



From Time Management to Choice Management

Ministry of Mining and Heavy Industry

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MERIT Program

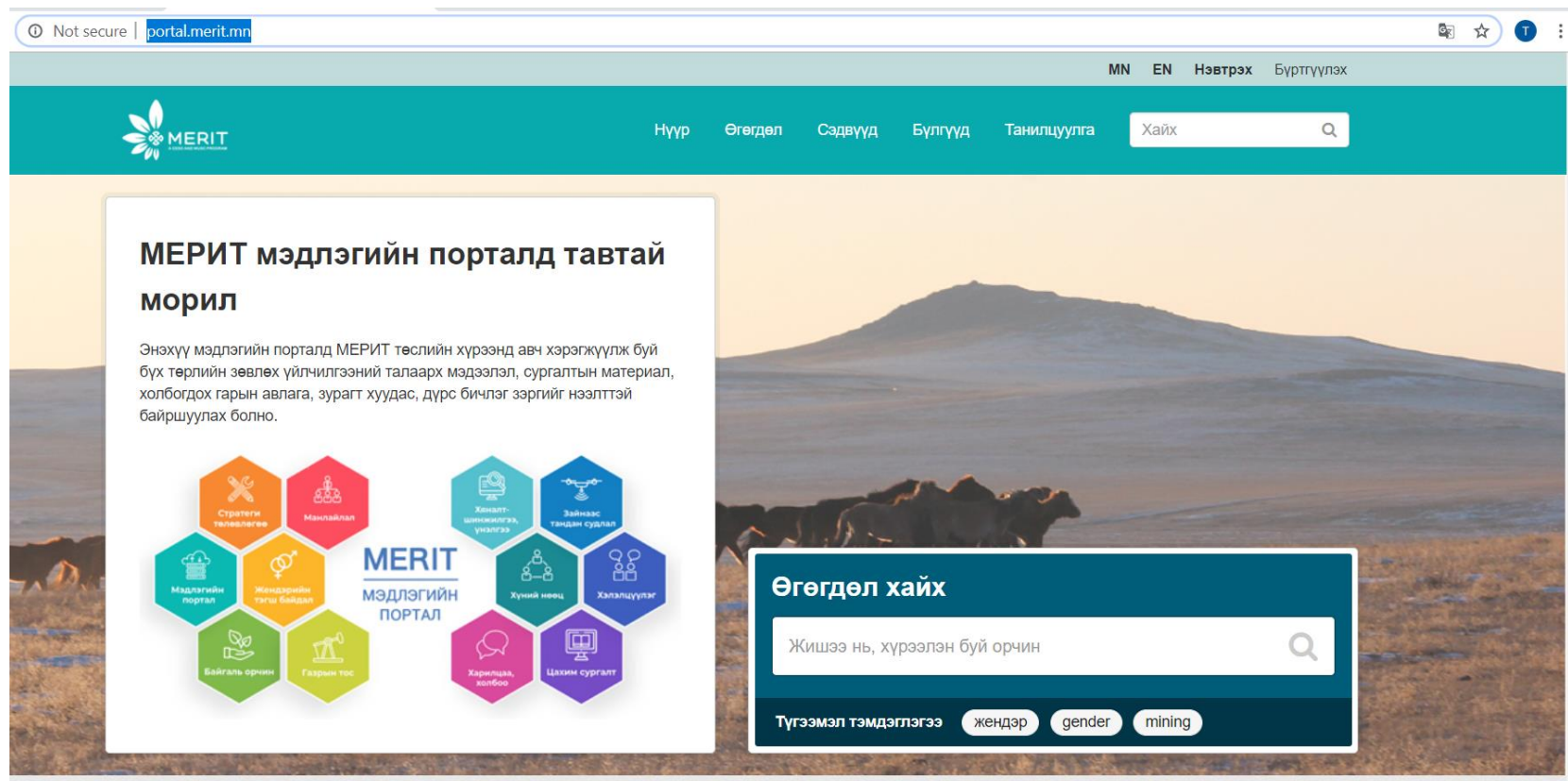
“MONGOLIA: ENHANCING RESOURCE MANAGEMENT THROUGH INSTITUTIONAL TRANSFORMATION” (MERIT)

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/>



—— Workshop Objective

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

- Work priorities;
- Attention management; and
- Successful meetings.

—— Workshop Outcomes

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

Questions

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



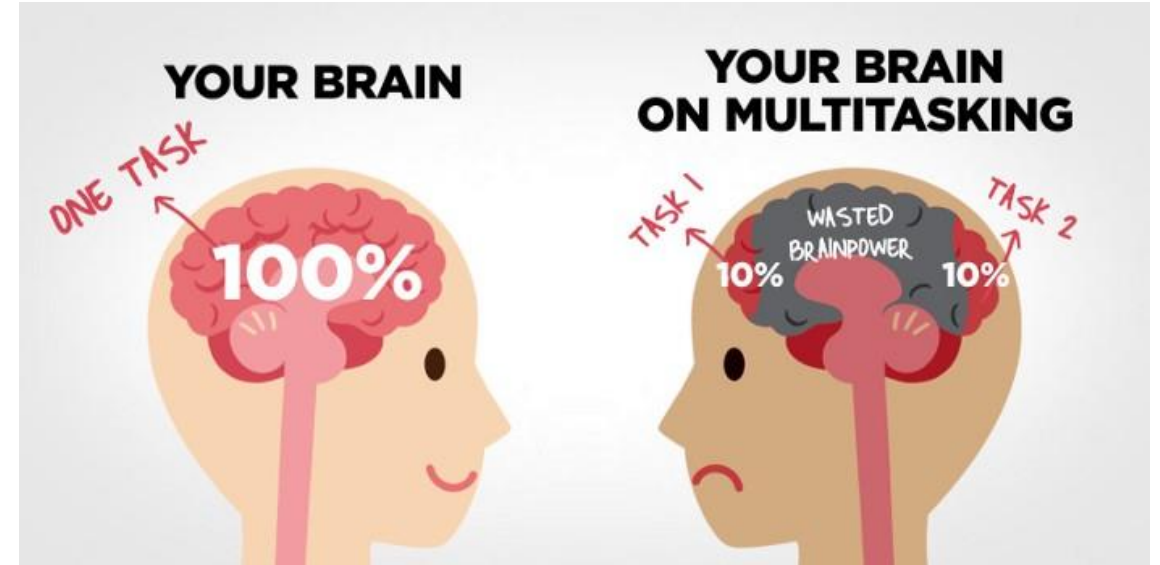
_____ Time Management

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

You will:

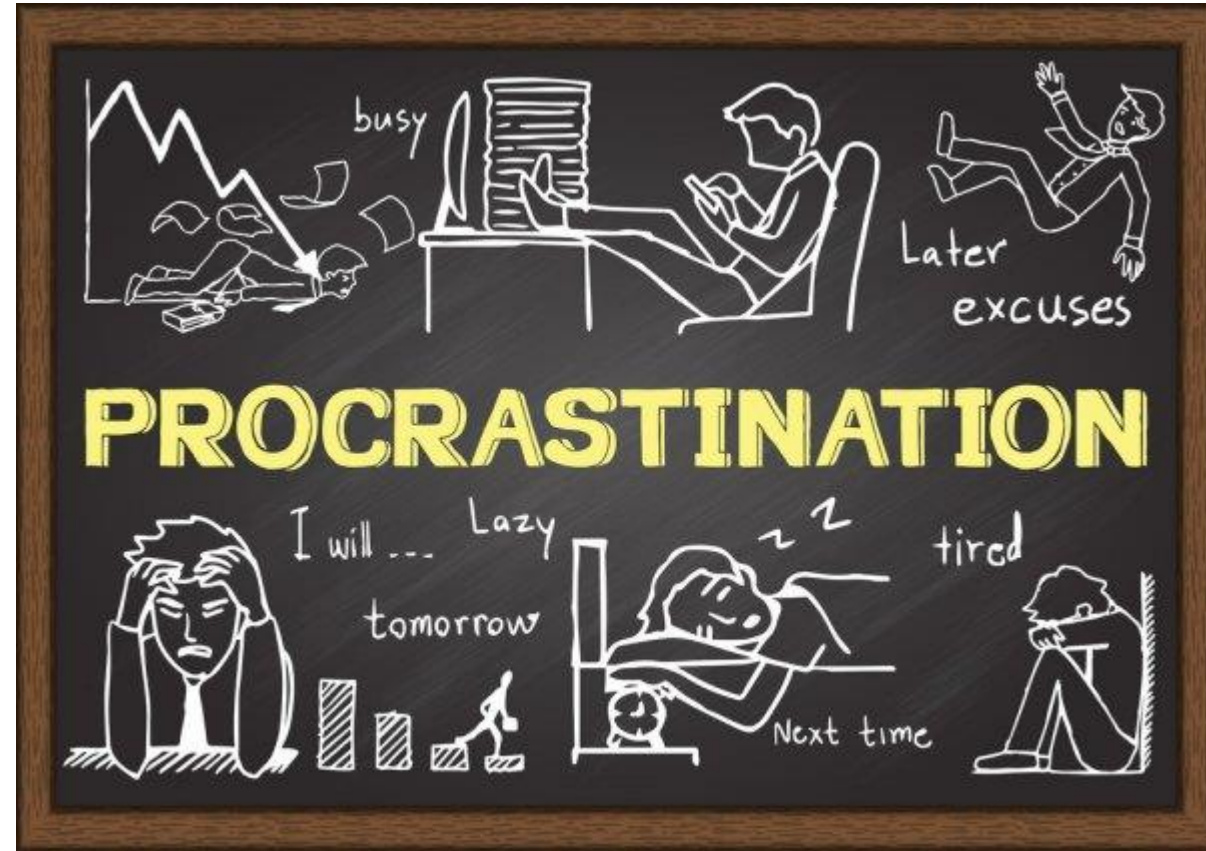
- Increase your stress
- Have poor discipline
- Allow procrastination to set in
- Fall short in life and work goals

— 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

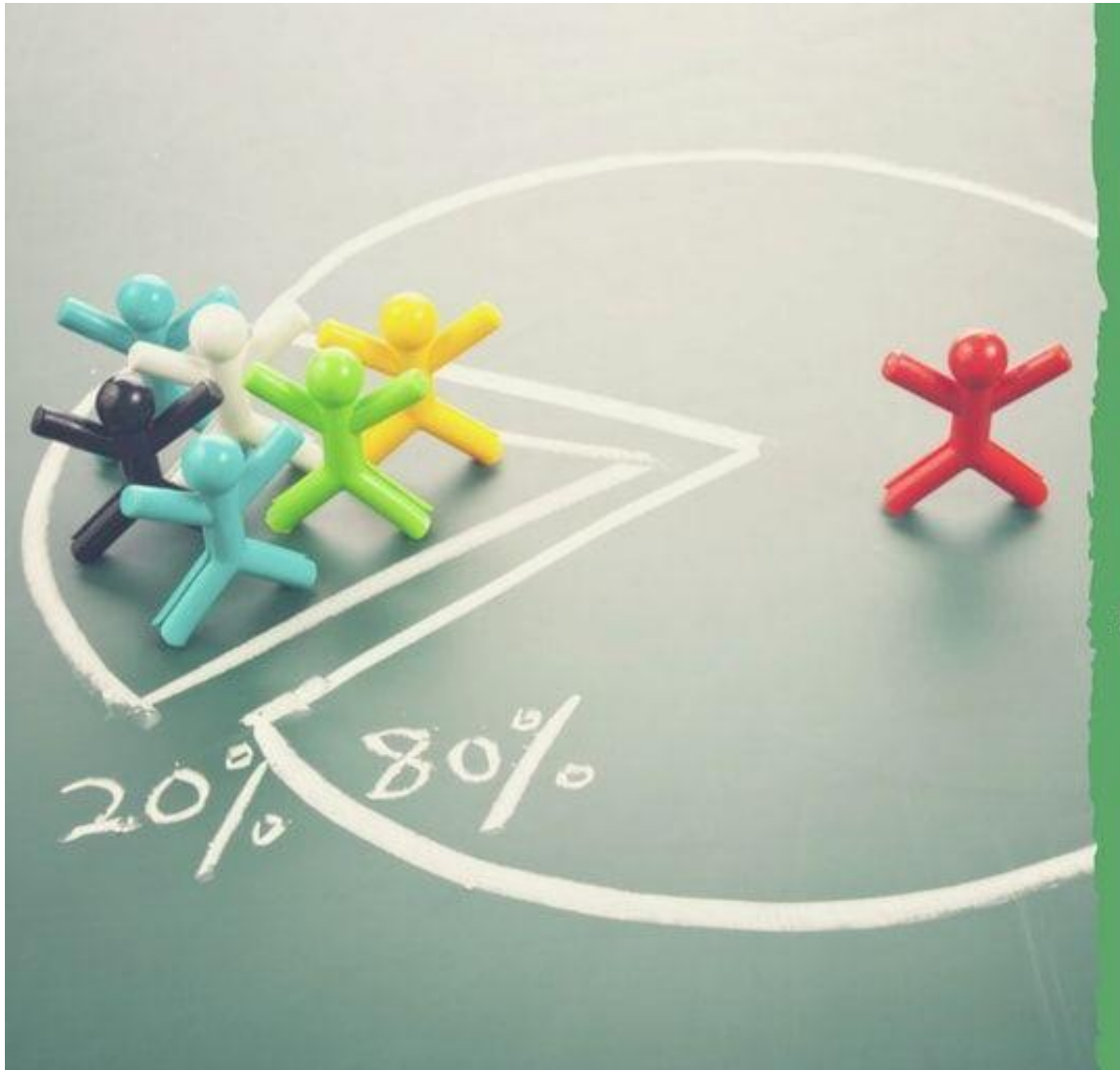
A person who procrastinates in his choosing will have their choices in life made by others or circumstances .



—— 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.

—— Successful meetings

- Top workplace time wasters
- Meetings?
- Managers have to state a clear purpose ensure the outcomes of informing and action/decision are clearly communicated.
- Who is responsible for the decision is stated.
- Meetings are the key forum that all participants can demonstrate their skills in conflict management, communication, listening and being inclusive.



—— 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 ?



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