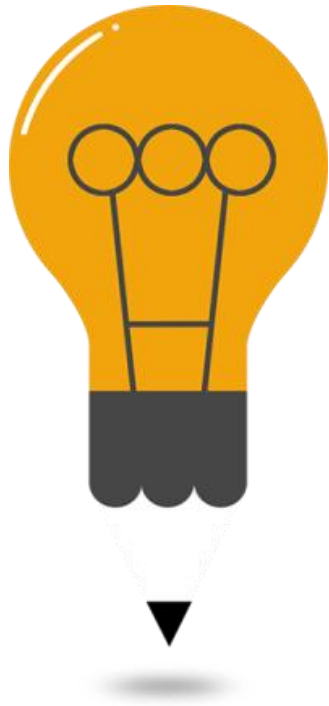


Time management for slow working

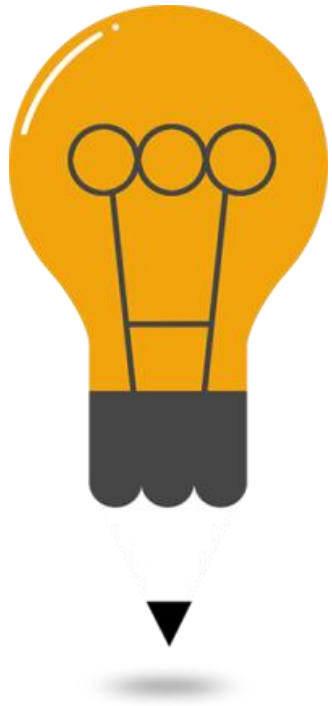


OBJECTIVES OF THIS PPT



- 01** To learn the importance of time management in implementing the slow work philosophy
- 02** To know how manage your time at work to put in practice slow working
- 03** To learn how to prioritize your task as a tool to practice slow work philosophy
- 04** The important to be focus to avoid the main enemy of slow work; distractions

TABLE OF CONTENTS



- 01** The importance of time management in implementing the slow work philosophy
- 02** How to improve time management to implement slow work
- 03** Planning and prioritization
- 04** To be Focus.To Know delegate.

A photograph of a desk with a stack of papers, a Moka pot, a tablet, and a cup of coffee. A teal diagonal overlay covers the right side of the image.

A less frenetic approach to work requires good time management

Adopting the **slow work philosophy** means learning, first of all, to use the time spent at work wisely and to dose one's energies in order to devote the right amount of attention and concentration to each task. Poor time management is therefore the main enemy of slow working.

”

snail
Slow, Necessary And
Improves the Level




Good time management also **helps to make more rational and effective decisions.**

Most of the decisions we make when under pressure are guided by instinct and impulsivity, while **our logical and rational capacities need more time to analyse situations and make sensible decisions**



S l o w N e c e s s a r y A n d I m p r o v i n g L e v e l

A photograph of a modern workspace. On the left, a large computer monitor displays a vibrant, abstract image with red and orange geometric shapes. In front of the monitor is a white keyboard and a white mouse. To the right of the mouse, a pair of black-rimmed glasses rests on a closed black notebook. A white mug is partially visible behind the notebook. The entire setup is on a light-colored, reflective desk.

Time management skills are essential to the philosophy of slow work. Time management is a combination of productive work and time prioritization.

People who are good at time management are good at getting things done. However, they are also better at prioritizing and determining what really needs to be done and discarding the rest. This is why it is so important if they want to apply the **slow work philosophy**.

Time management / Slow work

HOW TO IMPROVE TIME MANAGEMENT TO IMPLEMENT SLOW WORK

Planning

Prioritization

Focus

Delegate

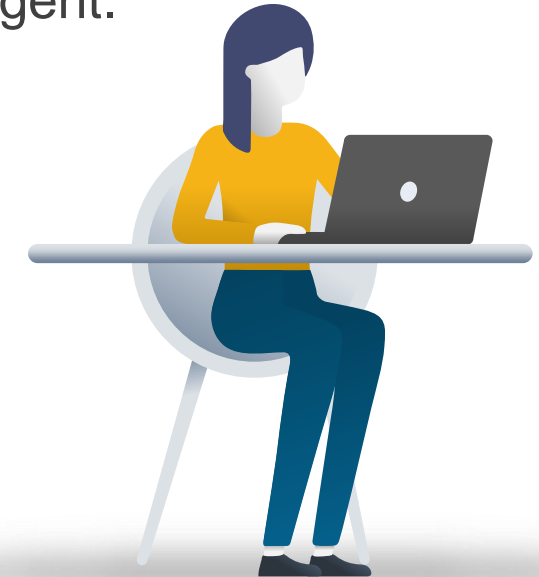
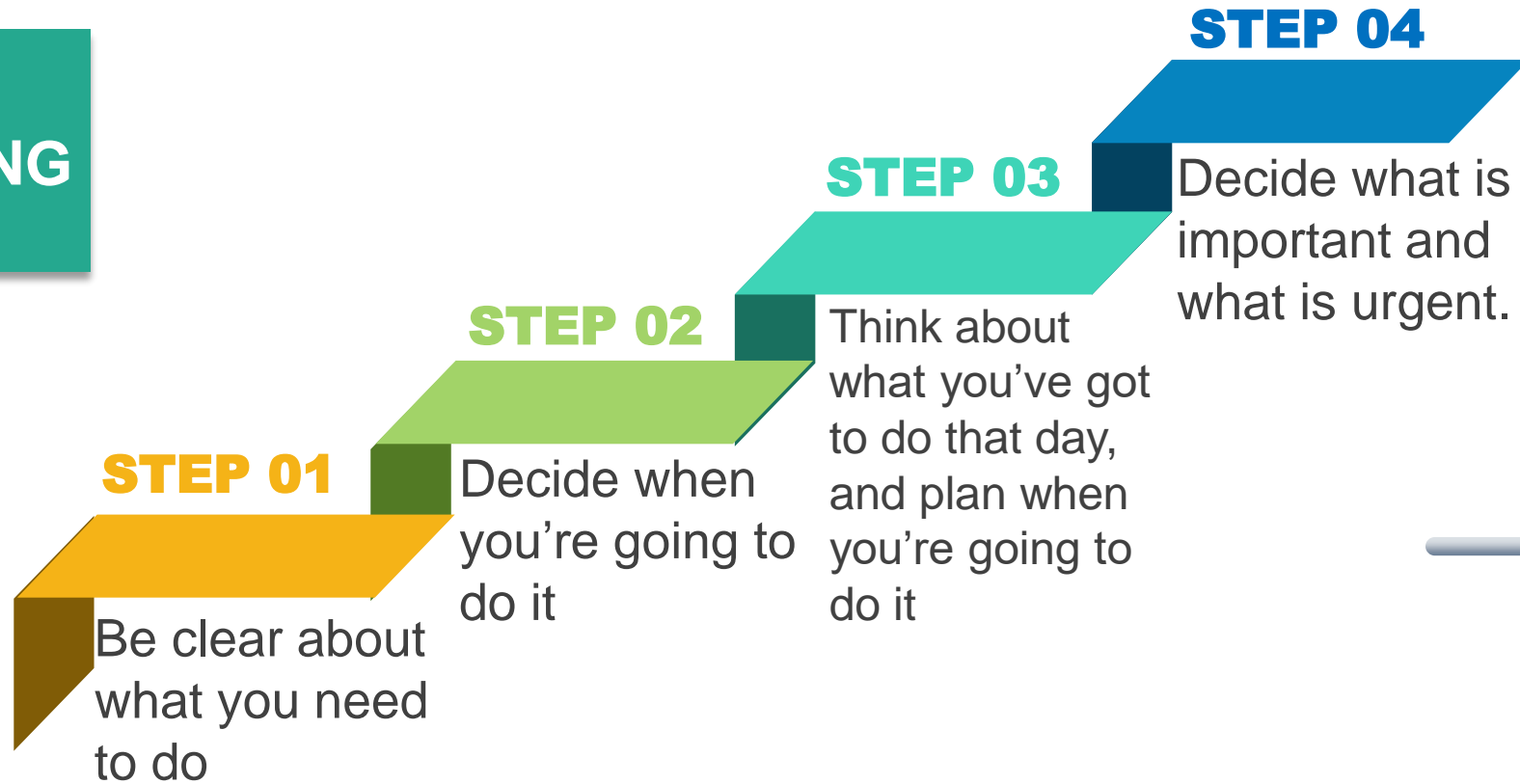
Schedule
regular
Breaks



Slow work

To start applying the principles of slow work to our working practice, it is enough to follow a few simple time management recommendations.

PLANNING



“ Poor organization can lead to increased procrastination and stress and therefore impede the philosophy of slow working. Poor organisation usually means less productivity and missed opportunities ”



Prioritization



BENEFITS

1

Making the best use of time and resources

2

You allocate your time where it is most needed and spent, freeing you and your team from less important tasks

3

You can focus your energy and attention on the things that really matter.

4

You can bring order to chaos, reduce stress.

5

Classifying, dividing and developing tasks helps us to improve performance and productivity levels

“

Mastering prioritization can change your life at work and is a necessary tool to be able to apply the slow work philosophy

”






Prioritization enables you to work out what to do first, and what can be left either until later, or not done at all



The distinction between urgent and important is the key to prioritizing your time and your workload. Avoid the "Urgency Trap"



'Important' tasks matter, and not doing them may have serious consequences for you or others

An illustration of a woman with long brown hair, wearing a black blazer over a white shirt, sitting at a desk and writing with a pencil. A white coffee cup is on the desk. A yellow lightbulb hangs above her head.

“ By categorizing tasks , you can quickly identify time wasters, optimize your time management, and increase your efficiency. Once you have prioritized the tasks at hand, you will also be able to get more involved or take the pressure off yourself and therefore put the slow work philosophy into practice.

PRIORITIZATION

MIT (Most important task).

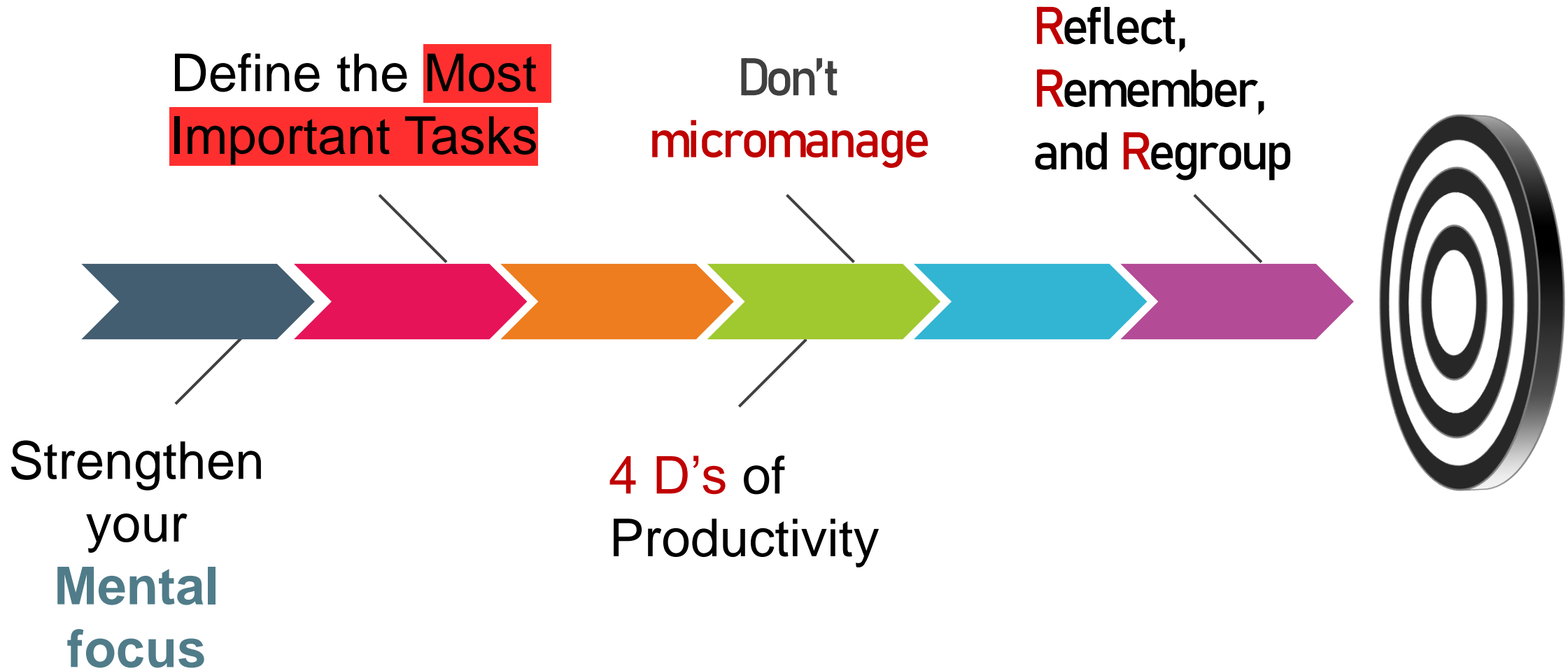
Prioritization often involves creating an agenda, assessing tasks, and allocating time and work to make the best use of a short period of time.

There are several time management techniques that use this approach

As a worker, it is vital that you are organised. Of course, when you have a list of tasks that deserve your attention, defining your most essential tasks is easier said than done.

One solution is to identify the two or three items that need to be done today. "Your MIT"(Most important tasks) is the task you most want or need to do today. These are the tasks you are going to focus on today.

Steps to be **FOCUS**.



How to Strengthen your Mental focus

When a worker is focused, he or she is able to put the focus on whatever goals he or she has set. Focused workers will not let anything distract them, thus avoiding one of the main **enemies of slow work: distractions.**

Take short breaks



Take frequent breaks throughout the day so that you can clear your head and improve your mental focus.



Eliminate distractions

To block out a specific time and place where you're left alone to prevents interruptions.



Stop multitasking

Multitasking slows you down. Focus only on one thing a time.



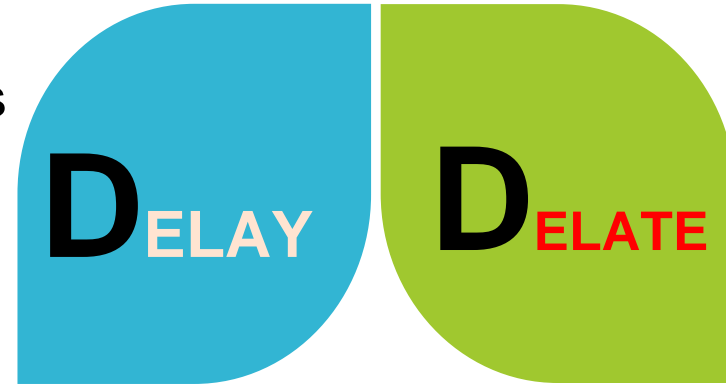
4 Ds of Productivity

Only work on the tasks that are important and can only be worked on by you. These tasks move progress towards your goals




These tasks that can be handled by someone else. It's a simple way to free up time so that you can focus on your priorities without neglecting them

For tasks that you must address but aren't tied down to a deadline — revisit them later when you have availability



Getting rid of non-essentials keeps your to-do-list lean and mean

A close-up photograph of a white computer keyboard and a black tablet device, with a black pen resting on the tablet. The image is partially obscured by the text overlay.

Let technology serve you, but **do not become submissive to technology**

Having insignificant interruptions pull you out of a specific task can cause a complete loss of my focus. By all means, make the most out of technology. But, don't let it control your life. You don't need to be connected every waking hour.

Technology has made life more comfortable. You are able to automate a ton of recurring tasks that used to eat up a good portion of your day. At the same time, being plugged-in 24/7 can be distracting and draining

Time blocking, Advantadges

- ✓ A task assigned to a specific time period in your calendar motivates you. You made a commitment to yourself that leaves out procrastination.
- ✓ It provides a clear outline of the day
- ✓ It makes us work more efficiently
- ✓ By having a specific time frame, we are forced to concentrate, work in a result-oriented way and avoid the distractions

You need to determine the tasks that are worth delegating and learn to let go of them. Take some time to understand your strengths and identify where you will need assistance.



Delegation is a key tool in applying the slow work philosophy, as it avoids work overload.



Who does not delegate can end up overloaded. If you manage to divide up tasks and appoint responsible persons for certain tasks, you stop overworking, reduce your workload and stress level. It is necessary to understand that monopolizing tasks is something negative and hinders the philosophy of slow work




Delegating tasks allows you to focus your skills and energy on the tasks you are good at while delegating those that might be challenging for you



DELEGATE TASK



It is important to take into account several aspects in order to make task delegation enriching and empowering:

- 
- ➡ **Identify the person to be replaced:** They must have a series of qualities that will enable them to carry out the task.
 - ➡ **Communication:** It is very important to know how to transmit the characteristics of the task and the functions. Show how priorities are established and what they are, and be as open as possible to keep the flow of communication dynamic
 - ➡ **Advice based on experience** is welcome, but be aware that there are alternative ways of doing things that are just as valid as the ones we do. Information is essential to strengthen support for the new task manager. Explain what is expected of the person being delegated.

“

Make sure that you are absolutely clear with your subordinate what level of delegation you have used. This requires **strong communication skills**

”

Take a break

Just as you need to learn to use your time at work effectively, taking a break away from your work can prove to be a smart decision

Recent scientific studies have shown that our concentration follows a 90-minute cycle, after which our attention span drops dramatically. To regain mental energy, it is necessary to periodically disconnect from work and give yourself a few minutes to relax. If we find it difficult to schedule regular breaks during the day, we can use the Pomodoro technique, which helps to minimise distractions.

There are a number of ways you can take breaks at work that help your concentration, physical fitness and mood. Employers have even caught on to the benefits of frequent "**micro-breaks**". It is important to make taking a break priority. Treat a break like you would treat any other item on your agenda. By scheduling your breaks, you are more likely to take them



Take a break



There are only two rules for micro-breaks:

01

Micro-break must be **short**

There is no consensus on how long the ideal micro-rest should be. Microbreaks can last from a few seconds to several minutes and range from making a cup of tea to stretching or watching a music video. So the answer depends on what works best for the individual worker

02

Micro-break must be **voluntary**

The decision to take microbreaks should be a voluntary and personal decision.

References



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Time management skills.

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