

# FOCUSING ON WHAT IS IMPORTANT – Time management skills

## 1) NAME AND DESCRIPTION OF THE TOOL

**Time Robbers:** Time robbers are those things that steal valuable time away from us. Sometimes robbers are out of our control as they are imposed on us by others or unexpected circumstances.

Time robbers are often self-inflicted as we allow our valuable time to be stolen. In any case, it is a key strategy to learn to identify and manage them in order to minimise the damage.

As we are working to focus on what's important, we need to strengthen our time skills, so we can first identify and perceive unique time robbers for our company and in our own situation.

## 2) OBJECTIVES OF THE TOOL

**LEARNING OBJECTIVES** to manage our time more effectively and build good management skills:

- Increase awareness of time management strategies
- Predict external time wasters
- Examine how we spend our time
- Model how to set priorities
- Organize tasks by category
- Assess the importance of using a planning tool
- Perform work in a timely manner
- Schedule time appropriately

## 3) CONNECTION OF THE TOOL WITH THE ENEMY

As we are trying to put the focus on what is really important for our business, we need to defy our enemies, which are trying to get us off track.

Self-control and managing time robbers are foundation skills that are helpful to all entrepreneurs and indeed anyone in their company.

Being an entrepreneur is exciting, but equally demanding. Every entrepreneur has a lot on their table every single day, and very busy weeks ahead of them.



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The question begs itself, how are successful entrepreneurs able to juggle so many crucial tasks and responsibilities without letting any of them fall? From organizing and chairing meetings to planning and executing novel strategies, from dealing with disgruntled employees to meeting prospective new clients – an entrepreneur's day can be a complicated recipe.

The better an entrepreneur becomes at time management and is able to focus and identify those time robbers, the better the business will be. The more you practice time management, the better you become at it.

In every business time management might be the key to productivity.

### 4) RESOURCES & MATERIALS

#### Materials to use:

- Pen
- Paper
- Chart and reflection (please see below).

#### Reflection time:

Use the following questions (or any other that could help you)

- Can you identify which are your time robbers?
- What is the most common time robber in your routine?
- What could you do to improve your performance?
- What could you do to eliminate time robbers or reduce them?



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Chart:

Activities	Time (Duration)	Must-do and planned activities (please mark with an 'X')

### 5) IMPLEMENTATION OF THE TOOL

Steps to follow:

**STEP 1:** Participants are asked to write (in the first column) all the activities they carry out during a day chosen at random (please include all activities), as well as the approximate time they dedicate (in the second column).

**STEP 2:** In the third column, the previously planned and mandatory activities are marked.

**STEP 3:** In the first column you can add the activities that were chosen at random that day and should have been executed and was not done due to lack of time, as well as an estimate of the time required.

**STEP 4:** Some reflection questions are asked (please see above).

**Time allocation:** One-to-one 15 min. In groups 30-40 min.



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### 6) WHAT TO LEARN

Managing time well requires self-control and good management skills to prioritize and see where those 'time robbers' are.

The activity can help you to:

- strengthen self-control over time
- understand what self-control means
- why it is important and how it impacts our daily life
- how to stop and think before making a decision
- understand impulse control and will power
- accomplish tasks and responsibilities



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