



# From Time Management to Choice Management

Freshwater Resources and Natural Conservation Center

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# MERIT Program

“MONGOLIA: ENHANCING RESOURCE MANAGEMENT THROUGH INSTITUTIONAL TRANSFORMATION” (MERIT)

The purpose of the project, funded by Global Affairs of Canada (GAC), will stimulate contribution of public institutions to sustainable socio-economic growth in Mongolia through strengthened management capacity for effectively managing the extractive sector.

# MERIT Knowledge Portal

<http://portal.merit.mn/>

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MN EN Нэвтрэх Бүртгүүлэх

Нүүр Өгөгдөл Сэдвүүд Бүлгүүд Танилцуулга Хайх

## MERIT мэдлэгийн порталд тавтай морил

Энэхүү мэдлэгийн порталд MERIT төслийн хүрээнд авч хэрэгжүүлж буй бүх төрлийн зөвлөх үйлчилгээний талаарх мэдээлэл, сургалтын материал, холбогдох гарын авлага, зурагт хуудас, дүрс бичлэг зэргийг нээлттэй байршуулах болно.

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- Хүний нөөц
- Хэлэлцүүлэг
- Байгаль орчин
- Газрын тос
- Харилцаа, холбоо
- Цахим сургалт

### Өгөгдөл хайх

Жишээ нь, хүрээлэн буй орчин

Түгээмэл тэмдэглэгээ

## — Workshop Objective

To deepen participants understanding of time management skills and knowledge that can be applied to

- set clear goals;
- work priorities; and
- as well as have successful meetings and projects

## Workshop Outcomes

- Increased personal performance and productivity
- Reduced procrastination
- Improved team results
- Reduced stress
- Limited overtime issues

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## Questions

- All participants list one issue that they want to learn from today's workshop
- What is your number one stress factor at work?



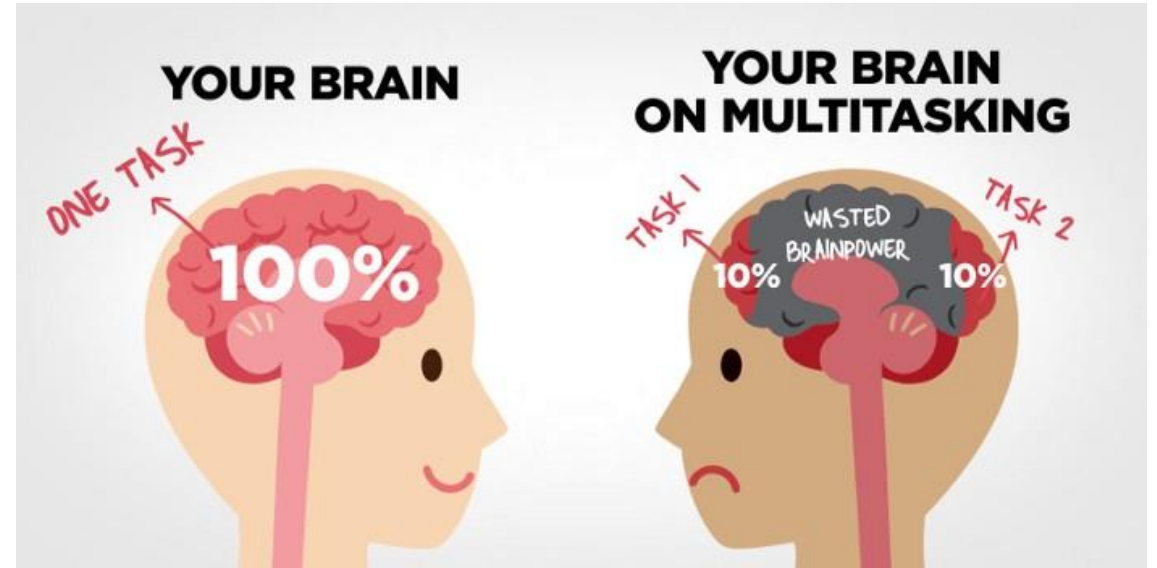
# —— Time Management

The ability for You personally to plan your day and accomplish goals and without this skill

You will:

- Increase your stress
- Have poor discipline
- Allow procrastination to set in
- Fall short in life and work goals

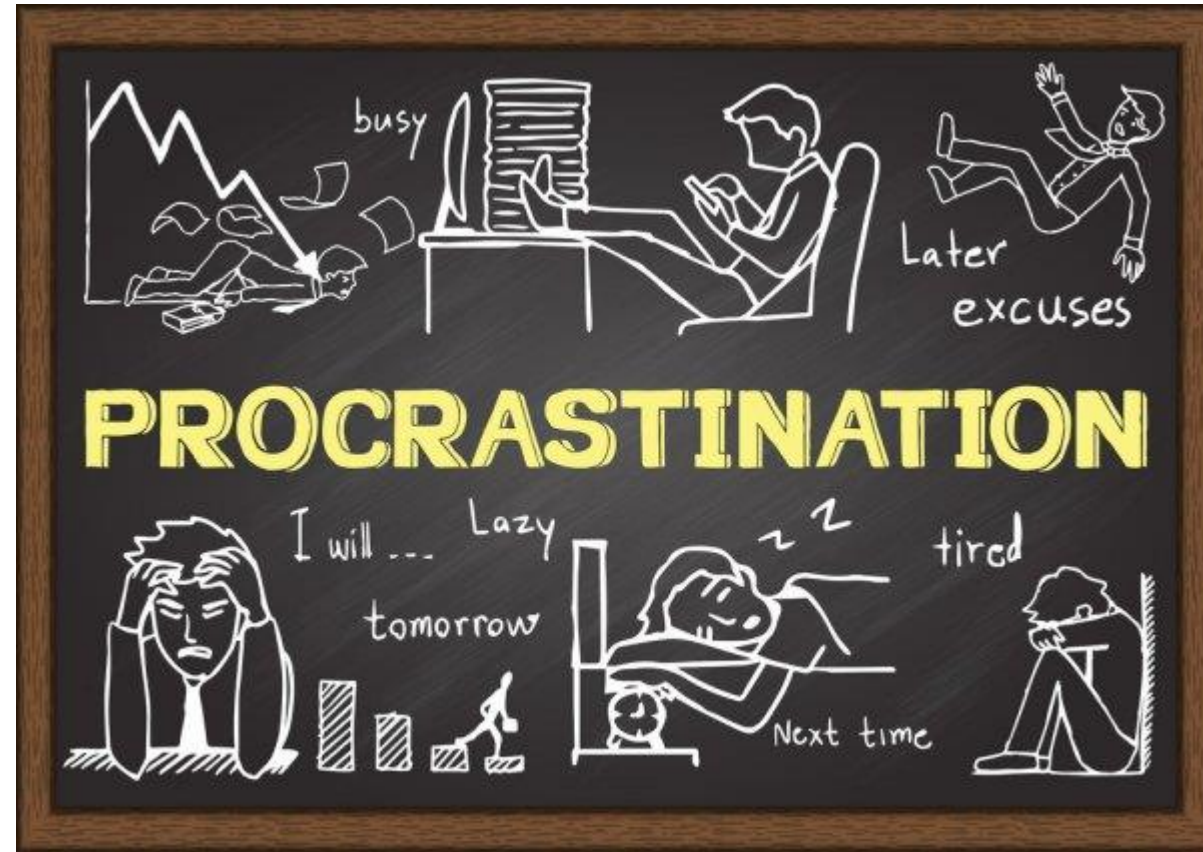
# — The myth of multitasking





## — Interruptions and the cost of time

- Research has shown that every interruption in a key task results in you having 20 minutes to refocus.
- You end up working harder and trying to make up time.



## Quote

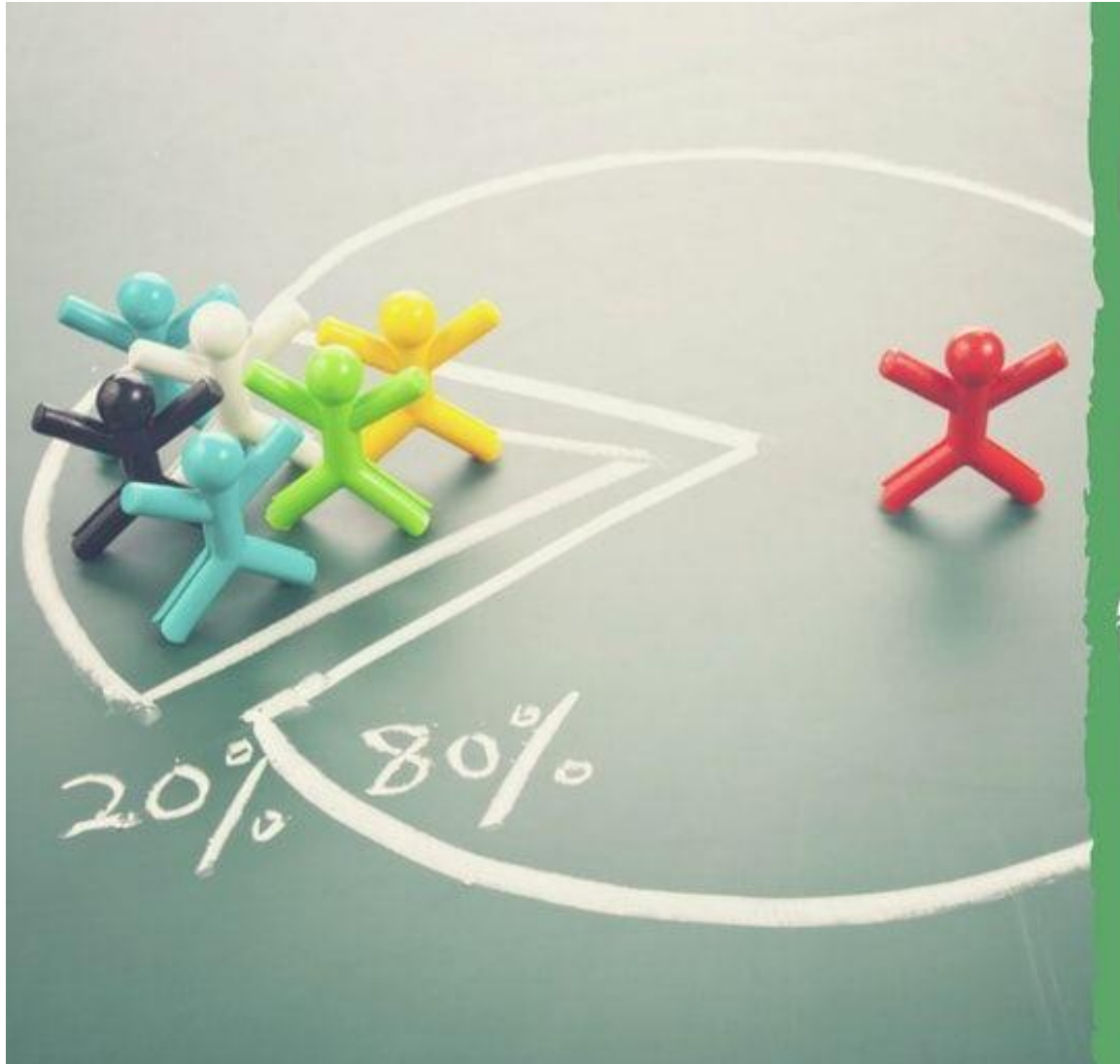
A person who procrastinates in his choosing will have their choices in life made by others or circumstances .



# — Priorities

- You do not manage time, you manage priorities that you chose based on your criteria for identifying the three levels of priority
- Let us discuss the standard of setting priorities ABC

## — Pareto Principal or 80/20 rule



# The 80/20 RULE

How the  
**PARETO  
PRINCIPLE**  
Can Transform  
Your Life

# \_\_\_\_ Productivity tip

Eliminate before you improve

## The Big Four

- Delete
- Delegate
- Defer
- Do



# — Attention management

Beyond setting priorities and moving on to Attention management

The critical ability to accomplish your tasks and goals is **Attention and Focus**



# — Attention improvement

- Control your environment
- Control your technology
- Control your own behaviour

## —— Group Exercise

What are you going to do different tomorrow ?

List all the productivity tips you can use to support yourself and your team.



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- Top workplace time wasters

- MEETINGS

Key tips for you to be more effective in meetings and see results.



# — Productivity

- Is smartphone reducing your productivity ?

The research by Eilish Duke 2017

## — Discussion

How many felt at the beginning of the workshop that they did not have time for time management workshop ?

## — Q&A

- Questions and closing remarks



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