

# TIME MANAGEMENT: HANDLING PRIORITIES AND NECESSITIES

## Young Oncologist Forum

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## DISCLOSURE SLIDE

I have no conflict of interest to disclose related to this presentation

## WHAT IS TIME MANAGEMENT?

- Time management has 5 main aspects:
  - Planning & goal setting
  - Managing yourself
  - Dealing with other people's time
  - Your own time
  - Getting results

The first 4 all interconnect and interact to generate the 5<sup>th</sup> (results)

## WHY TIME IS SO IMPORTANT?

- Time is one of the most precious thing we have
- Time is ultimately the most valuable resource
- Time and how we spend it in working activities must be managed effectively
- Time is totally perishable
- Time cannot be stored up for use later



## THERE ARE TWO TYPES OF TIME

- **Fast time**

- when absorbed in, or enjoying an activity



- **Slow time**

- when bored with an activity or having a bad time
- when scared



## EFFECTS OF ESTIMATING TIME INCORRECTLY

- **Under-estimation of time**
  - Stress due to committing to too many tasks
  - Poor quality results
  - You may miss some deadlines

## TIME MATRIX

	Urgent	Not Urgent
Important	<b>Q1</b> Crises Deadlines	<b>Q2</b> Prevention Relationship Building Planning Recreation
Not Important	<b>Q3</b> Interruptions Some Meetings Popular Activities	<b>Q4</b> Pleasant Activities Busy Work Time Wasters Trivia

## PRODUCTIVE WORK

**Busy vs. Productive**

**Indecision & Delay**

**Overwork**

**Urgency vs. Importance**

**Prioritization**



## BUSY VS. PRODUCTIVE WORK

- Just because you are busy does not mean that you are productive
- Differentiate between
  - **Effectiveness:** doing the right thing
  - **Efficiency:** doing the right thing correctly

## DEALING WITH INDECISION OR DELAY

When faced with a task, decide to deal with it according to one of the following actions:

- Do it
- Delegate it
- Dump it
- Deadline it



## OVERWORK

- Overwork can have effects that may be classified as
  - Psychological
  - Physiological
- People are overloaded for two main reasons
  - The person or team does too much
  - The person or team have too much to do



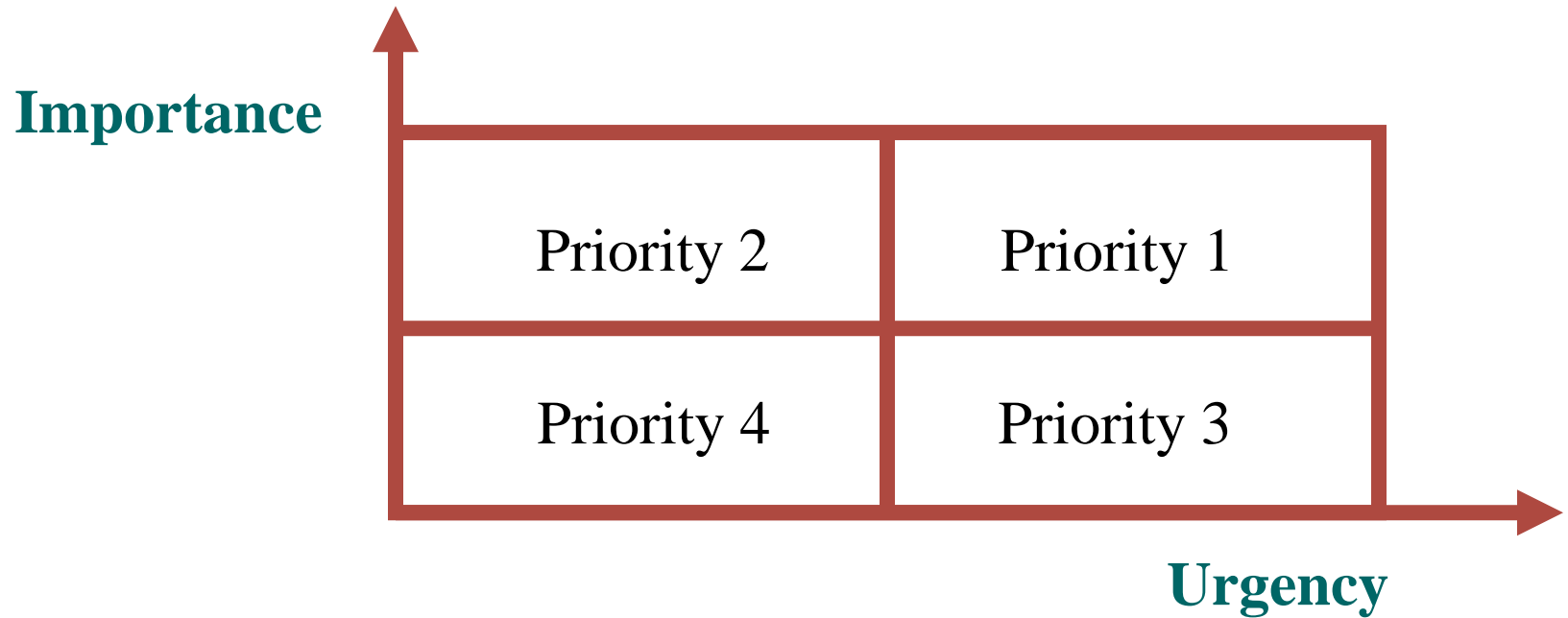
## OVERWORK

To deal with overwork, try the following

- Understand your pressures
- Do not get worked up or panicked
- Do not blame everything on yourself
- Estimate time as accurate as possible
- Agree priorities and keep them
- Remind yourself that there is a limited amount of time available to you



## PRIORITIZATION GRID



## PRIORITIZATION

- The main aim of prioritization is to avoid a crisis
- To do this then you must

Schedule your Priorities  
as opposed to  
Prioritizing your Schedule



## PLANNING IN TIME MANAGEMENT

### Rule #1

Failing to Plan

is Planning to Fail



## THE DAILY PLAN

The Daily Plan should cover 3 main areas:

- Scheduled activities for the day showing time allocated to each
- Identification of key tasks for the day to allow them to be prioritized
- Indication of who you need to contact during the day to allow you to complete tasks



## THE DAILY PLAN

- Leave room for unexpected
- Do not stack meetings back to back
- Batch telephone calls



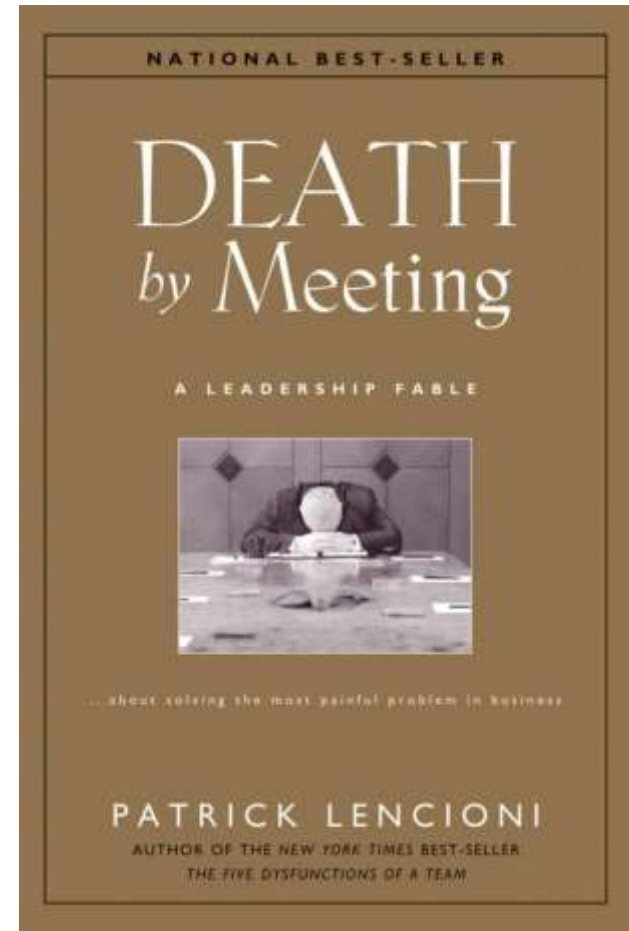
## MANAGING YOUR PHONE



Control the phone by using:

- Batch your outward calls
- Delegate calls that you do not have to make personally to one of your team
- Terminate calls once the business has been done
- Set up a rota in your team for handling incoming calls

## MANAGING YOUR MEETINGS



## SUMMARY

- Do not procrastinate – Manage Your Time Today
- Define and use periods of quality time in your schedule
- Learn to say NO in a professional manner
- Stay away from perfectionism and aim for excellence
- Build in time for personal development

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