Petrombudsman
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Time Management

Definition

Optimal use of resources to achieve expected results in a given period of time;

Prioritization of actions that, in a predetermined period of time, to get the proposed results.

How does it help?

- Improvement of life quality.
- Maintaining an equilibrium in life;
- Change management which is necessary to cope with;
- Improvement of creativity;
- Better communication;
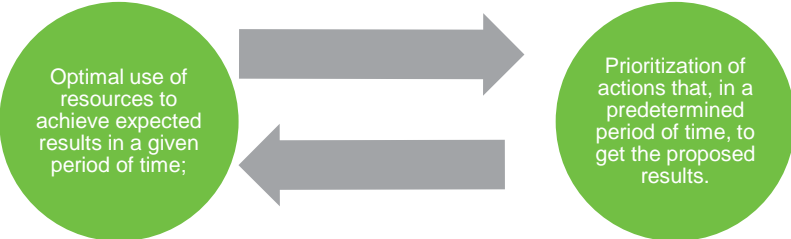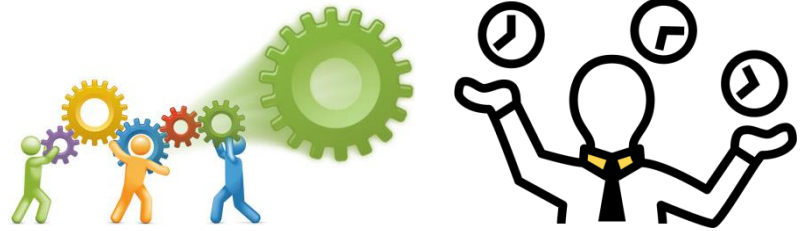- Delegation of tasks;
- Creating an overview of the tasks;
- Setting priorities;
- Achievement of goals;

Tips and tricks

1. Keep records: Write down in a notebook all the things you do for a week. Thus, we understand how time is used for productive purposes and how much time is lost.

2. Schedule activities: Assign a time of preparation for each major task and its programming (when it starts and when it ends)

3. Focus on results: Allocate 50% of your time to those activities that will return the most results expected

4. Activities not covered: Consider a time for interruptions

5. Plan your daily activities: Allocate your time each morning for planning daily activities

6. View the result: Think before each activity what results you want, operate, and then analyze the actual result

7. No interruptions:

Make sure you will not be disturbed when you have urgent activities
Do not answer the phone or emails just because you get them
It is good to limit other activities that can distract ourselves, if we are not use these tools to perform the tasks (Internet, Facebook, etc.)

8. Pareto Principle: Remember that 20% of your actions produce 80% of the results

Know your own organism: Manage your workday according to your own biorhythm

Classification of activities

Important	-CRISES; -ISSUE WITH PRESSURING TASKS; -FIXED TERM PROJECTS	-PREVENTION/PLANNIFICATION -IMPROVEMENT OF RELATIONS; -RECOGNITION OF NEW OPPORTUNITIES; -PLANNING/RECREATION
Not important	-INTERRUPTIONS, CALLS; -MAIL, -REPORTS, MEETINGSI, -NOT PRESSURING TASKS, -SMALL ACTIVITIES.	-ROUTINE WORK; -TIME LOST; -"ESCAPE ACTIVITIES"

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Responsibility

Definition: Obligation of a person or organization to be responsible for given decisions, actions taken and objectives achieved. It is very closely with the company's expectations for employees and expectations of each of us to the company.

Benefits:
- Leads to opportunities for personal development
- Contribute to greater confidence and facilitate decision making
- Leads to efficiency and progress by achieving the goals and objectives of the organization
- Contribute to a better image and reputation of each employee and also of the company
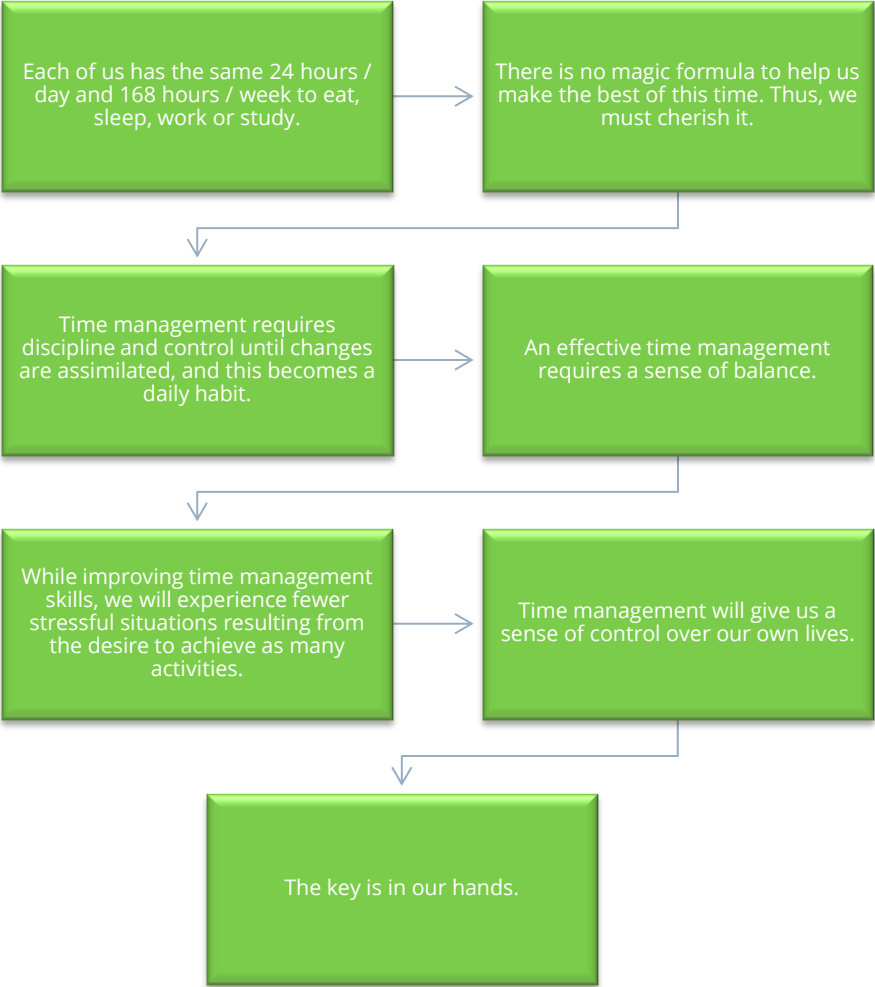
"Who do you think is responsible for the results of your life?" - Napoleon Hill

Being responsible means:

- To argue our opinions and decisions
- To know our professional and personal limits
- To want to evolve
- To be innovative
- To add value to the work that we do
- To be involved
- To have a proper professional and personal conduct
- To show that we care
- To act as a vector of change
- To manage our emotions in a constructive way
- To know how to win, but to accept the defeat
- To make right choices, not necessarily the easy ones

Conclusions

Each of us has the same 24 hours / day and 168 hours / week to eat, sleep, work or study.

There is no magic formula to help us make the best of this time. Thus, we must cherish it.

Time management requires discipline and control until changes are assimilated, and this becomes a daily habit.

An effective time management requires a sense of balance.

While improving time management skills, we will experience fewer stressful situations resulting from the desire to achieve as many activities.

Time management will give us a sense of control over our own lives.

The key is in our hands.

"Leadership is about responsibility, not about inventing excuses". George Washington

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