

# Time Management

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# Time Management

- “Time management” is the process of organizing and planning how to divide your time between specific activities.
- Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high.
- Failing to manage your time damages your effectiveness and causes stress.

# LAW OF PARETO:

- 20% of our activities deliver 80% of the result. The inverse is also true. So focus your attention on what's most important and skip everything else.

# LAW OF PARKINSON

- The more time is available, the more time a task will consume. The more time is available, the more time we will waste. Efficiency increases as the deadline approaches. So don't spend too much time on a task even if you have plenty.

# LAW OF CARLSON:

Handling a task only once and finishing it off takes less time than handling it in several times/batches.

Interruptions (distractions) have a negative impact on efficiency. So focus on 1 task and finish it. Also called: "Law of Homogeneous Sequences".

## MURPHY'S LAW:

- Anything that can go wrong will go wrong. So we must anticipate contingencies and invest time in preparation.

# LAW OF NURTURING COMMITMENT -

- "Any task in which you involve right from beginning will finish fast with a great finesse". So involve yourself right from the onset of certain tasks.

# HOFSTADTER'S LAW-

- Things take longer than expected even taking into account the Law of Hofstadter. So at the beginning of any project or endeavour, it is wise to predict that it will necessarily be delayed, even more than can be imagined at that time.



## Two-minutes Law:

- If something takes less than 2 minutes, do it immediately. Very useful when you empty your mailbox