

# IEEE Student Branch Leadership Training Part 6

## Branch Operations: Time Management

adapted from presentation *Kanishka Jayawardene, R7 Student Congress  
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# TIME MANAGEMENT

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- Determine How You Spend Your Time
- Set Goals and Objectives
- Organize your Day
- Learn to Delegate

# Determine How You Spend Your Time

- Document how much time you spend each day on activities:
  - Television
  - Internet
  - Email
  - Telephone calls
  - Meetings
  - Breaks
  - Class
  - Studying
  - Travel (Bus)
  - Exercise
  - IEEE Volunteering
  - Work
- Which activities are more important than others?
- **If you volunteer for another task – how do you add that task?**

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# Determine How You Spend Your Time

- Control how you spend your time
- **Don't let others control** how you spend your time
  
- Handle correspondence effectively
- Handle visitors tactfully
  - Establish time limit for unexpected visitor
  - Emphasize serving and helping people meet their needs
  - Be firm but pleasant when you terminate a conversation

# Set Goals and Objectives

- FOR EACH Project or Responsibility:
  - Visualize yourself achieving each goal
  - Ensure goals are **specific, achievable** and **measurable**
  - Select a general time frame for completion
  - Set goals that will not allow for procrastination
    - Do unpleasant things first
    - Do simple tasks before complex tasks
  - Attack goals with enthusiasm
  - Find ways to enjoy working on each short-term goal
  - Evaluate your performance
  - Give yourself rewards

# Organize Your Day

- Plan and Prepare a “**To Do**” list ----- **with your priorities in mind**
- Make good use of entire day
- Use lunch hour effectively
- Use travel time productively
- Set deadlines
  - Use a reward system
  - Use a timer
- Combine activities
- Plan to stay one step ahead

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# Learn to Delegate

# Learn to Collaborate

- Make person aware of relative importance of task
- Provide /Share necessary information and resources
- Communicate / Interact frequently with the entire team
- Emphasize results rather than methods
- Secure a commitment from all team members
- Set / agree on deadlines
- Schedule review / team planning sessions
- Give **incentives** commensurate to the task accomplished
- **Thank your volunteers/ team!** (verbal, in front of an audience, certificate ..)
- **Celebrate Success**