

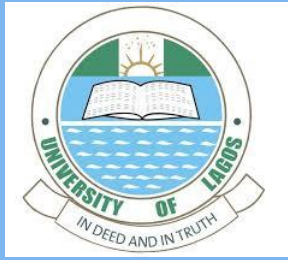


Staff Training and Development Centre

2 - Day capacity Building Workshop for Personal Assistants

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TIME MANAGEMENT FOR ORGANIZATIONAL EFFICIENCY AND EFFECTIVENESS

Delivered By

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Introduction

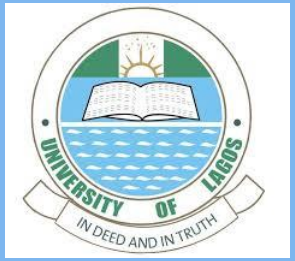


Effective time management is a critical skill for organizations to cultivate in order to enhance their overall efficiency and productivity.



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Time Management

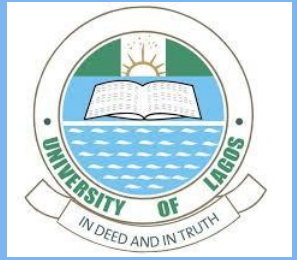


Time management isn't about working harder, it's about being smarter so employees don't overwhelm themselves and put themselves under unnecessary pressure.

The importance of time management for personal assistants cannot be overstated. **As a personal assistant**, you are responsible for juggling multiple tasks, deadlines, and requests from your boss and other stakeholders. Effective time management is crucial for your **success** and **productivity** in this role. Here are some key reasons why time management is so important for personal assistants

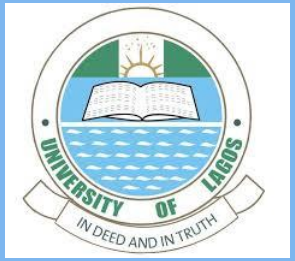


Organizational Efficiency



Organizational efficiency means achieving goals with minimal waste of resources. Efficiently managing your time begins with selecting the right tasks to work on. **Prioritization is the foundation** of effective time management.

Organizational Effectiveness



Why Manage Time?



The To-Do List

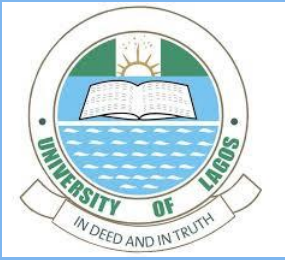


The use of to-do lists by personal assistants is a powerful time management tool that can greatly improve their productivity and efficiency by prioritizing tasks, staying organized, and making informed decisions.

Maintaining a regular to-do list -

- keeps personal assistants organized and on track,
- preventing tasks from slipping through the cracks.
- It provides a clear overview of all the responsibilities and deadlines they need to manage.

The Time Management Plans

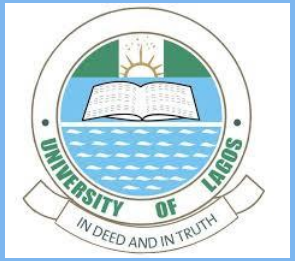


Here are some tips for your time management plan

- Set goals correctly.
- Set goals that are achievable and measurable
- Prioritize wisely. Prioritize tasks based on importance and urgency.
- Set a time limit to complete a task.
- Take a break between tasks.
- Organize yourself.
- Remove non-essential tasks/activities.
- Plan ahead.



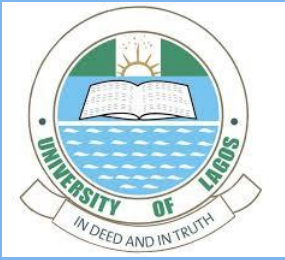
How to Prioritize your plan



6 steps for prioritizing your workload

1. Write down all of your tasks.
2. Determine which tasks are truly important.
3. Stick to a schedule that reflects your priority tasks.
4. Tackle your most intense, high-effort tasks first.
5. Focus on one task at a time (hint: try not to multitask)
6. Acknowledge what you realistically can and can't get done

Dealing with Disruptions

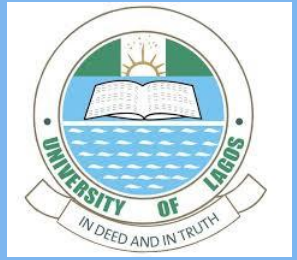


A disruption occurs when **an outside force or event** actively interrupts you. Common disruptions may be caused by ;

- colleagues seeking assistance,
- urgent tasks pushed to the front of the to-do list or
- personal matters that require immediate attention.



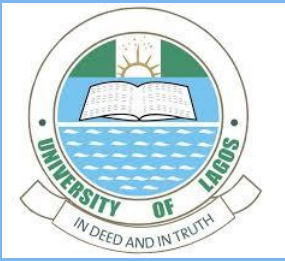
Dealing with Interruptions



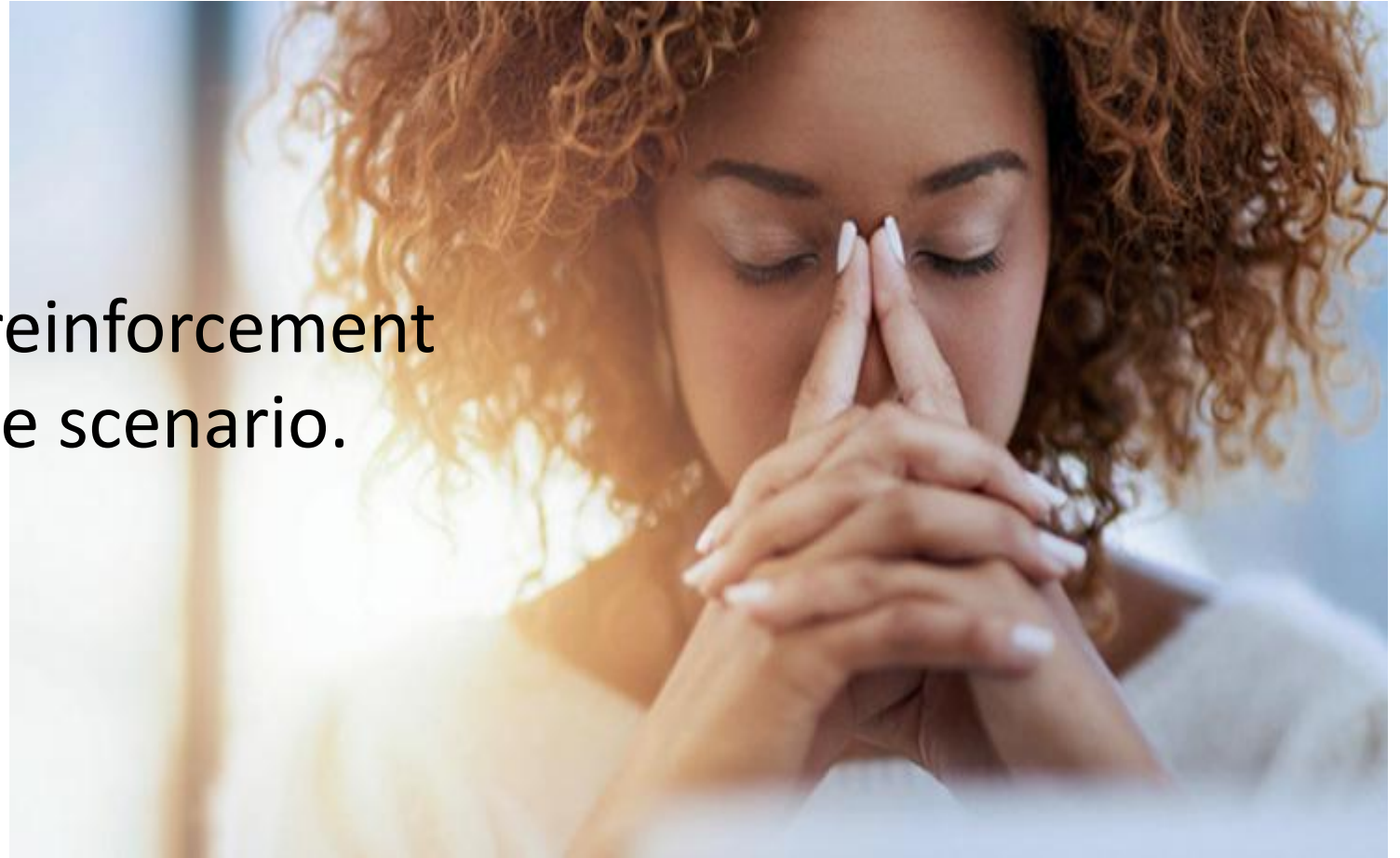
Interruptions, on the other hand, are **caused by an internal reaction** to draw us away from what we're supposed to concentrate on interruptions may include;

- noisy colleagues,
- an overloaded work schedule that creates extra stress or
- an internal desire to get away from work by seeing what's happening on social media

Coping with Pressure



1. Adjust your attitude
2. Stay in the present.
3. Give yourself positive reinforcement
4. Visualize the worst-case scenario.
5. Take a deep breath.
6. Ask for help



Creating Time Management Goals

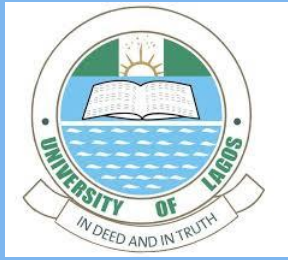


Time Management Goal Examples You Can Set

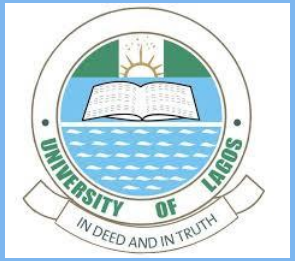
1. Set defined numeric goals.
2. Track your time daily.
3. Prioritize your tasks.
4. Use time-blocking techniques.
5. Delegate some of your tasks.
6. Eliminate all your distractions.
7. Bid procrastination goodbye.
8. Use visual tools for multitasking.



Organizing Self



Difference between Time Management and Organizing Self



Time management involves-

- ✓ setting priorities,
- ✓ making a schedule and sticking to it while
- ✓ controlling and optimizing the use of external resources like time,

Organizing self involves

- being aware of one's own capabilities and setting realistic goals
- managing one's own internal processes and behaviors to be productive.

Effective self-management can enhance the outcomes of time management practices.

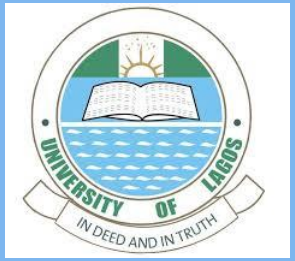
Setting Time Limits



Setting time limits means **deciding in advance how much time you will spend on a specific task**, and sticking to it as much as possible. This can help you avoid procrastination, distraction, and perfectionism, which are common enemies of productivity.



Break Time



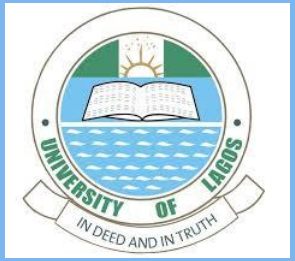
Why are breaks important? They are regular pauses to maintain productivity and avoid burnout.

Breaks;

1. Help to prevent and reduce stress
2. Can enhance your mood
3. Help to improve your physical health
4. Restore your motivation
5. Fuel your creativity
6. Improve your memory and learning
7. Allow you to reassess and keep an overview
8. Prevent fatigue and improve concentration
9. Improve your mental health and overall wellbeing



Core Time Management Skills

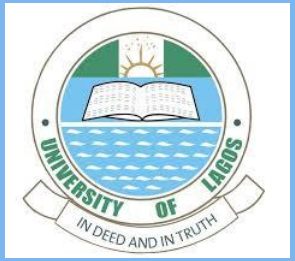


By developing these core time management skills, personal assistants can help their employers or clients maximize their productivity, save time, and achieve their goals more efficiently.

1. Prioritization and Task Management of most important and time-sensitive tasks.
2. Calendar Management
3. Email and Communication Management
4. Organization and Recordkeeping
5. Delegation and Outsourcing
6. Attention to Detail
7. Adaptability and Flexibility
8. Proactive Thinking
9. Time Tracking and Optimization
10. Stress Management



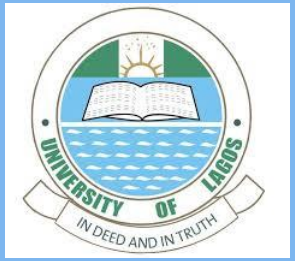
Self-Organization Skills



1. Focus on what's important.
2. Remind yourself of your long-term goals and revise them when necessary.
3. Make lists. Make daily, weekly and monthly to-do lists of important tasks.
4. Manage your time well.
5. Use calendars and planners.
6. Delegate tasks.
7. Manage your mail and phone calls.
8. Reduce clutter.
9. Stay organized.



Conclusion



By mastering time management skills, personal assistants can maximize their productivity, reduce stress, make better decisions, and **ultimately deliver high-quality results for their bosses and organizations.** Time management should remain a consistent focus for personal assistants who strive to be successful, efficient, and indispensable in their roles.