

Time management – Types of time managers

Type of time manager	Characteristics	Advice for improvement
Dominant time manager	<ul style="list-style-type: none"> – Always focuses on objectives – Always thinks analytically – Wants everything to be done immediately – Does not tend to procrastination – Dominates discussions – Hates boring work or mental underload 	<ul style="list-style-type: none"> – Set priorities! – Do not underestimate needed amount of time for each project – Being patient with colleagues – Being less competitive and more collegial – First think, then act! – Relax ☺
Initiative time manager	<ul style="list-style-type: none"> – Sets objectives spontaneously – Accepts new, interesting tasks – Relationships more important than being in time or being well-organised – Concentrates on actual situation – Often changes priorities – Wants to handle too much tasks at the same time – Plans very optimistically, tends to spontaneous actions – Can't say no – Very spontaneous and sociable, prefers chatting over working – Is often late and not well prepared 	<ul style="list-style-type: none"> – End one task before starting the next one – Avoid being interrupted – Be on time – Do not waste your time for unimportant tasks – Make up a list with priorities – Structure every day – Clean up desk – Avoid private interruptions
Steady time manager	<ul style="list-style-type: none"> – See time as an enemy – Sees time pressure as negative stress – Likes to set priorities to establish order and safety – Needs time to think tasks through – Tends to be well-organised – Avoids to say no in order to avoid confrontation – Is on time, but not dominant in discussion 	<ul style="list-style-type: none"> – Improve efficiency of procedures – Confer to other more often in order to agree upon activities and priorities – Realize problems and solve them (professional and private!) – Start to work earlier to avoid time pressure – Think more about the outcome than about the effort – Keep deadlines in mind – Accepts changes as something enriching in your life – Be confident - say "no" more often
Conscientious time manager	<ul style="list-style-type: none"> – Tend to lose themselves in details – Always needs more time than others – Makes extensive, detailed plans for every kind of activity – Sets too much priorities – Does say no when something does not fit the concept – Presentations are often unclear and circumstantial – Desk is cleaned up – Observes rules very accurately 	<ul style="list-style-type: none"> – Do not use too much time for planning – there may not be enough time for realization! – Focus on outcome, not on perfectionism – You can't avoid any kind of risk! – Do not use too much time on analyzing things – Set deadlines! – Set realistic aims! – Scale down expectations towards yourself – Rules are not the most important thing in life!

Handout: time management – self assessment

Signs your time management might leave room for improval

- Being late for work or meetings.
- Thinking negatively.
- Resisting change.
- Making rash decisions.
- Being defensive.
- Procrastinating.
- Multitasking.
- Engaging in self-sabotage.
- Micromanaging.
- Being a maladaptive perfectionist.

Barriers to effective time management

- Disorganisation
- Unclear objectives
- One can't say "no"
- Interruptions
- Periods of inactivity
- Unexpected changes
- Stress
- Time thieves

