

TIME MANAGEMENT *INTRODUCTION*

Miriam Šipošová
EPMA



What is time management?

time management

noun [U]

UK  /ˈtaɪm ˌmæn.ɪdʒ.mənt/ US  /ˈtaɪm ˌmæn.ɪdʒ.mənt/



the practice of using the time that you have available in a useful and effective way, especially in your work:

- *He's intelligent, but poor time management is limiting his success.*
- *a one-day training course, covering effective time-management skills to improve productivity*

Resource: Cambridge Dictionary





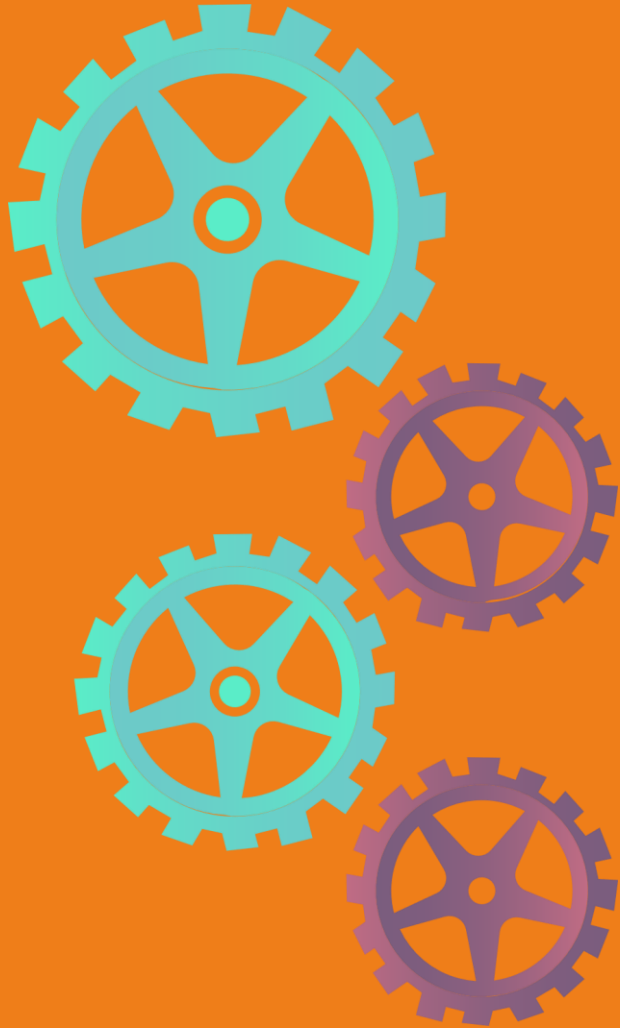
History of time management

The feeling that we have little time haunts us all our lives. 24 hour per day are too little to do everything – job, kids, spouse, friends, food, laundry, car, myself, hobbies, ...

The origins of time management go back to the time of the industrial revolution, when people *“had to learn to live by the clock rather than by the sun”* (according to Susan Ward). As early as 1911, Frederick Taylor realised that he had to guide his employees to a certain time management in order to do their work efficiently. He wrote a book *“The Principles of Scientific Management”*, in which he presents his theory of management.

Since then, time management has evolved through many changes, but its core remains.

Why do we need to work on our time management intentionally?

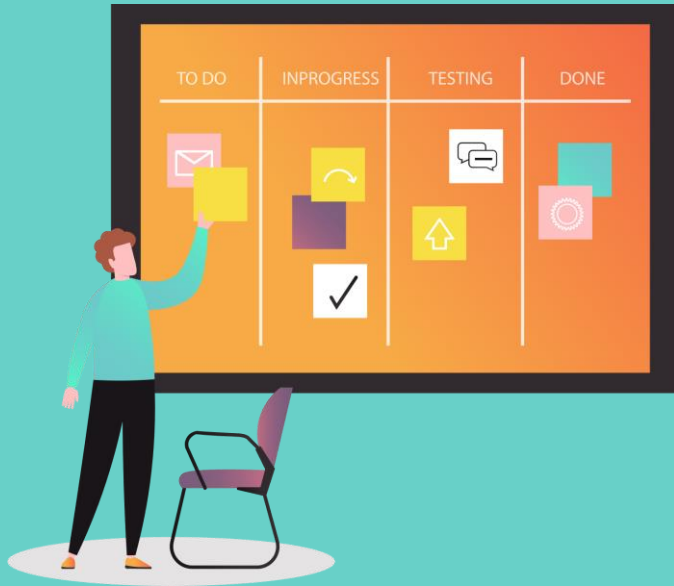


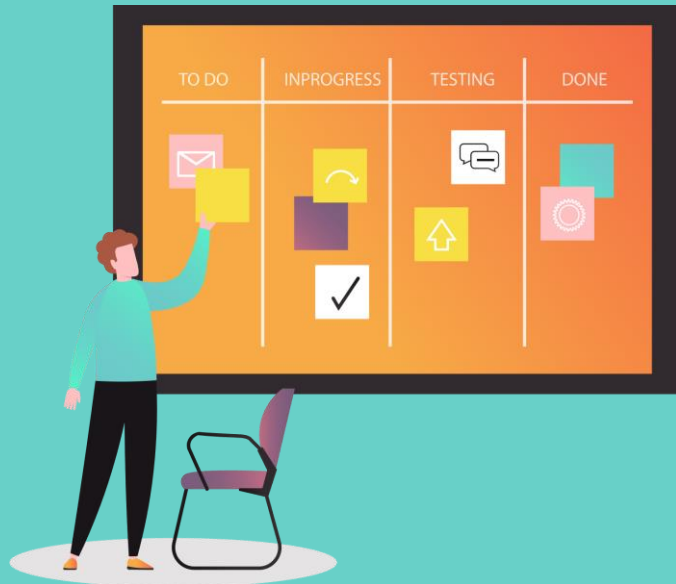
Agile time management

And what is agile time management?

When agile means to work at constant pace, to overcome obstacles and learn from everything that comes across, then agile time management *“refers to a flexible and digital-friendly approach to organizing your agile projects where individuals and team members are in control of the scheduling of their own work time.”*

Before we are going to explore time management deeper, let's look at 5 core habits of effective time management.





5 HABITS FOR TIME MANAGEMENT



Visualise and plan all the tasks that need to be done

Do one task at a time

Enjoy the task

Get it done completely before moving to the next thing

Compare to your initial plan and recycle

Next steps

In the next units we are going to look closer on how to manage your time effectively.

We will introduce some time management methods, describe what are timewasters and what is procrastination and finally we will finish with practical planning of your activities.





Resources

<https://dictionary.cambridge.org/dictionary/english/time-management>

<https://www.calendar.com/blog/brief-history-of-time-management/>

<https://www.actitime.com/time-management/mind-maps>

<https://www.liveabout.com/time-management-2948668>

<https://xmind.app/blog/mind-map-time-management/>

<https://www.mindtools.com/arb6j5a/what-is-time-management>

<https://corporatefinanceinstitute.com/resources/management/time-management-list-tips/>

<https://www.techtarget.com/whatis/definition/time-management>

<https://biztorming.com/2019/04/30/5-essential-habits-for-agile-time-management/>

<https://medium.com/@natyanchiy/effective-agile-time-management-ca8e94f64a8f>

https://www.linkedin.com/pulse/how-agile-traditional-time-management-differs-inpositiv/?trk=organization-update-content_share-article

The project „Agile2Learn was financed with the support of the Erasmus+ Programme of the European Commission under the Grant No.: 2021-1-CZ01-KA220-VET-000025558

[Agile2learn.eu](https://agile2learn.eu)