

## Time management – Types of time managers

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

## 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

