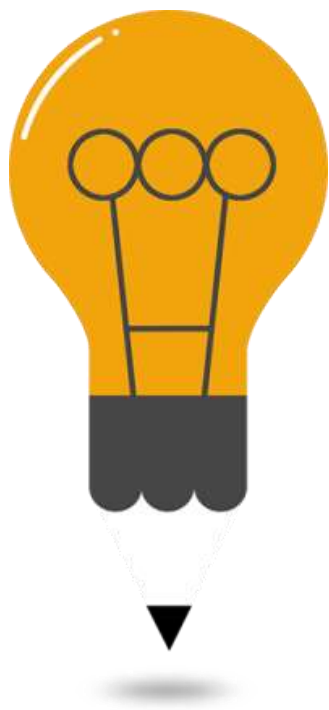


A close-up photograph of a person's hands writing in a planner. The person is using a black pen to write on a page that has yellow sticky notes attached. The planner is open, showing two pages. The left page has a yellow sticky note that says "Get clothes from Chemical cleaning". The right page has a yellow sticky note that says "Meeting team". The planner is on a wooden desk. In the background, there is a white keyboard and a small potted plant. The text "Time management" is written in yellow and "Time thieves" is written in white, both in a large, bold font, overlaid on the image.

Time management Time thieves



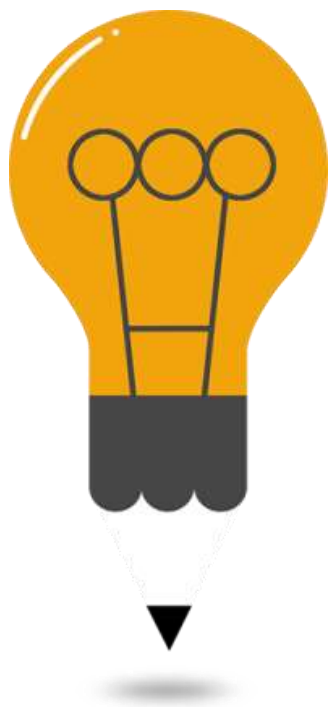
OBJECTIVES OF THIS PPT



- 01** To learn the importance of time management in implementing the slow work philosophy
- 02** To know the thieves of time and their relation to the philosophy of slow work.
- 03** Time thieves types
- 04** How to fight time thieves



TABLE OF CONTENTS



- 01** Time management and slow working
- 02** Time thieves: What are they and how do they affect the slow work philosophy?
- 03** The most important time thieves for slow work
- 04** Tips for defeating time thieves



TIME MANAGEMENT AND SLOW WORKING



It is a skill for the adequate distribution of this resource to develop tasks and projects at work. It is a key to achieve the proposed objectives and goals and to do so by applying the philosophy of slow work. Time management is a management tool to organise and dispose completely of work time, avoiding, as far as possible, any interruption that does not contribute to the work objectives.

Time needs to be managed in order to the schedules approaches where it is wanted to arrive. It consists of giving coherence to actions allows us to get the target chosen by using two basic conceptual tools:



1. Clarification of objectives, to know better what it is wanted to get



2. Identification of the waste of time main points, to combat them

POOR TIME MANAGEMENT AND SLOW WORKING

Makes

- ⌚ To be caught in the day-to-day.
- ⌚ To lose sight of the goals.
- ⌚ To do things of little importance.
- ⌚ To mistakes in a rush.
- ⌚ To be tense

Answers

- ⌚ Working faster.
- ⌚ Thinking of another person does it.
- ⌚ Working more hours.
- ⌚ Putting off doing the tasks





Time thieves: What are they and how do they affect the slow work philosophy?



Some interruptions or impediments disrupt plans at work. These factors that disrupt the time available are called time thieves.

They have a **double negative impact**:

- ✓ They are time wasters, shifting time from productivity to unproductive destabilising the allocation of priorities.
- ✓ Destabilising the allocation of priorities.



Time thieves: What are they and how do they affect the slow work philosophy?

Knowing how to manage our working day properly will result in optimal levels of productivity and professional efficiency. But on our way, we must know how to recognise the time thieves at work, in order to confront them, because only by keeping them at bay will we be able to put the philosophy of slow work into practice



Time is not the problem, but rather it is self-management that sets the course of our working day.



Time thieves: What are they and how do they affect the slow work philosophy?



We could
divide the self-
management of
our time into
two categories:

Negative, when at the end of the day
we have not achieved the objectives
set, even if we feel that we have not
wasted a single minute;

Or positive, if you have taken
advantage of every moment to carry
out a task or to rest.



Time thieves: What are they and how do they affect the slow work philosophy?



Time thieves are the main enemy of slow working for many reasons:

- 1 They reduce our actual working hours by 50-70%.
- 2 They affect our ability to concentrate and also our attention span
- 3 They cause delays of between 6 and 9 minutes every time we succumb to their temptation, as this is the length of time psychological experts say it takes the brain to get back to peak performance after an interruption.
- 4 They get in the way of the goals we set for ourselves, delaying the achievement of our goals.



TIME THIEVES

Each individual is responsible for organising his or her time at work and deciding how to spend it. Knowing how to manage our time will help us to optimise it for our benefit and, therefore, it is important to focus on this aspect if we want to apply the philosophy of slow work.

The first step in fighting this discreet enemy of slow work is to know it well



Time thieves: What are they and how do they affect the slow work philosophy?

Time thieves during the working day **can be of different types:**

Some are of an **EXTERNAL** nature, i.e. they come from outside to disrupt my work rhythm, and others are of an **INTERNAL** nature, i.e. it is I myself who am generating it with my own attitude.

The question from here is, **what are you doing about it?** Because of external factors, **do you feel that there is nothing you can do about it and effectively do nothing beyond lamenting?**

And just because they are internal factors, **do you assume that you are like that and that you cannot change?**





The most important time thieves for slow work

External time thieves:
are defined as the set of circumstances beyond the individual's control.

These include:
Mobile phone(social network...).



E-mail.



Work meetings.
Interruptions etc.



Internal time thieves: these are the circumstances inherent to the individual him/herself and which manifest themselves in his/her behaviour and the way he/she manages his/her time and tasks

The most significant are:

Multitasking habits.



Poor planning.

Lack of objectives.



Lack of motivation.

Procrastination.



Difficulty in giving negative feedback.





It is entirely up to you to decide what you do about it. Thieves will always be there. It is a matter of integrating them into our lives and developing strategies to deal with them.



Take charge and think differently, take responsibility from the perspective that there is always something we can do differently to achieve different results.



Tips for defeating time thieves



Plan the day. Creating a plan of action before you start increases your chances of success exponentially. The reason for this is that it allows you to see the dangers before you start



Always work with a list. If it's not on the list it doesn't get done. If you have a new idea you should add it before you do it so you can keep track of the tasks where you spend your time. This will certainly make you more productive

Fragment your time. Fragmenting time is a tremendous time saver, but you have to be rigorous about it



Set deadlines and commit to them.

Set expectations. When people know you are working on something important they respect your time more.





Tips for defeating time thieves

Reduce commitments that are not necessary

Establish work policies. For example, if you see that you are being interrupted a lot via email, you should set an auto-responder, so that you make it clear that you cannot attend to unexpected tasks. It is also a good idea to silence your phone and let your colleagues know

Isolate yourself, e.g. book a meeting room and work there.

Communicate clearly. Really make other people understand your rules and take them on board. Make it clear to your boss that unexpected tasks undermine your productivity

And finally, I repeat again, **knowing how to say No**. It is very important. Although it may seem challenging, it is doable. You must NOT allow other people to steal your time.





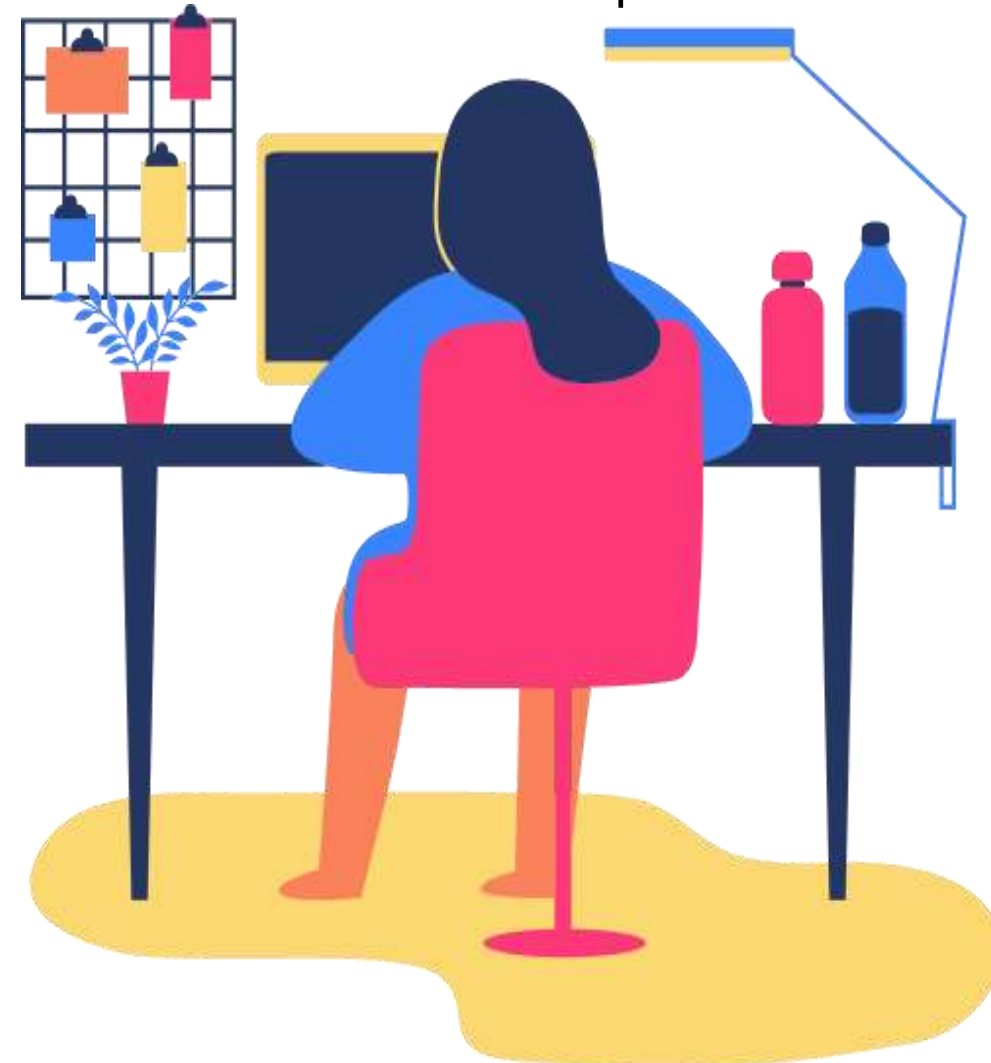
Tidiness in the workplace and the 5S method

Order at work helps us to be productive and efficient and to be able to put the slow work philosophy into practice. It has also been proven to improve the working environment and relationships between people.

5S method is a Japanese management technique based on five simple principles. Its goal is to achieve workplaces better organized, more tidy and cleaned permanently in order to get higher productivity and a facilitate slow working.

Each 'S' has a specific goal. On the other hand, the methodology pretends:

- ✓ Getting better working conditions staff morale
- ✓ It is more pleasant and safer to work at clean and tidy workplace.
- ✓ Reducing wastes of time an energy.
- ✓ Reducing health and accident risks.
- ✓ Improving production quality.
- ✓ Safety at work.





Tidiness in the workplace and the 5S method



JAPONES	ENGLISH	COCEPT	GOAL
整理, Seiri	Sort	Removing unnecessary item	Removing from the work space unusual items
整頓, Seiton	Set in order	Arranging necessary items	Organizing the work space effectively
清掃, Seisō	Shine	Suppressing dirt	Improving the level of clean in places
清潔, Seiketsu	Standardize	Signalling anomalies	Preventing from appearing dirt and untidy
躰, Shitsuke	Sustain	Keeping on improving	In this sense, fostering efforts



CONCLUSIONS

To increase our productivity by 20% to 50%, in some cases even up to 100%, the most effective way is to make the decision to control your time by avoiding time thieves.

Time thieves are everywhere and most of the time we are unaware that they are stealing our time. That is why it is so important to know how to define limits. In this way we can concentrate on our work.

1

Going to next point once finished the before one

2

Planning great goals

3

Assigning priorities

4

Programing action to achieve them

5

Working in what is essential

6

Assessing results and programming next day

7

Keep your space organized



References



Stephen R. Covey's book, The 7 Habits of Highly Effective People



SMART Goals. How to Make Your Goals Achievable
<https://www.mindtools.com/pages/article/smart-goals.htm>



Time Management Skills | SkillsYouNeed
<https://www.skillsyouneed.com › time-management>



8 Tips for Effective Time Management | QuickBooks
<https://quickbooks.intuit.com › employees › 8-tips-for>



5S (methodology) – Wikipedia



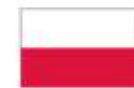
Co-funded by the
Erasmus+ Programme
of the European Union



www.slow-work.eu



I&F
Instruction & Formation
LEARNING FOR LIVING



ORANGE HILL



UNIVERSITA DNEVNI
LJUDSKA UNIVERZA VELENJE