

## TIMING

1. Prioritize/Priority- procedure in order of importance.
2. Procrastinate- to put off doing something until a future time; THE DATE DOES NOT CHANGE!
3. Flexibility- capable of being flexed, able to change or adjust.
4. Delegate- to give power to another person for the purpose of efficiency or organization.
5. Postpone- to put off until later; delay. THE DATE CHANGES!
6. Responsible- having a job or duty or area of concern.
7. Organize- to put something into working order.
8. Accomplish- to succeed in completing or carrying out.
9. Evaluate- to establish the value or the amount of.
10. Distraction- the act of turning away the mind; not paying attention.
11. Time Log: A tool to catalog how your time is actual being spent to permit you to make adjustments in the future to increase your productivity.
12. To Do List: A written list of what you have to do and what you want to do over the next 24 hours. It is roadmap for leverage the next 24 hours to maximize your success.
13. Multi-Tasking: Do more than one thing at a time.
14. Not Crucial: An item low importance in your day
15. Holistic Approach: Having all of your to do items and all of your appointments and scheduled events in one book or location.
16. to fall behind with sth – не успевать что-то сделать (I fell behind with my project)

17. to be behind the schedule – отстать от графика

. to slow down (a process) – тормозить (процесс)

. to speed up (a process) – ускорять (процесс)

18. to meet the deadline

19. to fit more and more into the day – впихивать больше и больше

вещей в один день

### **Inspirational quotes on time management**

. "The bad news is time flies. The good news is you're the pilot."

-- Michael Altshuler

. "A wise person does at once, what a fool does at last. Both do the same thing; only at different times."

-- Baltasar Gracian

. "Many people seem to think that success in one area can compensate for failure in other areas. But can it really?... True effectiveness requires balance."

-- Stephen Covey

. "Never let yesterday use up today."

-- Richard H. Nelson

**Questions:**

**DO YOU:**

1. Undertake work as it appears, rather than in order of priority?
2. Accept unimportant interruptions when working on an urgent task?
3. Say “yes” to work requests even when unsuitable or unreasonable?
4. Put off tasks which are daunting or uninteresting?
5. Allow your work surroundings to become disorganized and messy?
6. Complete work yourself which should be delegated to subordinates?
7. Accept work requests, which are really someone else’s responsibility?
8. Rarely take proper breaks at work?
9. Deal with the same material several times, when it should have been dealt with in one sitting?
10. Regularly take work home with you on evenings/weekends?
11. Give subordinates very little feedback on their performance (positive as well as negative)?
12. Not trust your subordinates with various tasks, in case they make mistakes?
13. Maintain an inadequate filing system (can never find things)?
14. Waste considerable time on unimportant phone calls/literature?
15. Often assign work to “Pending” category when it should be dealt with on the spot?
16. Keep an excessive (or inadequate) amount of paperwork?
17. Often have disorganised, unnecessarily long or overly frequent meetings?
18. Lack certain skills or equipment which could be reasonably acquired

and result in considerable time saving?

19. Neglect to communicate essential information to your staff?

20. Have considerable difficulty making decisions?

21. Allow your subordinates to become too dependent on you and not encourage them to use their own initiative?

22. Not give your staff the training needed to carry out their job effectively?

23. Work as a “fire fighter” or “crisis” manager, by responding to issues/crises as they arise, rather than taking time to establish goals and creatively seek the best ways to achieve these goals?

24. Frequently lack the concentrative powers to see tasks through to the end?

25. Spend an unnecessarily long time drafting correspondence, completing reports, etc because of perfectionist tendencies or fears of inadequacy?

26. Not assertively express thoughts and suggestions for improving work effectiveness for fear of rejection, disapproval or “rocking the boat”?

27. Let your career path just “happen” rather than taking positive steps towards achieving desirable and realistic life goals?