



# TIME MANAGEMENT

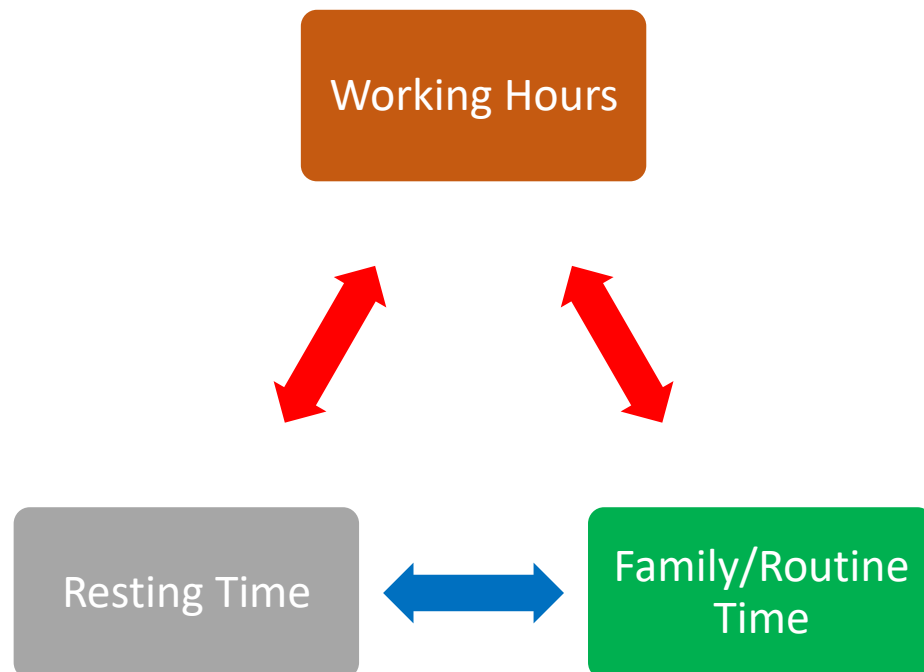
Practical approach

## ABSTRACT

A suggestion model of Time Management to keep balance between work, family, and life

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## TIME MANAGEMENT



Important part of the planning Time Management is to consider:

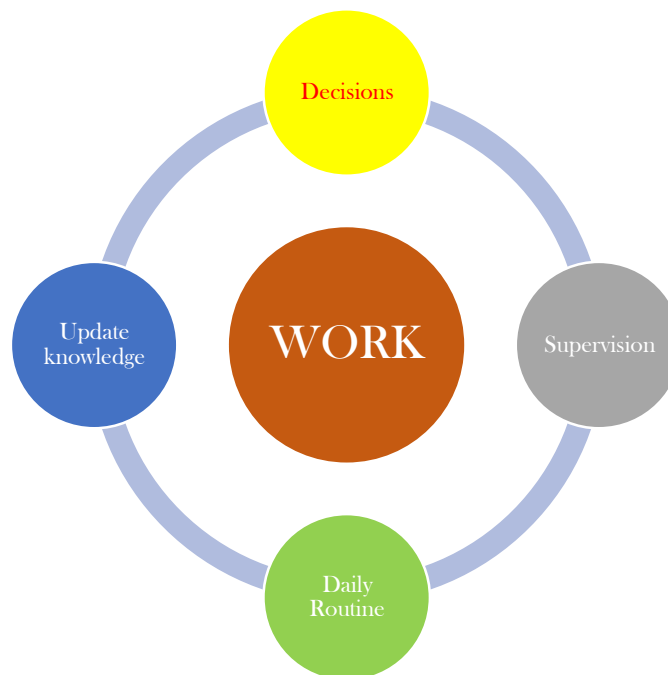
- Working time that do not exceed 8 hours per business day
- Resting time that do not exceed 8 hours in a calendar day
- Time for family and daily routine at least 8 hours per calendar day

This breakdown of the 24 hours in a day will provide you a key balance time between your work, family & routine tasks, and resting time.

Defining your daily breakdown hours is your first step where you are considering the priorities to allocate time.

Keeping the balance between these three main daily activities will reduce your stress and increase the mental health as well

## WORKING TIME



Your working time can be as:

- ✓ Time for work important decisions
- ✓ Time for Staff Supervision
- ✓ Time for daily routine
- ✓ Time for update work information and knowledge

### Time for important decisions:

Allocate your estimated time considered to review, analysis and, make decision on daily basis working time.

Select the convenience time at work that you will dedicate every day for work related decision-making.

### Time for Staff Supervision:

Best practice in management is to anticipate possible bottle-neck problems at works that will allow you to make decisions on time to avoid then or minimize the impact.

If you can allocate 15 minutes of your working time to meet your colleagues at work and get a daily update of the work, they are doing. This will allow you to

keep update of the tasks and timeframe, also your colleagues can discuss with you any difficult issues with their tasks and the areas they may need help and assistance that will be useful for your decision making avoiding or minimalizing the negative impact on your job.

#### Time for daily routine:

From your eight daily working hours allocate time for daily routines such as:

- Read and send emails
- Attend and make phone calls
- Deal with customers
- Review, approve and sign operative documents
- Attend working meetings
- Other routine tasks

#### Time for update work information and knowledge:

Important task on your daily work is consider allocating time for reading company updates and, time to keep updating your knowledge such as reading new legislation articles directed related to your job.

This segment of your daily working time is especially important to keep in mind so you have updated your business and company knowledge that will allow you to make appropriate and timely decision at work.

This allocation time will prevent you to get surprises at work just remember that Information is Power.

Technology, current global issues (pandemic, geopolitical problems and so on) demands executives at work keep well informed and on time about all events can have a positive or negative impact on your job.

## YOUR ROADMAP TO YOUR SUCCESS

