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UNLEASHING HUMAN POTENTIALS

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FOSTERING PRODUCTIVITY WITH TIME MANAGEMENT



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INTRODUCTION

The Staff Training and Development Unit in its pursuit to build on the success of the June edition, “Transforming the University Workplace Productivity: Strategies for Growth and Improvement in a Future-Ready University”, is excited to present its latest newsletter, **Fostering Productivity with Time Management**. In this edition, we will appraise effective time management in maximizing productivity and ultimately achieving organizational goals. Valuable insights would be shared on prioritisation, delegation of tasks, self-discipline, and other aspects of the subject matter.

The objective of this newsletter is to provide skills and inspiration needed to boost productivity and drive success in our esteemed University.

Productivity is the ultimate goal for organisations, enterprises, and individuals seeking growth and success. Achieving optimal productivity is a crucial milestone that requires

deliberate efforts and strategic planning. Time Management is one of the essential pillars that support productivity.

Time Management is the skill of coordinating and planning activities to achieve specific goals efficiently. It involves prioritizing tasks, minimizing distractions, and optimizing self-efficiency to meet deadlines. Effective

What is Time Management?



Time Management enables individuals to make the most of their time, leading to enhanced productivity and accomplishment.

Time is a universal commodity, allocated equally to everyone, regardless of age, status, or sector. Yet, despite its omnipresence, time remains a scarce resource. Effective time management is indeed crucial in today's

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fast-paced academic environment, particularly at the University of Lagos, where staff and faculty juggle multiple responsibilities, strive for efficiency, and often face staffing challenges. By prioritising time management, individuals and organizations can achieve goals and objectives, enhance productivity and efficiency as well as reduce stress and improve work-life balance.



Effective time management is the key to unlocking success in today's fast-paced world. With time being a finite resource, mastering time management is crucial for achieving goals, enhancing productivity, and maintaining a healthy work-life balance in both personal and professional life.

This newsletter will delve into the principles and strategies of Time Management, provide insights on how it could help to optimize productivity and achieve set goals. The focus is on several aspects of time management. These include:

- **Planning and Prioritisation:** Planning is the first and most crucial aspect of time management. "Is there anyone who plans to build a new house and does not first sit down to count the cost?" Planning clarifies objectives, outlining what needs to be achieved within a specific timeframe and defining the steps to accomplish it. It also helps one to know what is needed for the task that lies ahead. It is important to arrange tasks according to how they would be attended to and fix a realistic timeline to them. This helps to evaluate the level of progress made. Realistic timelines are key to achieving goals, whether working independently or delegating tasks to others. Setting achievable deadlines help maintain quality and reduce stress. Prioritisation helps you to identify which task is more pressing and requires more immediate attention before others and the ones that should be removed which helps to facilitate planning. Effective planning hinges on prioritization; without prioritizing tasks, planning is incomplete and lacks direction

- **Delegation of Task:** One veritable tool that engenders time management is delegation of task. It is an act of assigning specific tasks to persons and giving them the charge to complete them within a given period. It helps work to be done faster and allows for more work to be completed.

In a team setting, time management is essential for managers to delegate tasks efficiently, prioritize their workload, and maximize productivity. By the time everyone's work is assembled, a whole task has been completed.

Delegation also sets a straight responsibility and accountability process. When a task is entrusted to someone, it is expected that the person is responsible for that task and is accountable for the deliverables which further tracks one's productivity. This ensures that Mr. A is not blamed for Mr. B's inefficiency and ineffectiveness.

- **Self-Discipline:** Self-discipline in time management is very crucial. It is strict dedication and commitment to getting something done regardless of whatever distractions or temptations. It is safe to say that one can hardly carry out a given task especially a routine task without self-discipline. In this social media age where one can get easily carried away coupled with events that can arise unexpectedly be it good or bad, self-discipline helps one to remain focused on fulfilling an obligation within a stipulated period. Time management is at the mercy of self-discipline, especially when one aims at large scale productivity.

An 8:00 am to 4:00 pm job requires a strong sense of discipline, where the eight-hour workday is focused on performing tasks and duties as outlined in the job description. Maximizing working hours requires discipline, which can be even more crucial when working on personal tasks without supervision, as it demands self-motivation and accountability to achieve planned objectives.

- **Self-Assessment and Managing Schedules:** Self-assessment is also key in managing time and resources. This shows how far one has gone, how much work has been done, and what is left to be done before it is called a wrap. It also helps to identify what is not being done well, what and where improvements are required as well as more resources. Just as God gave a rundown assessment of his creation process and saw that everything in his plan has been covered and then said "this is good". If something was missing, he would have revisited his work.

- This also includes managing appointments and schedules. It is an established fact that where there is no management, abuse is inevitable. If there is no timeline to task, be it official or personal, then it should not be classified as a goal. And a life lived without timelines is a life heading nowhere. The main focus of management is getting things done effectively and efficiently. A task is done effectively if the task is done regardless of the time when it is done, while it is efficient, if the task is done on time and with minimal human and material resources. To foster productivity with time management is to organize your tasks to achieve effectiveness and efficiency.

The tasks are to be arranged into what are 'urgent and important' that are to be done instantly. Tasks that are 'not urgent' but 'important' that should be delegated. Tasks that are 'not urgent' and 'not important' should be done later, same with tasks that are 'not important' but 'urgent'.

- Here is a brief overview of each of the four quadrants in the time management matrix by Stephen Covey:

Stephen Coveys Time Management Matrix



Q1 – Important/Urgent:

Quadrant 1 is the quadrant of necessity. Tasks or projects that fit into this quadrant are those that are both urgent and important.

NB: Tasks in Q1 need to be done, and they need to be done first. They can rarely be ignored! There are usually unpleasant consequences of ignoring tasks in this quadrant.

Q2 – Important/Not Urgent:

This quadrant of the time management matrix points to all those tasks that are important but not urgent.

This quadrant comprises tasks that are crucial for long-term goals and success, but do not have a pressing deadline.

NB: For tasks that are important but not urgent, proactively block time in your calendar and commit to completing them.

Q3 – Not Important/Urgent:

Quadrant 3 is the tricky quadrant. These are tasks that are masquerading as important, based upon their sense of urgency.

NB: We need to try and identify tasks in this category and either reject them or push back against them nicely but insistently. If possible, delegate them to someone else so that you can spend your time on the important tasks on your list.

Q4 – Not Important/Not Urgent:

Quadrant 4 activities in the time management matrix are everything else. They are distractions from the main things, our primary objectives, diverting our attention from the main tasks.

'Escape' quadrant: It is where we sometimes go to avoid the 'real work' or core task', or perhaps the hard work.

We can all be guilty of doing this and it sometimes takes considerable discipline to avoid activities in this quadrant. These should be avoided, or limited, to be productive.

CONCLUSION

Life truly becomes meaningful and fulfilling when we acknowledge the boundaries of time and seasons. Time is, and will forever remain, our most precious resource. As the ancient wisdom reminds us, "There's a time for everything" (Ecclesiastes 3:1-8). This timeless truth underscores the importance of time management in living a life of purpose, significance, and impact.

The principles outlined in this newsletter are designed to emphasise the value of time and the imperative of managing it effectively. By embracing these insights, we can prioritize what truly matters, achieve our goals and aspirations, and cultivate a sense of purpose and fulfillment.

