

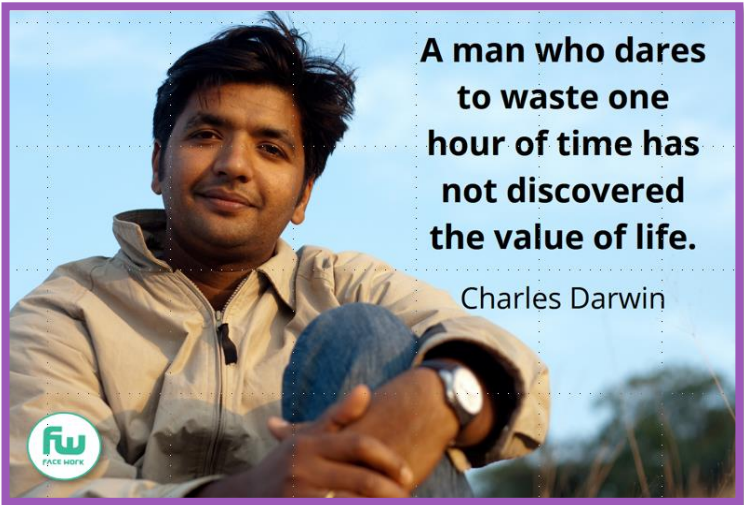


# MANAGING TIME

## WHAT IS THIS SKILL?

Everyone has the same hours in the day, but some people are masters of using their time in the most productive of ways. Why?

This Challenge will help you understand how to respect time, be more productive with the time you have, understand the importance of sleep and how to safeguard your personal peak performance times.



A visitor to India could be excused for thinking that India operates on IST, (Indian **Stretchable** Time). Arrangements and appointments made today are often delayed and re-scheduled and there can be a laid-back attitude to time, with appointments often happening when they will, not when you want them to.

Of course, there are important cultural issues and time in India is often seen as a currency you use to show who is important in your life, rather than a measurement by which to get things done. However, within a work context if someone is paying for your time, they expect you to be punctual and use your time at work efficiently. This Challenge will help you.



To begin, rate yourself as to how good you are at



**SELF MANAGEMENT**  
Rate yourself



1

Not great



2

Need help



3

OK



4

Improving



5

Mastering

Managing time





## WHY THIS SKILL IS VITAL FOR WORK

Time Management is all about what we do with the time given to us, how we prioritise and use our time at work and at home.

It also involves being able to recognise the time we waste and how to value and respect the time.

**Those who complain of the lack of time are usually people who make the worst use of time.**



**To illustrate why this skill is needed in the workplace, let's list what happens when staff are inefficient with their time.**

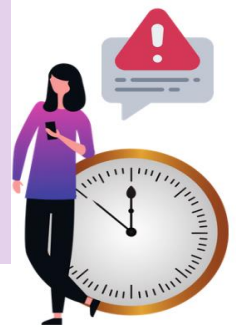
- ☐ Deadlines and appointments get missed, resulting in a loss of business.
- ☐ The company comes across as unprofessional and reputation suffers.
- ☐ The workflow and quality of work deteriorates.
- ☐ There may be financial penalties for missing a deadline.
- ☐ Customers and fellow workers become stressed as they are left waiting.
- ☐ Some staff may have to work harder to compensate for those procrastinating or being inefficient, which can have a negative impact.
- ☐ Can you think of others? .....

**Can you think of a time when you didn't manage your time well?**

.....

**What was the effect on your stress level ?.....**

**What was the effect on others? .....**



## Urgent vs Important

Good workers know the difference between what is **urgent** and what is **important**. There are skills you can learn so you are better at prioritising tasks which need to be done and assign the right time needed. (see later). When you start work it's really important to ask for help from your boss to priorities the different tasks you've been given. You can easily become overwhelmed if you are always responding to the urgent. Your mental health is important.

## Procrastination.

You can't have a **"I will do it later"** attitude at work. Good time management is not just about doing more in less time but also about reducing the urge to delay and procrastinate over important tasks.

**What is the one thing you always put off doing? .....**

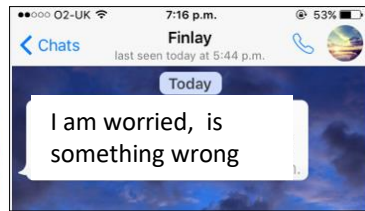




HOW THIS SKILL  
IS RELEVANT TO  
MY PERSONAL LIFE

Imagine you are meeting your friend at the weekend, but they are late.

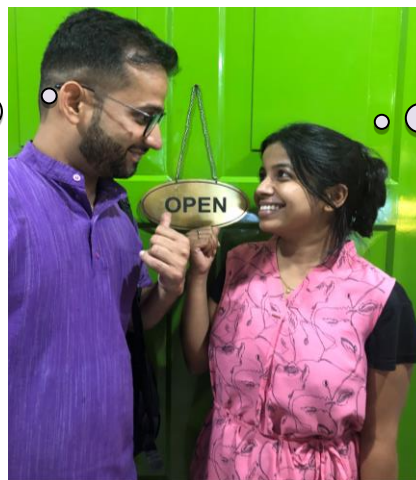
What message do you send when they don't show up?



How do you feel when friends don't value your time?

Contrast this with how you feel when someone does value your time and shows up at the right time or even early!

I was scared I was going to be late, so I got an earlier bus.



I'm really impressed he was here on time.

The only thing more valuable than money is time







# How can I master this skill?

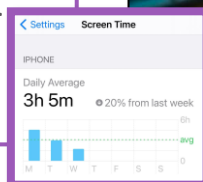
You will become better with Time Management through experience and practice. Here are 6 key actions you can start to build into your practice now.

## 1 What time do you waste ?

There are a range of Apps for your mobile phone which track the amount of time you spend on different apps including social media. How much time do you think you spend on an average day?.....



**Set yourself targets for how long you will spend on different tasks + devices!**



## 2 Are you busy on the right things?

It's not enough to be busy, we need to ask ourselves what are we busy with? If you want to grow your career, you have to be disciplined as to what you will focus on.



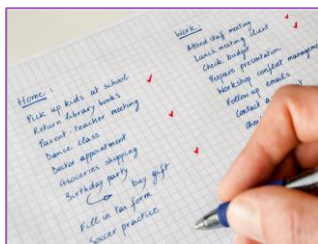
**Have the courage to drop things which although are fun, can be a huge distraction and waste of time.**

## 3 Learn to say "NO" respectfully

Keeping to a schedule and prioritising your time involves saying NO to other opportunities. Being disciplined and telling others you can't do something because you are focusing on your work, will earn you respect with true friends.



**Give yourself a positive way of saying "No" for example, "You know me, I'd love to say yes, but for now, I've got to focus on ....."**



## 4 Consolidate and streamline tasks

This is especially important if your job requires a variety of tasks. Scheduling what you have to do a week in advance and grouping similar tasks together – or delegating to others helps.



**Do the things you hate doing first, and the rest will be easier and more fun to do. Try it, it really works!**

## 5 Safeguard your peak performance time

Some people are morning people, some work best late into the night. Have you identified when your body and mind work best? Learn how to safeguard this peak time for your best work



**Start to notice what time you work best. Are you more motivated at the start of the day? If you work best later in the day, think about working remotely for a company that works in another time-zones/country.**



## 6 Reward yourself when you get things done

We all have bad habits which can be hard to break. But when you find yourself getting better at breaking those habits and achieving goals by sticking to schedules, reward yourself when you cross off an action on your To Do list.



**Think of a reward which will really motivate you and help keep on track.**



## THE FACEWORK SKILL CHALLENGE

Sleep is very important in ensuring effective time management. In this challenge we ask you to keep a sleep diary for a week. But first, why is sleep so important?

Can you go to sleep without your mobile phone?



SLEEP IMPROVES YOUR:		How	Rank these 1-8 in order of importance to you.
MEMORY		While you sleep your mind strengthens skills you learnt while you were awake.	
CREATIVITY		While you sleep your brain restructures your memories which helps with creativity.	
MENTAL HEALTH		A good night's sleep can really help decrease stress and anxiety.	
QUALITY OF LIFE		Sleep affects the quality of life and is linked to living longer.	
FITNESS		Studies show that sports players who sleep more improve their overall performance	
DIET		If you are tired you tend to crave sugar as a source of energy and therefore put weight on more easily.	
GRADES		In one study school students who didn't get enough sleep had worse grades than those who did.	
ATTENTION		Young children who get less sleep are likely to be more hyperactive.	



This article is very helpful <https://timesofindia.indiatimes.com/life-style/health-fitness/diet/Foods-for-a-good-nights-sleep/articleshow/18286800.cms>



It can be stressful to manage time and one of the signs that you may be suffering from anxiety or stress is lack of sleep. It's really important that you take care of your mental health as you 'Face Work'. Here are 3 important steps you can take:

- ✓ Switch off your devices at night and work on making sure you get good sleep.
- ✓ Talk to someone you trust about how you are feeling and seek professional advice.

- ✓ Search for good, reliable organisations which give advice about mental health. See for example <https://www.mindsfoundation.org/> and [www.aasra.info](http://www.aasra.info)

# The Facework Sleep Diary.

How much sleep do you get each night for a week?

What is the impact of poor sleep ?



## DO YOU KNOW HOW MUCH SLEEP YOU NEED AND HOW MUCH YOU ACTUALLY HAVE?

Most teenagers need about 8½ to more than 9 hours of sleep each night. Use the table below to plot the sleep you have over a week and each morning try to gauge your

- ☐ Irritability
- ☐ Concentration
- ☐ Physical energy
- ☐ Feeling good about yourself
- ☐ Alertness and memory

SLEEP DIARY				
Day of the week	Went to sleep at	Woke up at	Total amount of sleep	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total for Week=				

☑ Score 1 for ☹ (poor) and 5 ☺ (great) eg ☹ 1,2,3,4,5☺				
Irritability	Concentration	Physical Energy	Feeling good about yourself	Alertness and memory
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺
☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺	☹ 1,2,3,4,5☺



- What do you score best in ? .....
- What do you score worst in? .....
- What can you do to increase the amount of quality sleep you get ? .....
- Are there times when you can live off less sleep ? .....

Imagine you had the task of creating a YouTube channel about Time Management.



What would you call the channel?

.....  
.....

What would the selling ‘Strapline’ be?

..... (10 words)

Who would the primary audience be? .....

Who would you want to interview to talk about time management?

.....

How could you make the advice fun and appealing?

.....  
.....

How would you go about marketing it to get the first 1,000 views ?

.....

If you feel confident, why not try to record yourself on your phone sharing what you have learnt about Time Management  
You can then send it to us to share on the Facework Platform.



*Remember sharing what you are learning means you are more likely to reinforce your new found skill and encourage others too.*

As you reflect on what you have learnt. how would you now rate your skill now ?



**SELF  
MANAGEMENT**  
Rate yourself



1

Not great



2

Need help



3

OK



4

Improving



5

Mastering

Managing time

☐

☐

☐

☐

☐



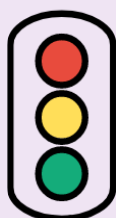
Remember to value your time as you would your money.  
For time is more precious than anything in this world.



# LEARNING BY DOING



1. To continue with my growth of **Managing Time**, what am I going to...



stop doing? .....

continue doing? .....

start doing? .....

2. Who is going to help me keep on track?

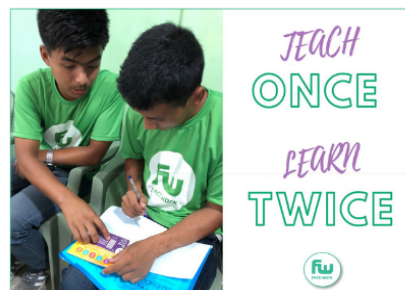
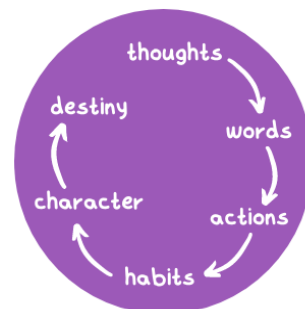
.....

3. How will I see the difference?

one week .....

one month .....

one year.....



4. Who will I share my skill with?

.....

5. Which Character Strengths will I need? Highlight them below!

Appreciating Others	Bravery	Creativity	Curiosity	Fairness	Forgiveness	Gratitude	Honesty
Hope	Humility	Humour	Judgement	Kindness	Leadership	Love	Love of Learning
Perseverance	Perspective	Prudence	Self Regulation	Social Intelligence	Spirituality	Teamwork	Zest

Learn more about Character Strengths at [www.facework.online](http://www.facework.online)