

Self

Time Management Management



香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG



學生事務處



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- Time is not the problem itself, because each of us possess equal amount of time to spend for everyday.
- Time management is about how you would allocate or distribute and spend your time wisely.

What is time management?

- Time management is the management of self, i.e. disciplinary life.
- Time management is about changing your habits, aims for improving effectiveness and efficiency.

Efficient

Do things Right

Effective

Do the Right thing



Effective people are efficient because they **prioritize** their tasks and **eliminate** insignificant activities.

- Time management is about advance planning and scheduling.

Enemies of time management

Trap 1 : Misconfiguration of time

Distracted by trivial and handling many things at the same time (i.e. multitasking)

Trap 2 : Procrastination

Wasting time, delay, accumulation of uncompleted work or matters needing to be dealt with.

Trap 3 : Be Hands-on

Everything and tasks done by own self, don't know how to cooperate with others or lack of division of labour in a task.

Trap 4 : To grant whatever is asked for

Don't know how to SAY NO, often have to deal with unnecessary social functions or requests.



Objectives Establish long-term, inter-mediate, and short-term goals

Plan Develop a concrete and realistic action plan

Action Analyse the work at hand, piroritize and implement the action plan according to its urgency and importance

List **Time Management Matrix**
Set up timetables and schedules for different stages to monitor the progress of the work. At the same time, make good use of management tools.

Time Management Matrix (Eisenhower Method)

		URGENCY	
		High	Low
IMPORTANCE	High	<p>1 Urgent and important</p> <p>Do First</p>	<p>2 Important not urgent</p> <p>Schedule to do</p>
	Low	<p>3 Urgent not important</p> <p>Delegate</p>	<p>4 Not important not urgent</p> <p>Don't Do</p>

Make good use of the "SPARE" time to form a cumulative effect of "gathering the sand into a tower"



You are welcome to discuss on this topic with our counselor

Appointment can be made / requested in various ways, you may

- Call us at 39635174 /39635593
- Come to us at M612 Main Building HSUHK Campus
- Send us an online request form: <https://bit.ly/2HgkqC1>

(Your request will be confirmed from our counselor via phone or email within the next 3 working day)

QR Code:



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時間管理不是什麼？



- 時間本身不是問題，因為每個人每天所擁有的時間都是一般地多。
- 所以時間管理的問題本身不在於時間，而是在於自己如何善用及分配你自己的時間。

時間管理是什麼？

- 管理就是自我管理
- 管理即是改變習慣，以令自己更富績效，更富效能
 - 「效率」就是把事情很快地完成
 - 「效能」就是把事情很快又很正確地完成
- 時間管理就是事前的規劃或長期的計劃



時間管理的大敵

陷阱一：時間的配置失當

分心處理雜務，同一時間處理多項重要事件

陷阱二：拖延

耽誤時間，積壓工作

陷阱三：事必親躬

每件事務都親力親為，不懂得與人分工合作

陷阱四：有求必應

不懂得Say No! 常要應付無謂應酬或要求

時間管理的寶石(OPAL)



Objectives 確立長、中、短期目標

Plan 制定可行之執行計劃

Action 了解手頭工作，按事情之輕、重、緩、急次序去執行計劃細則

List 設定不同時期的工作進度和時間表，善用管理工具

時間管理的架構

良好的行事優先順序及策略

	緊迫的事	不緊迫的事
重要的事	1st : 急 兵貴速戰速決 快刀斬亂麻	2nd : 重 逐漸地交給信任的人代辦 (任命 / 分工)
不重要的事	3rd : 輕 勇於拒絕 充份交待	4th : 緩 怡情養性 輕鬆一下

善用空檔時間，建立「聚沙成塔」的累積效果：



聯絡我們 查詢及預約

辦公室：M612

聯絡電話：39635174 / 39635593

辦公時間：星期一至五上午9:00至下午6:00

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- 備註**
- 本服務所搜集的個人資料的面談內容絕對保密
 - 費用全免，歡迎查詢及預約



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