

TIME MANAGEMENT



時間

What time is it?

Time, what is it?

時間

Time is a dimension in which events can be ordered from the past through the present into the future.

Time is the measure of durations of events and the intervals between them.

時間

Time = ?

Time = Money?

時間的特性

不逆性

恆動性

公平性

未知性

時間管理 \neq 金錢管理

時間

*Time is a sequence of happenings,
activities, or events for a person...*

Time = Life

Time Management = Life Management

Time Management - Why?



A Day on The Farm



Time Management

When to do What?

(Time Management = Event Management)

Planning based on the Tasks

Prioritization based on the Importance

Scheduling based on the Resource

Trimming based on the Limitation

Time Management

Busyness

is not the same as

Productivity

Productivity

Quantity

Quality

Time

$$P = (\text{Quantity} \times \text{Quality}) / \text{Time}$$

Efficiency

Efficiency = Increase Productivity

Time Management Goal?

High Output? / High Performance?

A Clock and A Compass



Effectiveness

Efficiency is irrelevant to those things
that we don't need to achieve...

Effectiveness = Efficiency + Direction

Time Management Goal

Productivity =>

Efficiency =>

Effectiveness

To Achieve Your Personal Goal
Effectively...

Time Management - What?

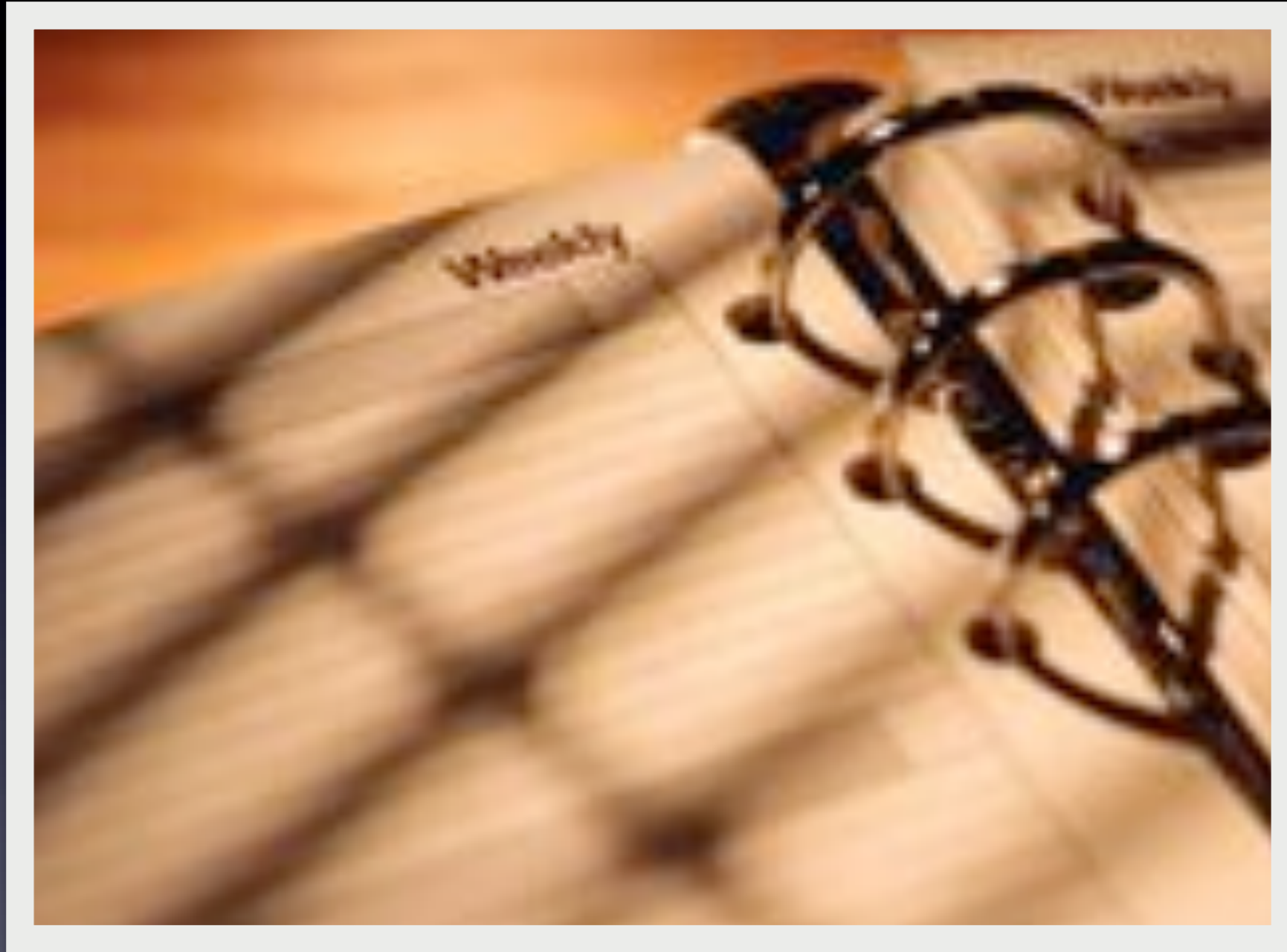


Event Memo



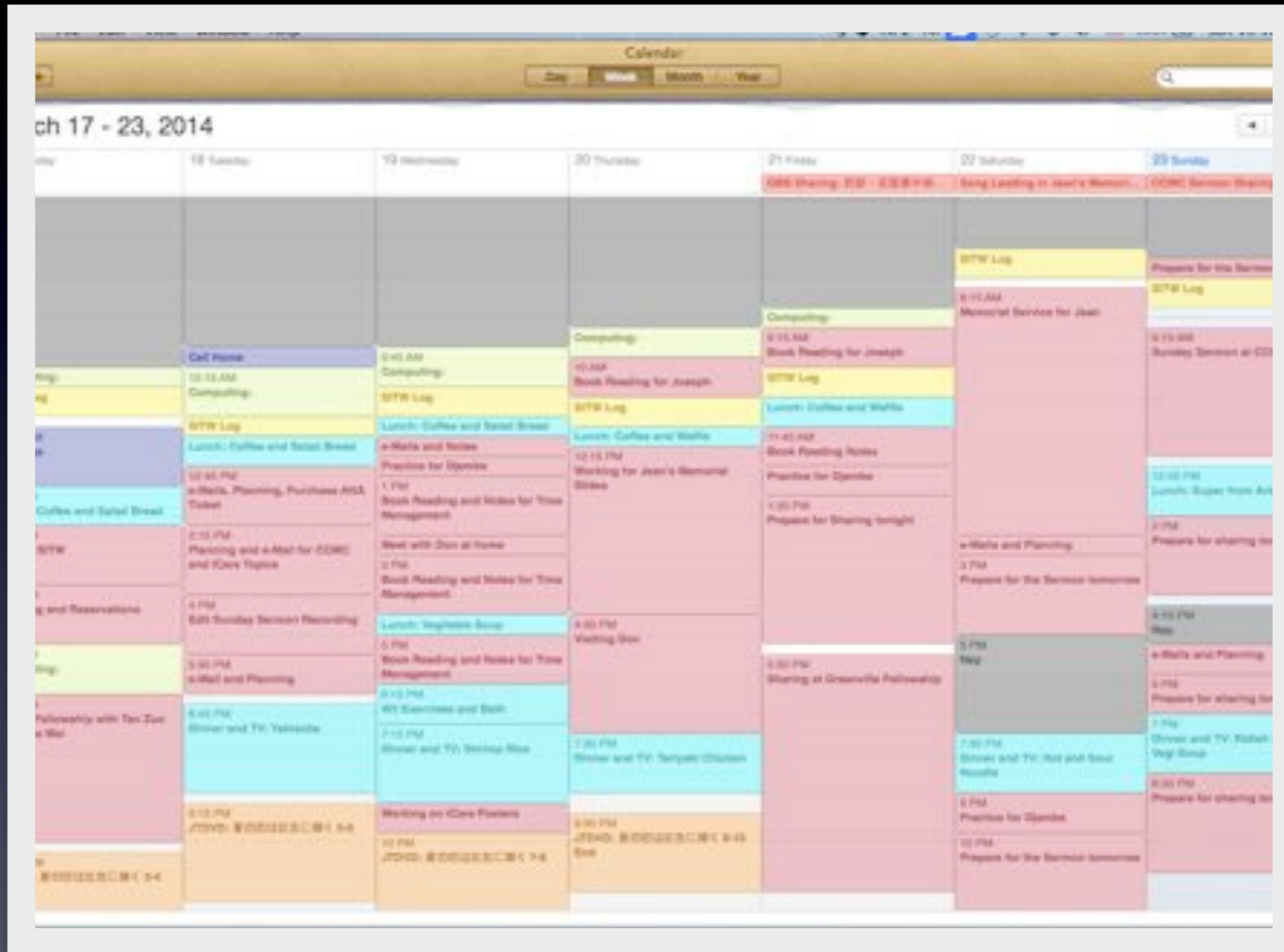
Documentation... Reminder... Memo...
Lack of Mobility

Event Planner



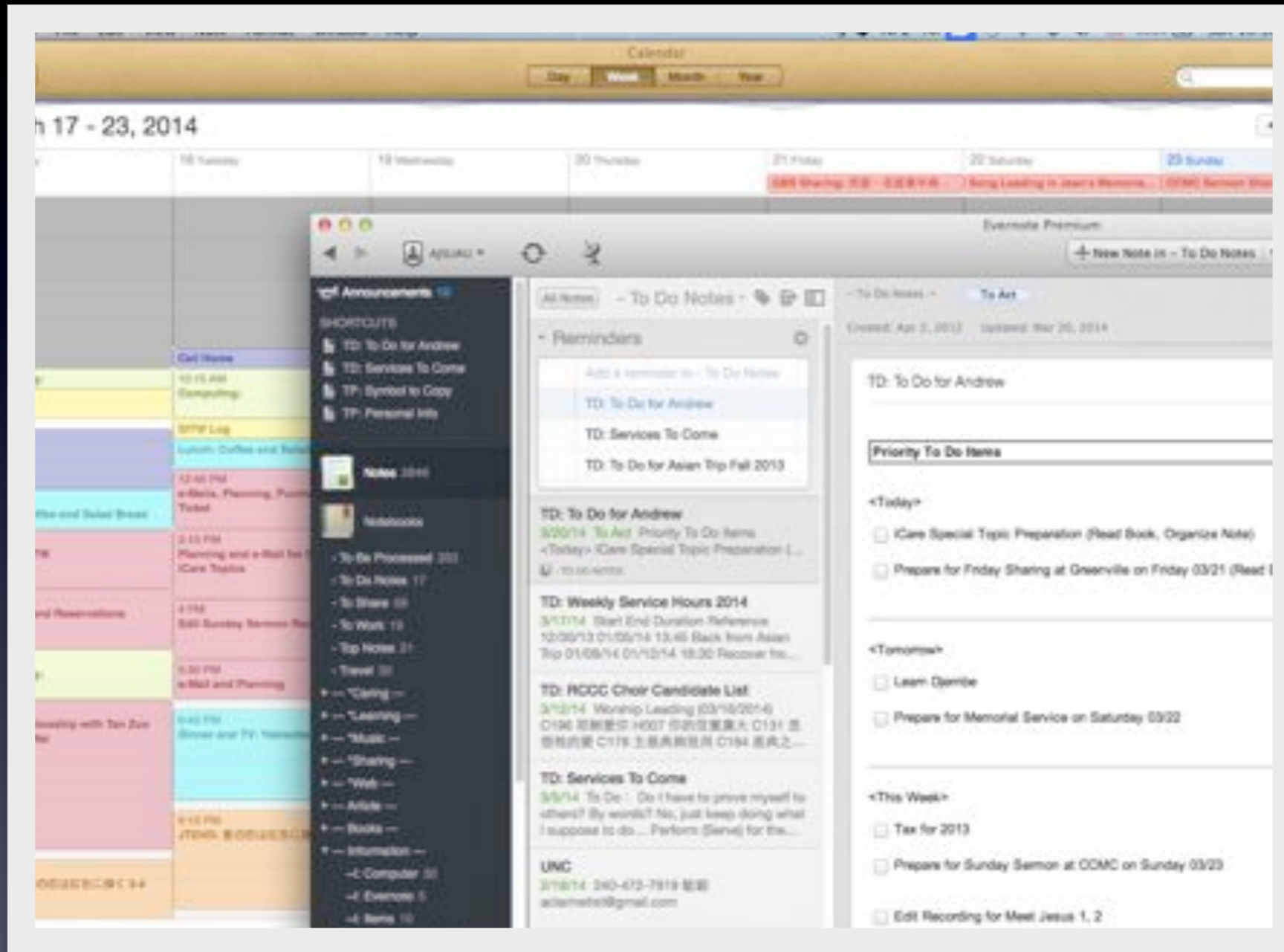
Planning... To Do List... Note...
Not Easy to Update

Self Management



Scheduling... Prioritization... Review...
Not A Objective/Goal Driven Approach

Self Leadership



Based on Current Tools +
An Objective/Goal Driven Approach

Time Management - How?



The Rocks in A Jar



管理運用... 優先順序... 接受限制...

Application

Plan before You Act...

Act Wisely while You Act...

Think before You Act...

Trim the Unnecessaries...

(Productivity, Efficiency, Effectiveness)

Plan before You Act

Identify Tasks and Schedule Them...
(To Do List and Calendar)

Control Your Tasks and Don't be
Controlled by Your Tasks...

Act Wisely while You Act

About Efficiency...

About Human Factor...

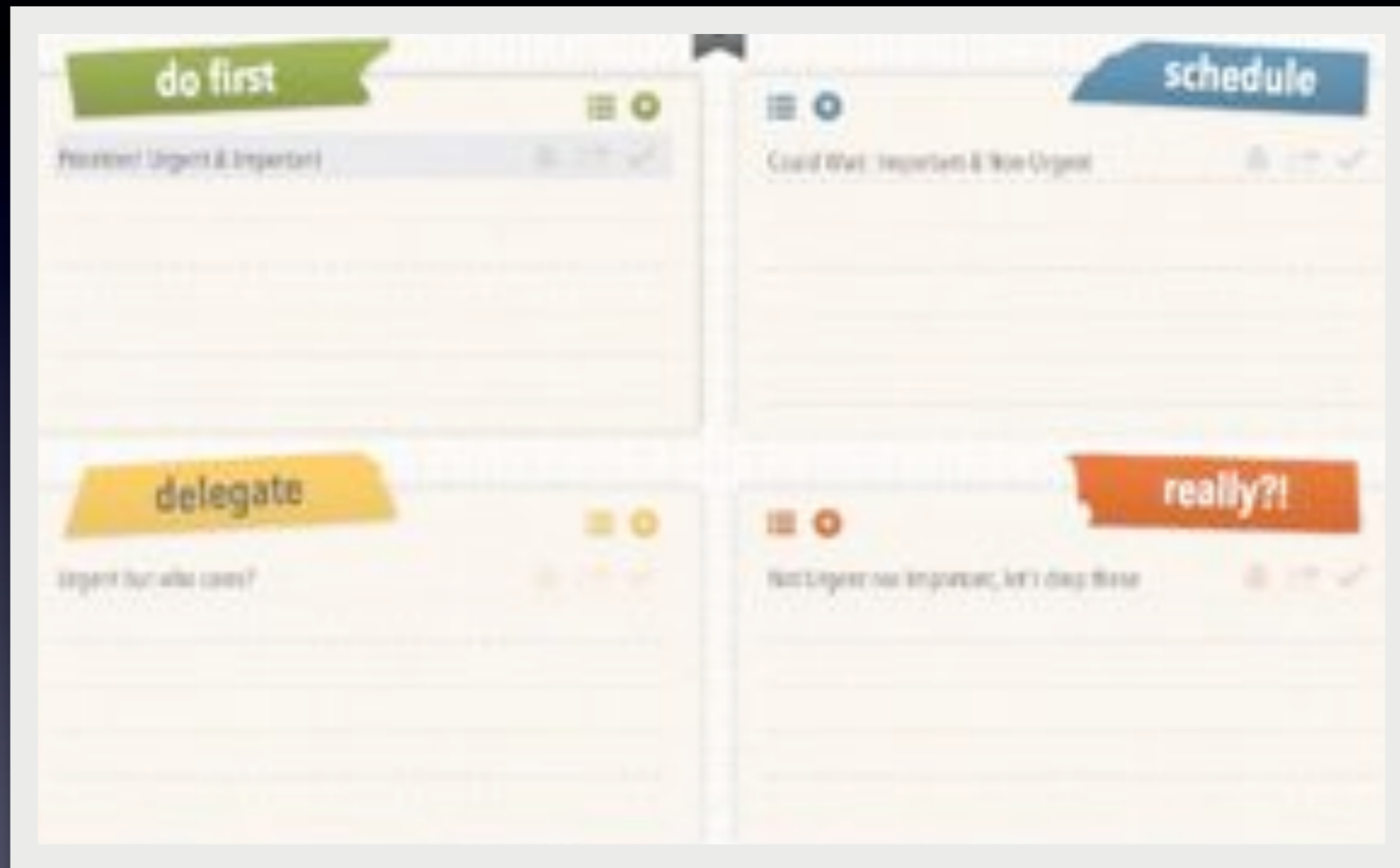
About Multi-Tasking...

Think before You Act



Necessity... Critical... Distraction... Waist...

Think before You Act



Manage... Focus... Delegate... Minimize...

Think before You Act

在『外在刺激』與『自我反應』之間
給自己一個『省思選擇』的空間



外在刺激...

省思選擇...

自我反應...

Think before You Act

Effectiveness

權衡優先順序：價值觀
辨明是非對錯：是非觀
認清意義動機：人生觀

Trim the Unnecessaries

Easy to Manage...

Easy to Decide...

Easy to Focus...

時間的陷阱

Saving Money but Wasting Time...

Risk of Saving Small but Wasting Big...

No Awareness for No Ending Tasks...

Pursue of Unnecessary Perfection...

Time Management

Time Management is not only to improve the *Productivity* and the *Efficiency*, but to achieve the important goals in our lives *Effectively*...

Time Management = Life Management

Life Management



Practice, Evaluate, Improve...!!!

Questions and Discussions

