

The background is a collage of four quadrants. The top-left quadrant shows a stack of papers with a purple-to-blue gradient. The top-right quadrant shows a close-up of a clock face with a pink-to-purple gradient. The bottom-left quadrant shows a stack of papers with a green-to-cyan gradient. The bottom-right quadrant shows a close-up of a clock face with a yellow-to-orange gradient. A large, bold title is centered across the top two quadrants.

TIME MANAGEMENT

A yellow rectangular box with a thin black border containing the speaker's name and affiliation.

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Objectives:

- At the end of this exercise, you should be able to:
 - List the benefits of managing time effectively.
 - List some tips on ways to manage time more effectively.



Introduction:

- Effective time management is important in your daily life, e.g. at work place, at markets.
- Poor time management causes:
 - Emotional disturbances
 - Poor coping skills
 - Reduced work output





Scenario #1

- Mr. T is an office clerk in an accounting firm. He is **unable to complete** his work on time. He has a tendency to delay his work until the last minute. He feels **tensed** and **rushes** through his work resulting in many **mistakes**, and being **reprimanded** by his boss.
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What are the disadvantages of not managing time?

- Unable to complete given work.
- Rushes through work.
- Making mistakes in work.
- Increased stress.
- Reprimanded by boss.
- Reduced time for other activities.
- Etc...



What are the advantages/ benefits of managing time?

- Better job performance, hence increased productivity and quality.
- Reduces stress.
- Improved self-esteem.
- Will have more time for other activities.



Scenario #2

- Mr. T is referred to the human resource department of his company. A counselor advised him to manage his time more effectively.
- If you were the counselor, what is your advice to Mr. T?



Tips to manage TIME at your work place:

- 1) observe how long it takes to complete a specific task.
- 2) plan an acceptable time table – without being too tense/ harassed.
- 3) short periods of rest in between activities.





- 4) do simple task first. When finished, give yourself positive reinforcement.
- 5) After you have an idea of the time allocation for each activity, then rearrange your time table- most important first, least important last.

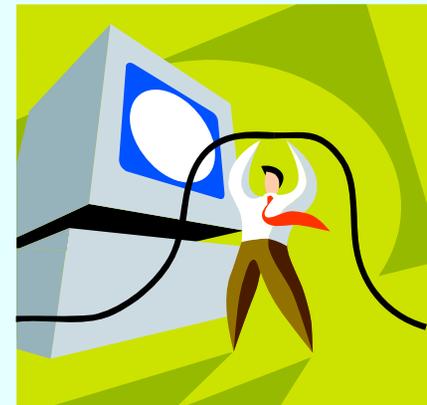


- 6) if procrastinating, then you should;
 - Analyse the problems
 - Identify the reasons
 - Take positive action by carrying on the unfinished task.
- 7) monitor your progress from time to time.

Practical advice on how to manage time effectively:

- Use a diary:
 - Plan the next day's program tonight.
 - Prioritize the task.
 - Group almost 'similar tasks' together to save time.
 - If unable to finish a task, delegate it to next suitable date.
 - Tick off each completed task.

- Use a planner/ organizer.



26 Monday • Isnin 4 Z. Hijjah 1424

8 (DL)

9

10 Research - Editing.

11 Call Dr. Tarfik →

12

1

2 Mum's UH clinic & Bookbank

3 To fix mum's Onco- apppt.

4

5

6

27 Tuesday • Selasa 5 Z. Hijjah 1424

8

9 Call Pantai ~ Mum.

10 Call Dr. Tarfik.

11 e-bill

12 Banks - SBB

1 AB - cash + chg deposit

2 Clinic

3 Referral

4

5 Andy + Lester

6

28 Wednesday • Rabu 6 Z. Hijjah 1424

9 Povidge

10 Onco posty application

11 Call Dr. Tarfik

12

1 keys duplicate (2x)

2 Pents

3 Library ~ Research Books

4

5

6

29 Thursday • Khamis 7 Z. Hijjah 1424

8 8:00 am Dr. Tarfik (or 4pm)

9 N/C : Jean Fork / Abd-Med.

10 Prof. Hattari Clinic.

11 Library - return 1 book

12

1 Referral: spinal cord (7) Khoo (5th floor)

2 Clinics.

3

4

5

6

30 Friday • Jumaat 8 Z. Hijjah 1424

8

9

10 Research Complete - Binding

11 10am Mum's Onco @ Pantai

12

1

2

3 Kiv Selvan's brother

4 Library

5

6

31 Saturday • Sabtu 9 Z. Hijjah 1424

8-30 on Mum's MRI + Onco Rx

1 Sunday • Ahad 10 Z. Hijjah 1424

January							February						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3		1	2	3	4	5	6	7
			8	9	10		8	9	10	11	12	13	14
4	5	6	7	8	9	10	15	16	17	18	19	20	21
11	12	13	14	15	16	17	22	23	24	25	26	27	28
18	19	20	21	22	23	24	29						
25	26	27	28	29	30	31							



- Get HELP!:

- If you are ‘stuck’ with a task due to lack of experience/ knowledge/ skill, ASK for HELP.

- Delegate your jobs:

- The ‘key’ to getting work done is NOT who does it, but how it is completed.
- “The best man for the right job”.



*Thank
You*