

## **MPS-17 Time Management**

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CANADA

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### **MPS 17 Time management**

1.1 given a term listed under "concepts introduced", you should be able to give a word definition, list pertinent characteristics and cite an example. You will be able to list the four time-management principles.

1.2 you will be able to list 10 suggestions to help you keep track or and manage time and be able to rate the degree to which each might work for/has worked for you.

2.1 given the need to manage yourself and your time, you will write down what you know about yourself: your preferences, your learning style, your strengths and limitations, your attention span, what motivates you and what distracts you.

2.2 you will be able to list your personal goals for a monthly, 2, 5, or 10 year time-frame. These include part-time job & other responsibilities, physical needs: (sports/exercise); mental needs (marks, success, challenge, scholarships); spiritual needs; social/emotional needs (family, friends, relaxing/clubs).

2.3 given your personal goals, from #2.1, you will be able to prioritize these and indicate your commitment per week to each.

2.4 given the tasks that you do each week, you will apply Pareto's principle so as to identify the component of each task that will create the most benefit.

3.1 you will be able to explain what it means by "be proactive," and, for your situation, indicate five things that you do each week to be proactive. You will relate this to your rating on Rotter's locus of control or Heppner's PSI and rationalize.

3.2 given the tasks you have to do each week, you will be able to classify them as to importance and urgency.

3.3 given the temptation that personally interferes with your ability to manage time, you will be able to, in a diad or triad activity, resist the temptation and say NO! two times out of three.

3.4 given a task that you have to do, you will be able to complete a Kepner-Tregoe Potential

problem analysis and outline three options to keep the problem from having a major negative impact on your ability to complete the task.

5.1 given your goals and your tasks, you will plan and schedule so as to focus on the important task under non-urgent conditions and provide evidence that you were successful.

**Concepts introduced:** Pareto's principle, Gantt chart, Covey planner, Rotter locus of control, KT potential problem analysis.

**MPS 17:** Time management: Example assessment tasks:

1. A project report is due 6 weeks from now. You have to do a literature review, interview several people, sort out your ideas and write the report. List about 10 subtasks to complete the task, estimate the time required and display the results in a Gantt chart.
2. You have to give a speech. Do a Kepner-Tregoe potential problem analysis: list at least 6 things that could go wrong, complete the analysis and include options you would take in this situation.
3. List five things that you do to motivate yourself to manage your time. List the types of evidence you would present to illustrate the degree to which you have been able to keep yourself motivated during the past week.

**MPS 17 Time management for individuals**

Donald R. Woods, 2007

Evidence-based targets for time management. Although some general principles have been reported that relate to time management, most of the target skills are based on best practices as recommended by authors. The basis for the current work is Stephen Covey's model of time management published in "The Seven Habits of Highly Effective People." This approach is cited as being the next generation of recommendations above Lakein's classical book "How to get control of your time and your life."

Evidence-based targets	Progress toward internalizing these targets				
	20%	40%	60%	80%	100%
● Pareto reported that 80% can be achieved by 20% of the effort.					
● There are only 24 hours in the day; during that time each individual has to satisfy a variety of roles and attend to Maslow's model of important issues in one's life. In general the issues are hierarchical and include physical, mental, social and spiritual needs.					
● Stress is related to our ability to manage time and vice-versa.					
● We often say Yes, because we want to please someone else, even though we know we don't have time to do this or we have to give up our own priorities to complete the task. We need to learn to say NO!					
● Any job or activity has an <i>urgency</i> and an <i>importance</i> .					
● Covey's model of Trust suggests that we increase trust by meeting our commitments and vice versa.					
● Focus on accuracy and doing a task <i>well</i> rather than doing the job quickly without concern for accuracy.					
● Performance improves when we have goals.					



Time Management

Your strengths:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area to work on:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List typical activities for you in:

	Urgent	Not urgent
Important	<b>I</b>	<b>II</b>
Not important	<b>III</b>	<b>IV</b>

Know yourself:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions:

Part-time job: \_\_\_\_\_

Physical: \_\_\_\_\_

Study-school: \_\_\_\_\_ 60 to 80 h

Spiritual: \_\_\_\_\_

Family/emotion: \_\_\_\_\_

Goals:

Short term: (2 weeks)

\_\_\_\_\_

\_\_\_\_\_

Intermediate: (1 month)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Long term: (3years)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Balance in life:

Roles:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1702

Saying NO!  
My temptation:

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Be organized: symptoms & ideas

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Kepner Tregoe:

Possible trouble	Probability	Impact	Options

Additional: Jungian typology

DISCOVERY

Activity	What did you discover?	So What?