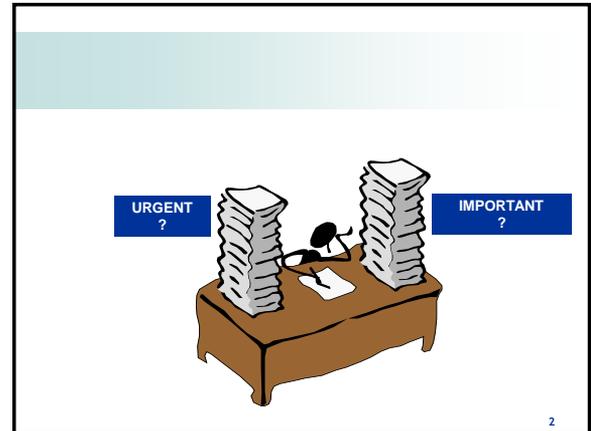


Managing Your Time: The Impact on Project Deliverables

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Determine Which Tasks Are Critical



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Factors that Inhibit Productivity

1. Too many phone calls
2. No written action plan
3. Email and text-message interruptions
4. Lots of drop-in visitors
5. Too many ad hoc meetings
6. Procrastination
7. Lack of resources
8. Ineffective with multi-tasking
9. Unexpected events
10. Messy office

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Managing Your Time and Workload

- Apply principles to the time management process
- 1. What and When/Planning and Scheduling**
 - Decide what you have to do and when you should be doing it
 - 2. How/Protection and Control**
 - Schedule against interruptions, time-wasters, and procrastinating
 - Manage your tasks
 - 3. Why/Evaluate Activities**

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Planning and Scheduling

Identify tasks and priorities:

1. Create a master list of "to do" items
2. Break down larger tasks into mini-tasks
3. Delete tasks and ideas that seem unnecessary
4. Decide what can be delegated
5. Schedule action dates for date-related projects or long term tasks
6. Set priorities
 - Select items that require immediate attention
 - Order items in sequence based on requirements

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Protect and Control Your Time

Find the simplest, most efficient methods for doing what you need to do:

- Identify your peak times for efficiency
- Establish a hierarchy of importance of tasks (set priorities)
- Match commitment of time and resources to tasks
- Don't "reinvent the wheel"
- Minimize visitors and eliminate distractions
- Schedule against interruptions and timewasters

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Managing Timewasters and Interruptions

■ Develop tactics for:

- Placing and receiving telephone calls
 - Plan to use voice mail
 - Consolidate call-backs
 - Return calls during your non-peak hours
- Managing drop-in visitors
 - Set limits
 - Post a sign
- Interrupting yourself and interrupting others

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Manage Your Tasks

Set priorities and match commitment of time and resources to the importance of the task:

- Immediate/critical
 - Task requires effort, concentration
 - A new task from the PI, noting importance
- Middle-range
 - Basic tasks, such as reports, scheduling
 - Maintenance tasks
- Low priority
 - Reading journals articles and newsletters

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Critical Questions

- How can the tasks be broken down to more manageable ones?
- What level of effort is required for each?
- What tools and skills are needed to accomplish each mini-task?
- What can be delegated?
- What additional resources are available?
- Are there tasks to be negotiated (due to deadlines)?

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A Time Management Strategy

- Write down all tasks – and prioritize them:
 - ✓ A – Must be done today
 - ✓ B – Should be done today
 - ✓ C – Would be nice to be done today
- Execute your plan:
 - ✓ Work through A-tasks until finished
 - ✓ Move to B-tasks
 - ✓ Finally work through C-tasks

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Example Tasks for Research Staff



