

# TIME MANAGEMENT: AN ESSENTIAL FOR ORGANIZATIONAL PERFORMANCE

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# What Time Management Is?

- ❑ Time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder.
- ❑ It is a juggling act of various things that help you increase efficiency and strike a better work-life balance.



# THE IRONY OF TIME



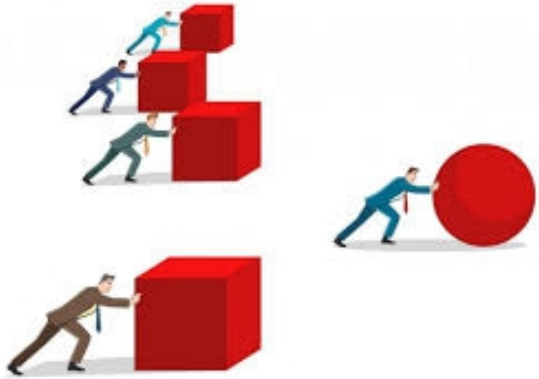
- ❑ Time is an irreplaceable asset. It is more valuable than money, especially in today's fast-paced, overly-competitive business world.
- ❑ You can get more money, but you cannot get more time.

# IMPORTANT TIME MANAGEMENT SKILLS/STRATEGIES

- ☐ Prioritizing.
- ☐ Delegation.
- ☐ Decision-making.
- ☐ Goal setting.
- ☐ Multitasking.
- ☐ Problem solving.
- ☐ Strategic thinking.
- ☐ Scheduling.
- ☐ Be self-aware: track your time
- ☐ Habit tracking, distraction prevention



# 7 STEPS TO EFFECTIVE TIME MANAGEMENT



- ☐ Step 1 – Write A To Do List. ...
- ☐ Step 2 – Remove Yourself From Distraction.
- ☐ Step 3 – Take Breaks When Working. ...
- ☐ Step 4 – Break Big Tasks Up Into Smaller Chunks.
- ☐ Step 5 – Find Your Most Productive Times.
- ☐ Day 6 – Become More Efficient. ...
- ☐ Day 7 – Accept Your Limitations.

# TIME MANAGEMENT TOOLS

- ❑ Calendar
- ❑ Task manager or project manager
- ❑ Time tracker
- ❑ Note-taking app (with templates)
- ❑ Habit tracking, distraction prevention tools and others





# TASK CLASSIFICATION TO ENHANCE TIME MANAGEMENT



- ☐ Urgent + Important (Do)
- ☐ Urgent + Not Important (Delegate)
- ☐ Not Urgent + Important (Schedule them in your calendar in advance)
- ☐ Not Important + Not Urgent (Delete)

# BENEFITS OF TIME MANAGEMENT



- ☐ Greater productivity and efficiency
- ☐ A better professional reputation.
- ☐ Less stress.
- ☐ Increased opportunities for advancement.
- ☐ Greater opportunities to achieve important life and career goals.



# FAILURE TO MANAGE TIME OR POOR TIME MANAGEMENT AT WORK

Can result in:

- ☐ Missed deadlines and appointments
- ☐ Procrastination and lack of focus
- ☐ Lack of professionalism
- ☐ Inefficient workflow and low work quality
- ☐ Unwanted stress
- ☐ Poor professional reputation
- ☐ Strained workplace relationships
- ☐ Financial penalties
- ☐ Work and life imbalance



# **Time Management:** Applicable Areas in FRSC

1  
Routine  
Tasks

2  
Client  
Services

3  
Patrol  
Operations

4  
Rescue

## **Time Management: Applicable Areas in FRSC - II**

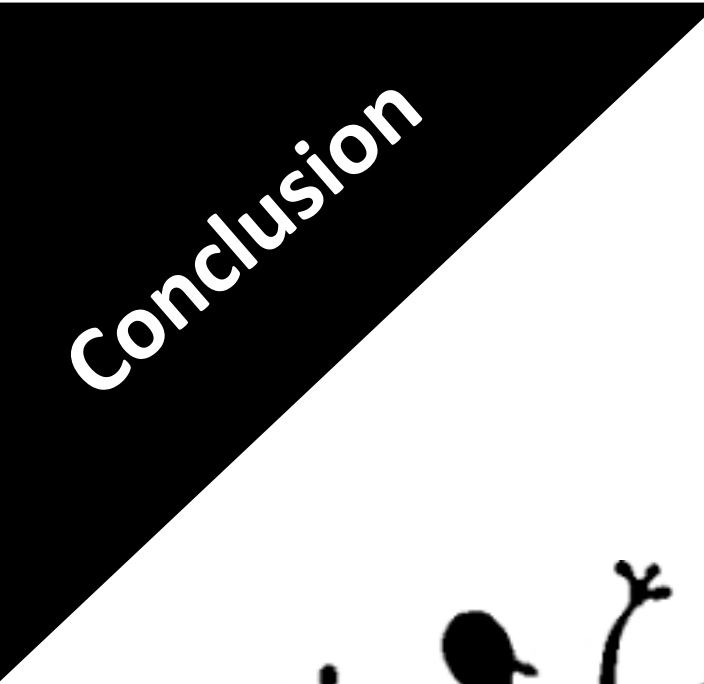
1	Routine Tasks	<ul style="list-style-type: none"><li>▪ Effective time management should be incorporated into the general administrative duties of the Corps to boost organizational performance and minimize redundancy among personnel.</li><li>▪ A situation where the visible output of the Corps is borne by a few Staff in line with the <b>Pareto principle</b>” should be discouraged and discontinued.</li></ul>
2	Client Services	<ul style="list-style-type: none"><li>▪ Sustainability in production and the supply chain for Drivers Licence and Number Plates require effective time management to meet the demand and also satisfy all customers of the Corps.</li></ul>

## **Time Management: Applicable Areas in FRSC - III**

<b>3</b>	<b>Patrol Operations</b>	<ul style="list-style-type: none"><li>▪ As a preventive enforcement strategy on road traffic crash, practical time management skills must be applied to forestall lags in any particular function especially on priority routes, corridors and places.</li></ul>
<b>4</b>	<b>Rescue Services</b>	<ul style="list-style-type: none"><li>▪ In responding to distress calls and other traffic emergencies, time management is of essence in sustaining the GOLDEN HOUR of crash victims.</li></ul>

# Team Work + Time Management is PROFITABLE





## Conclusion



**Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success. It is also an essential for building a high performance team leading as well as organizational aggregate performance/ service delivery which ultimately enhances public perception.**



# Thank you

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