



# TIME MANAGEMENT

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# Learning Objectives

Trainee can:



Identify the activities  
according to the 4 time  
quadrants



Make a personal  
commitment to manage  
time effectively



Practice a self-growth attitude  
by learning to manage time  
effectively



Understand the key  
principles of effective time  
management







# What is Time Management

Time management is **the ability to plan and utilize time to increase productivity.** Focusing on priorities, the principle of “**first things first,**” and **to-do lists** help achieve goals and success.





Then “What is  
the 4 Quadrant?”



	Urgent	Non-urgent
Important	<b>Quadrant 1</b> important, urgent, time-limited, immediate, crisis, problem, emergency activities	<b>Quadrant 2</b> non-urgent but important activities
UnImportant	<b>Quadrant 3</b> urgent but unimportant activities	<b>Quadrant 4</b> activities that are non-urgent and unimportant



# PRIORITIZE WHAT MATTERS MOST

Consistently giving priority to important task is a fundamental driver of success.

It involves:



1. priority



2. timing



3. courage to face difficulties



4. say “yes” to important things



5. Say “no” to less important things.  
“By sorting out our interests, we focus on what really matters.”





Prioritize like “boulders” before “pebbles” in life, as **Stephen Covey** puts it. Focus on things that have a big impact on your goals and have far-reaching effects. If pebbles come first, important priorities can be overlooked.



**Putting first  
things first**

**Use the  
Quadrant II  
Organizer  
(Organizing Tool)**

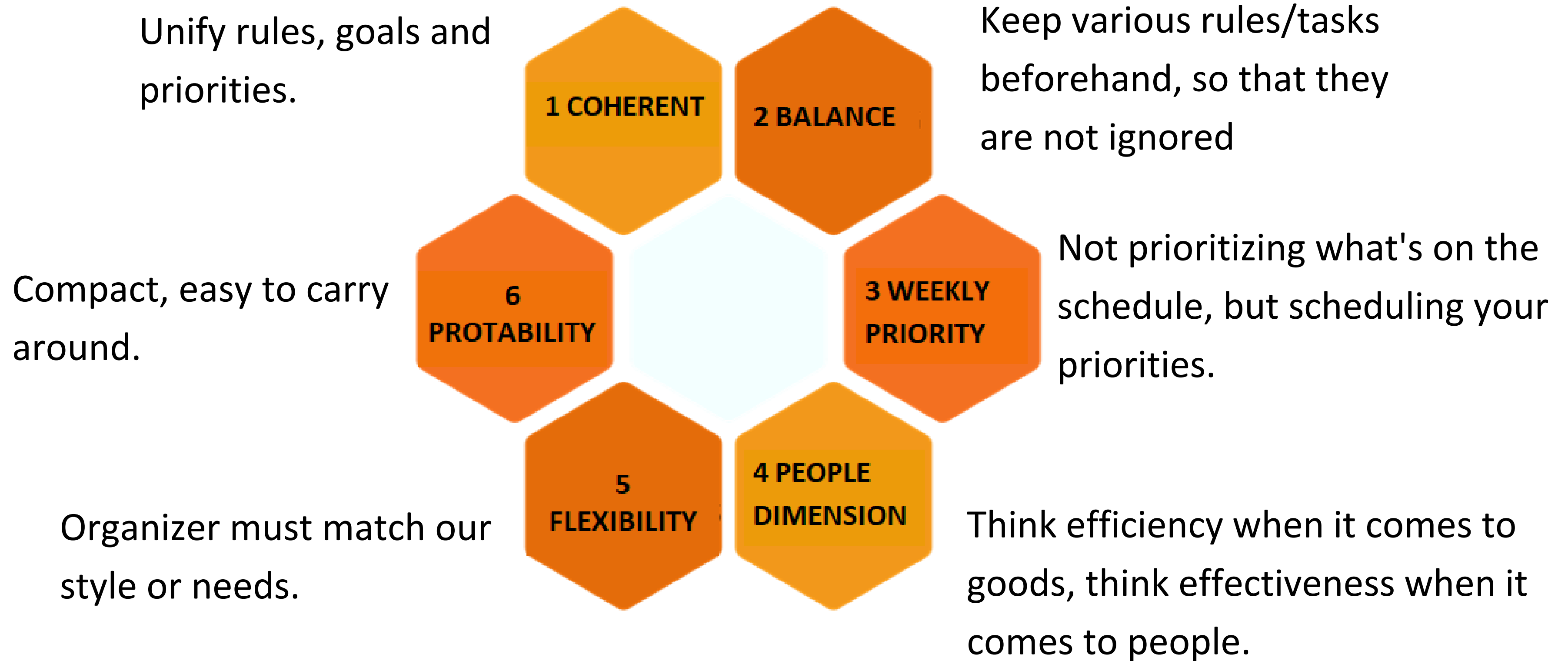
**for effective  
planning,  
so that  
Quadrant II-  
based activities**

**can bring  
significant  
positive changes.**

**Start the week  
with  
identifying  
the main  
things to  
work on,  
such as  
important  
tasks or  
meaningful  
activities at  
PSBR TJ1.**



# Important Criteria for Quadrant II Organizing Tools





# 4 Key Activities of Quadrant II Organizing in Weekly Periods



## Role Identification

What role do we take on in the next 1 week.



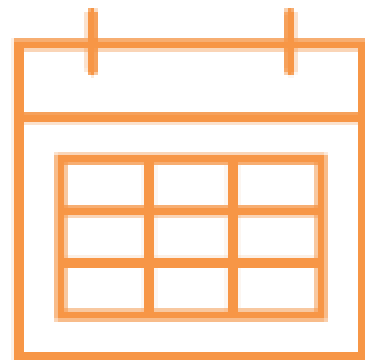
**Choosing Goals**, select 2 or 3 key outcomes to achieve for each role over the next 1 week.



**Daily Adaptation**, prioritizing activities and responding more flexibly to unexpected events, relationships and experiences.



**Schedule/Delegate**, organize the time in the next 7 days to achieve our chosen goal.







INDONESIA

Wahana Visi Indonesia bermitra dengan World Vision yang mendukung KOICA PMC Project yang bertujuan untuk meningkatkan Rehabilitasi Sosial bagi Remaja Rentan di Indonesia yang di inisiasi oleh Korea Institute for Development Strategy (KDS). ReBach Internasional dan World Vision Korea dan didanai oleh Korea Cooperation Agency (KOICA)



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