



Time management and planning skills  
Mentoring session 1: May 02 2014  
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- **Why are you here?**

*To earn money? To make a difference? Write your personal reasons down for yourself and read them often (especially when you feel demotivated). These will focus and motivate you to do your best*

- **Who are you here for?**

*Your family? Yourself? Your community? This is unique for each person and is important to note together with why you are here*

- **What do you want to achieve?**

*Be clear about what you want to achieve and quantify where possible. If you don't know what you want then you won't know when you have achieved it!*

## Time management

- The ability to use one's time effectively or productively, especially at work.

*'time management is the key to efficient working' google*

## Planning

- The process of making plans for something

### Plan:

- a detailed proposal for doing or achieving something.
- an intention or decision about what one is going to do

# Top 5 Practical Steps to implement



## 1. Develop time conscious

- Carry a time journal for a week

*This will be a task for everyone for the week starting 5<sup>th</sup> May*

## 2. Plan by priority

**Urgent**

**Not Urgent**

**Important**

**Quadrant 1: START HERE**

- Customer queries
- Fraud cases
- Pressing deadlines

**Quadrant 2**

- New opportunities
- Strategic planning
- Improvements

**Not Important**

**Quadrant 3**

- Interruptions
- Some phone calls and emails

**Quadrant 4**

- Social media
- Gossiping

## 3. Review

- Daily: Set specific times in your day to check how you are doing
- Weekly: Set specific times in your week to check how you are doing

*Planning is only effective if you take the time to monitor and review performance against plan*

## 4. Develop a routine

- Daily: Use the first 10 minutes of your day, reviewing previous day activities and planning for the day
- Weekly: Set time aside to review the weeks activities and plan for the following week

*Set time aside every Friday to do this*

## 5. Aim for continuous improvement

- Where are you struggling?

*Ask for help, request for training, read and research solutions*

- Where are you doing well?

*Share with others*

- What is inspiring you?

*Find ways to do more of that*

- What is not inspiring you?

*Think about how the activity contributes to your goal, get help, delegate, share*

## Morning at home:

- Pray: 15 mins
- Meditate: 15 mins
- Exercise: 30 mins
- Bath and get ready: 45 mins
- Eat: 15mins

## In the office

- Review previous day and plan: Include time for emails
- Check emails: Respond to the urgent and important
- Work through the plan: 3 tasks at a time
- Deserve a break: Only take a break when you have done some tasks eg take a 10 min social media break
- Review: After every 3 tasks and at Lunchtime

## In the evening

- Dinner with family: 1hr
- TV with family: 1 hr
- Read a book : 20 mins
- Review my personal mission statement: 15 mins



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