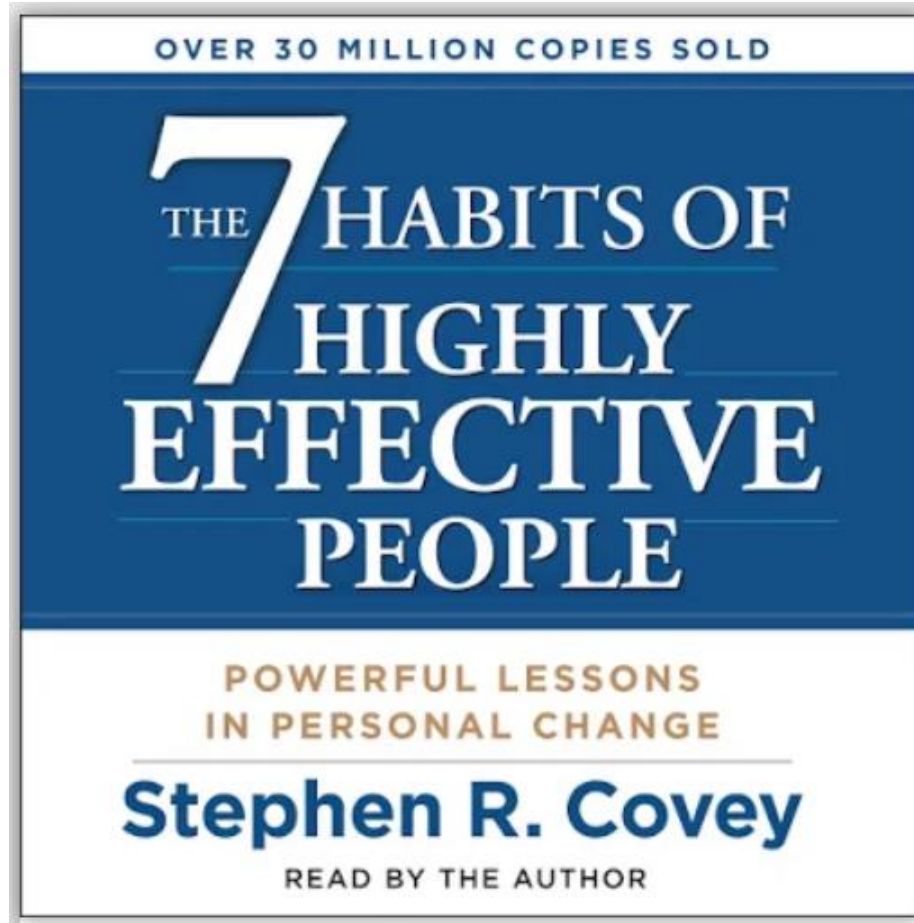


Time Management Skills

Dr. Soliman Khudeira, SE, PE

November 10, 2019

Time Management Skills



Time Management Skills

- **Be Organized**
- **Plan Ahead**

Time Management Skills

Be Organized

- 10% of time is spent “looking for things” = 4 hours / week
- Being organized is the key to being successful النظام أساس النجاح

Time Management Skills

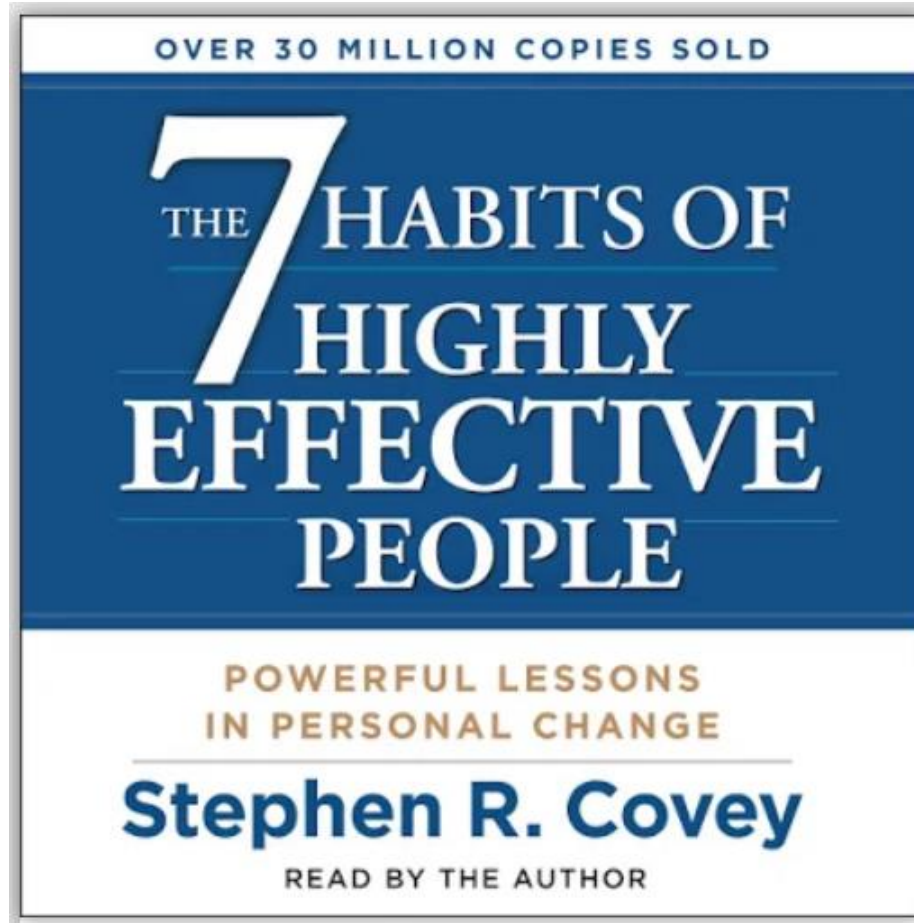
Plan ahead

Avoid dealing with **urgent** matters (and stress)
by
planning ahead

Time Management Skills

**Share your Time
Management idea**

Time Management Skills



Time Management Skills

	Urgent	Not Urgent
Important		
Not Important		

Time Management Skills

Urgent

Not Urgent

Important

- Fire in the building
- Deadline-driven projects
- Reservations close to the event date
- Some phone calls

Not Important

Time Management Skills

	Urgent	Not Urgent
Important		<ul style="list-style-type: none">• Exercise• Planning• Relationship building / Business development
Not Important		

Time Management Skills

	Urgent	Not Urgent
Important		
Not Important	<ul style="list-style-type: none">• Interruptions• Some phone calls• Some meetings	

Time Management Skills

	Urgent	Not Urgent
Important		
Not Important		<ul style="list-style-type: none">• Some Email• Time-waster activities

Time Management Skills



Do what is important, not what is urgent.

— *Stephen Covey* —

PHOTO: TIM BEADCONZ/GETTY IMAGES

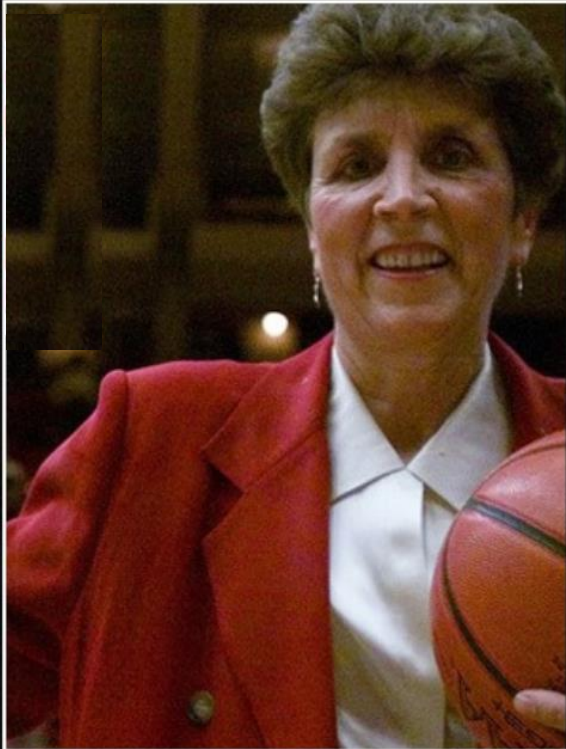
Time Management Skills



Most things which are urgent are not important, and most things which are important are not urgent.

— *Dwight D. Eisenhower* —

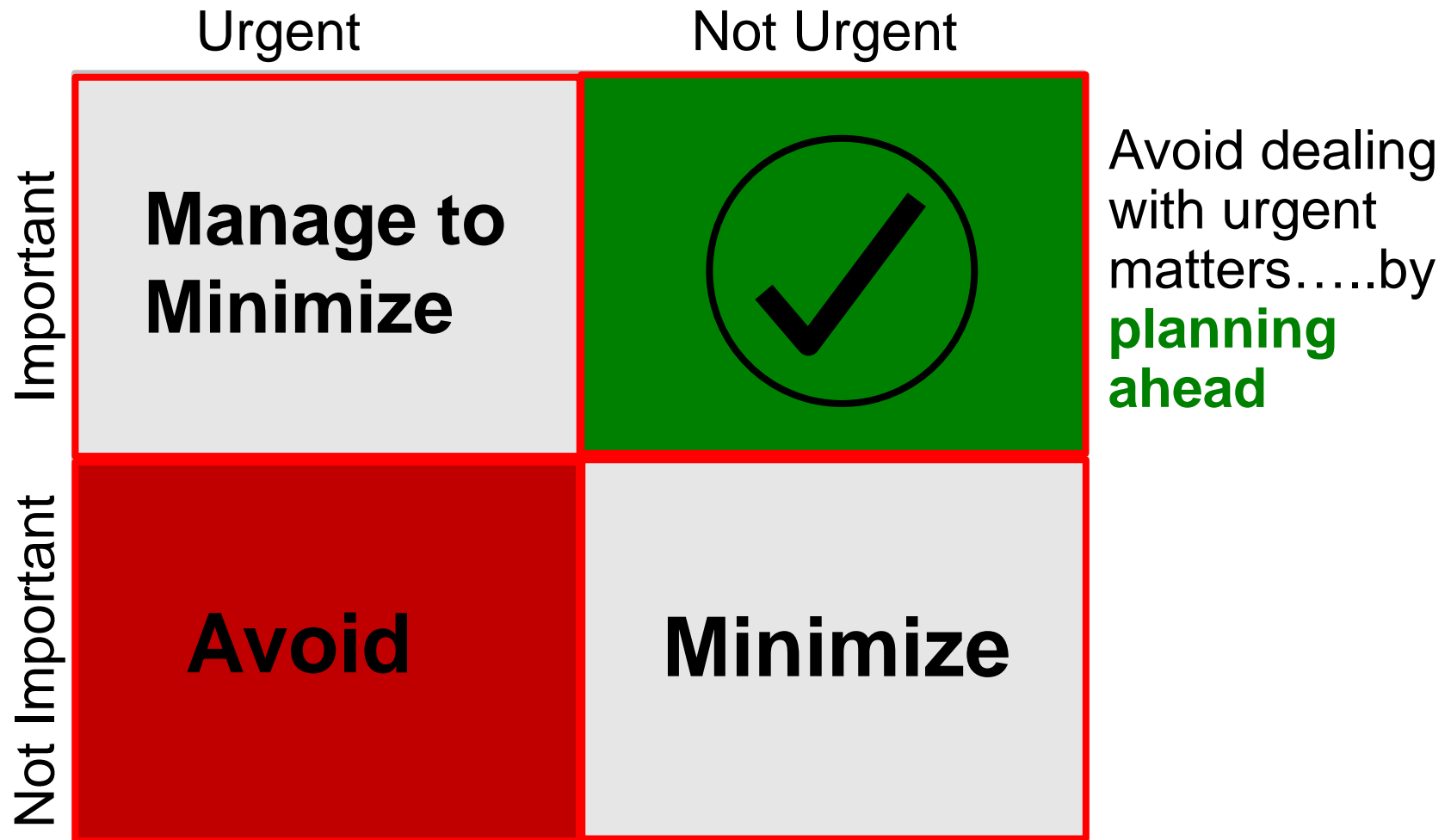
Time Management Skills



Don't let the urgent get in the way
of the important

— *Kay Yow* —

Time Management Skills



Thank you
Questions?