



Time management

Definition:

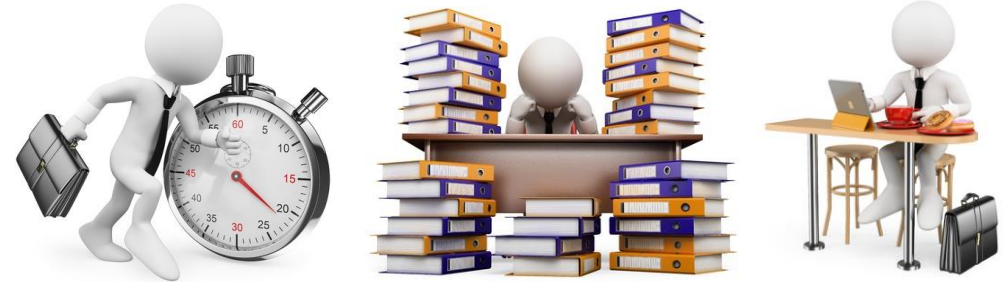
Time management is a strategy that uses tools and techniques to plan and use the time in the most efficient way to generate value creation at every moment.

"Time" covers several concepts :

Times or moments: temporal location or status of events compared to conventional scale.

Duration or time limit: It is past time or volume of time between the beginning and the end of the completion of a task..

Order or priority: Constraints in the sequence of operations that determine the precedence relationships.



Parkinson law:

The work is spread out to occupy all the time available for its completion.

Set realistic deadlines, make regular points to see the project progress.

Pareto law:

20% of the work produced 80% of results and 80% of the time is consumed by 20% of the least productive tasks.

Separate the essential from the accessory: prioritize, say no.

Murphy law:

Everything that can go wrong will go wrong.

Always provide a margin for the unexpected, always have a B plan.

Illich law:

Beyond a certain threshold, human effectiveness decreases or becomes negative.

Make work breaks to be more productive. Observe the 90 minutes maximum cycles.

Carlson law:

A continuous work takes less time and energy than when it is performed several times.

Grouping similar tasks, protect the 'time-eaters': phone, SMS, email.

Douglas law:

More we have space in our office, more we spread working papers.

Organize the desk, organize emails, not to be overwhelmed by stacks of paper.

Laborit law:

Our behavior makes us do first what makes us happy.

Start the day with the most difficult tasks and finish with the most pleasant and enjoyable.

