

Skills to Succeed

Manage your time



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Accenture Overview

- Global management consulting, technology services and outsourcing company
- More than 261,000 people serving clients in over 120 countries
- Corporate Citizenship
 - Through the program [‘Skills to Succeed’](#), Accenture volunteers share their knowledge and experience
 - Our goal: by 2015 we will equip 500.000 people around the world with the skills to get a job or build a business



Accenture in Romania

- Accenture has operated in Romania since 2003.
- Bucharest office, West Gate Park
- www.accenture.com
- [Facebook/accentureinromania](https://www.facebook.com/accentureinromania)



Who am I?



Sergiu Borulea

Country Lead, BPO HR Project

Specialties: *People Management and Development, Recruitment, Project Management, Sales, Customer Experience*

Personal interests: *I love spending time with my two kids. I like reading and cooking.*

Manage your time

Course Agenda

Part 1: How do you use your time?

Part 2: Planning and Prioritizing Your Time

Part 3: Who's stealing your time?



Manage your time - How do you use your time?

A. Analyzing How You Manage Time.

B. Time Management vs. Your Level of Energy.



Manage your time - How do you use your time?

Analyzing How You Manage Time

How much time do I have for my activities and my plans?

How do I spend my time?

*Using a **Time Log** could offer you the answers you are searching.*

Your Time Log				
Time	Category	Activity	Priority	Minutes
7:00	Preparing for school	Waking up	L	30
7:30	Preparing for school	Eating	H	20
7:50	Preparing for school	Getting Dressed	M	30
8:20	Socializing	Facebook updates	M	10
8:30	Preparing for school	Going to school	H	30

Manage your time - How do you use your time?

Analyzing How You Manage Time

Clarifies how you use your time.

Identifies working areas.

Suggests changes you can make.

Helps you become more productive.

Your Time Log - Summary for one week			
Activity	Total hours	Average per day	Priority
Preparing for school	9:00	1:48	L
Socializing	21:00	3	M
Learning	30:00	6	H

Assess time usage.

Identify main time wasters.

Take action.

Manage your time - How do you use your time?

Time Management vs. Your Level of Energy



Manage your time - Planning and Prioritizing Your Time

A. Prioritizing Your Activities.

B. Using Different Techniques to Manage Time.

C. Estimating the Time.



Manage your time - Planning and Prioritizing Your Time

Prioritizing Your Activities

Goals as a Time Management Tool

- ✓ Identify your goals: Specific, desired outcomes.
- ✓ Determine how much time needed.



Manage your time - Planning and Prioritizing Your Time

Prioritizing Your Activities

To-do List

Attributes of a Good To-do List:

- ✓ Distinguishes long- and short-term goals
- ✓ Lists tasks associated with each goal

Learning for the exam I have on June 26th:

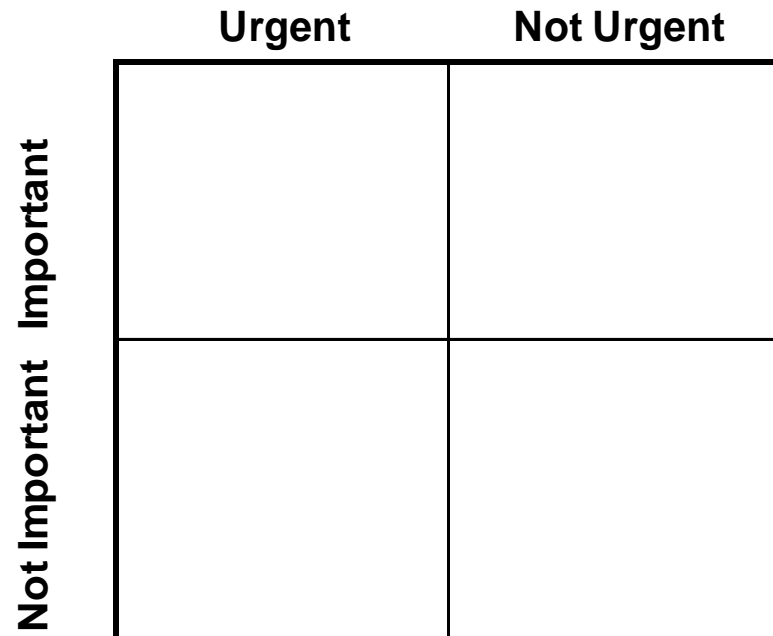
- *Check if I have all the materials I need;*
- *Learn each day in the next 2 weeks, one hour per day from 20:00 to 21:00;*
- *Recap each day in the 3rd week, one hour per day from 20:00 to 21:00.*

Manage your time - Planning and Prioritizing Your Time

Prioritizing Your Activities

The Priority Matrix

Divides work into urgent and important categories.



Manage your time - Planning and Prioritizing Your Time

Using Different Techniques to Manage Time

Sequencing

- ✓ Plan according to start dates.
- ✓ Quickly review what you need to do.

Queuing

Prioritize tasks by:

- ✓ Place in line.
- ✓ Customer status.
- ✓ Processing time.
- ✓ Due date.



Manage your time - Planning and Prioritizing Your Time

Estimating the Time

A. Know what you have to do.

B. Take account of experience.

C. Estimate three time frames:

✓ Likely time.

✓ Shortest time.

✓ Longest time.

Shortest possible time

$$= \frac{(\text{Likely time} \times 4) + \text{Shortest time} + \text{Longest time}}{6}$$

Manage your time - Who's stealing your time?

Dealing with **Procrastination**

- ✓ Do you put off what you should do now?
- ✓ Procrastinating has negative consequences.
- ✓ The surest way to be late is to have plenty of time.



Manage your time - Who's stealing your time?

Common Reasons for Procrastinating:

- ✓ Not knowing where to start
- ✓ Avoiding unpleasant tasks
- ✓ Being afraid of failure

Overcoming Procrastination

- ✓ You will be more productive.
- ✓ You will be less stressed.
- ✓ You will have more control.



Questions & Answers

