

# Time Management for Managers & Supervisors

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**Note:** This is the Table of Contents for the full version of “Time Management for Managers and Supervisors”. Items in [blue](#) represent hyperlinks available in full version. To view how a hyperlink works click on a [red](#) item. To purchase go to [www.kawconsulting.com](http://www.kawconsulting.com).

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# ABOUT THIS BOOK

One of the biggest challenges Supervisors and Managers face is managing their time. Because of the very nature of their job, Supervisors and Managers are often bombarded with competing demands on their time from staff, internal/external customers and management. Unmanaged, these demands can prove to be overwhelming. Yet, the ability to identify and focus their attention on the most important tasks is often the difference between a successful or unsuccessful Manager or Supervisor. Consequently, as a Supervisor or Manager, the ability to successfully manage your time is one of the most important skill sets you need to develop.

The purpose of this handbook is to help you learn basic, easy to use, time management skills that you can apply to the types of situations that Supervisors and Managers face. You'll learn how to:

- Analyze your job and identify what you should focus your time on to achieve what's expected and your own personal goals.
- Develop an ideal picture of how to allocate your time between your various activities.
- Analyze how you are currently spending your time and identify the gaps from your ideal picture.
- Develop weekly and daily schedules so you focus your time on the activities needed to achieve your goals.
- Deal with time management challenges such as unexpected interruptions, non critical phone calls, high volumes of e-mail, and unproductive meetings.

# ELECTRONIC FEATURES

This book contains a number of handy to use electronic features. The Table of Contents contains hyperlinks that allow you to jump directly to the section you're interested in. You also have control over your printing. You can print out the entire book, a range of pages, or a single page as needed by using the "Print" option for your PDF reader.

You can also store **Time Management for Managers and Supervisors** in a folder on your PC, and access it whenever you want. This makes it easy to use as an important reference tool you can refer to often.

# **THE BASICS**

# WHAT IS TIME MANAGEMENT?

Time Management is the process of deciding *What* to do and *When*. For Managers and Supervisors it usually consists of the following 3 phases:

- **Phase 1:**
  - Identifying what you want/need to accomplish based on the roles and expectations of your position, and your own personal goals.
  - Identifying and prioritizing the major tasks and needed time commitments to accomplish these goals.
  
- **Phase 2:**
  - Analyzing how you're currently spending your time versus the needs you identified above.
  
- **Phase 3:**
  - Developing a schedule that better allows you to focus your daily efforts on accomplishing your goals.

# REASONS WHY SOME TIME MANAGEMENT EFFORTS FAIL

Sometimes Supervisors' and Managers' attempts to manage their time fail. Here are some of the common reasons, and things to avoid.

- Lack of a clear understanding of *what* they should be focusing their time on.
- Underestimating how long things take, so schedules are unrealistic.
- Failure to prioritize between activities.
- Development of a time management strategy that ignores the needs of key people they deal with.
- Time management tools and methods that are too complex and cumbersome.
- Inability to successfully deal with time wasters and barriers to getting things done.

# **STEP 1: IDENTIFY YOUR POSITION'S MAJOR RESPONSIBILITIES AND EXPECTATIONS**

The first step in managing your time effectively is to get a good handle on the major responsibilities of your position, and the expectations of each. This will help you understand what you should be focusing on and the proper priority to place on each of your major roles. To do so, ask the following questions.

- What are my major responsibilities?
- What are the expected results of each?

# SCHEDULING STEPS

Developing a schedule that helps you focus your daily activities on the things you want to get done has 4 major steps. These are:

- **Step 1:** Develop a generic Time Map showing a picture of when you'd like to do each of your major activities during a normal week.
- **Step 2:** Develop a Master List of everything that you want to get done.
- **Step 3:** Plan Your Week
- **Step 4:** Plan Your Day