



Project Management Skill Development

Time Management

Upon conclusion of this, time management is important not only in managing projects but also in organizing activities in life. It can foster leadership skills and enhanced decision making skills.

Be more vulnerable with this learning journey!

3.2 : Project Time Management

CONTENTS

1 Project Time Management	2 Define Activities	3 Sequence Activities	4 Estimate Activity Resources
5 Estimate Activity Durations	6 Develop Schedule	7 Control Schedule	

www.aims.education



Time Management in Project Management:

Starting off, let's define project time management. In project management, the act of exercising or preparing deliberate **control over the amount of time spent on particular tasks or activities** is referred to as time management. Time **management helps** people, businesses, and projects become more effective, efficient, or productive. Procedures for project time management include those needed to ensure that the project is finished on schedule.

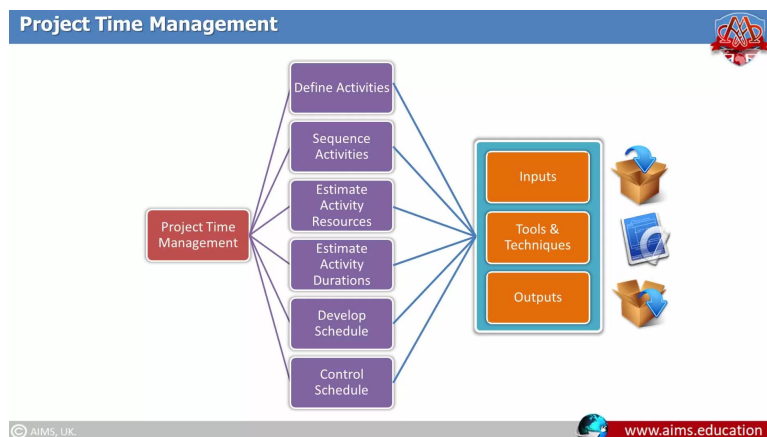
Time Management Definition:

The discipline of time management involves **organizing and planning one's actions to fit in with other commitments, resources, and goals**. It comprises selecting the most important duties (professional, personal, and family-related), then allotting time for each of them. People can balance their personal, professional, and social lives by effectively managing their time. One **can improve time management by developing skills** like planning, prioritizing tasks, delegating work to individuals or teams, setting project deadlines, tracking goal progress, etc.

The most **effective time managers** are those who:

- Understand how to progress toward their unambiguous yearly goals.
- May evaluate how well they are doing in achieving their goals.
- Adjust their tactics as appropriate.
- Possesses the capacity to manage their time effectively using a range of techniques, including setting up a daily routine.
- Using a calendar as a reminder, using a mobile app to track their daily schedule, etc.

According to AIMS's project management program, Project management can be seen as the following.





Project time management techniques:

To achieve the set project goals, the project time manager should follow these guidelines:

STEP 1: Construct a thorough plan

Prioritizing the task and **setting an overarching objective** should come first. Make sure each project component has a forecasted timetable.

STEP 2: Set clear goal and markets

When setting **project goals**, make sure they are both **feasible and realistic**. **Use checkpoints to show progress** along the way so you can change the course as necessary.

STEP 3: Create a meeting agenda with deadlines in advance:

Respect those deadlines, follow them, and maintain ongoing communication with all parties.

STEP 4: Include everyone in the process at all times, from start to finish:

For instance, **using meetings or other meeting tools like calendars or email notifications, you may keep track of who is working when, who is doing what, and when things need to be accomplished next.**

For example: Project management includes tracking the time spent on tasks, creating time estimates, and setting completion deadlines. It is important to keep track of every project step and assign resources as required. Setting realistic deadlines for tasks requires managers to be able to estimate how long it will take to complete each step of a task within a given timeline. This makes it simpler to keep projects on track and complete them by the deadline.

Below is a summary of the **project time management techniques:**

- Create Activities.
- Sort Out Your Tasks.
- Resource projections for the project
- Calculate how long each activity lasts.
- Establish a schedule.
- Control schedule

On some projects, especially those with a smaller scope, the creation of the schedule model, as well as the definition of activities, their sequencing, estimation of resources, and estimation of activity durations, are all seen as one process that can be finished in a



relatively short period of time. Project time management in various processes is given here as a distinct part since the tools and techniques utilized for each step vary.

1. Define Activities:

The define activities technique for project time management further divides the work package elements of the WBS. The **project scope statement and WBS deliverables are stated**, along with the specific steps needed to fulfill each one. The **segmentation of work packages into activities**, which forms the basis for project work estimating, scheduling, execution, monitoring, and control, is time management's main benefit in the project management process.

2. Logically Arrange Tasks:

After choosing the planned activities, you must now decide if any of them are **interdependent**. **The major output of sequence activities for time management in project management is a project schedule network diagram**, which is connected to project cost management and is made utilizing a number of inputs, tools, and procedures.

3. There should be a due date for each work

On your daily to-do list, make **a note of how much time you expect to require for each task**. If you **don't finish it in the specified time, stop and pick it up later**. **Moving on to other obligations and then returning can sometimes help your mind reset** and view things from a fresh angle.

4. Keep aside any distractions

First and foremost, deactivate your email notification. Schedule 30-minute blocks to check your email every few hours, as opposed to doing so every 15 minutes. Avoid being **drawn away** from your work by things like **your phone, social media, or your go-to online retailer**.

5. Establish a routine

Create a work schedule that is most suited to your role. Why is this important? To begin with, even if your day is crazy, you'll stick to your pattern and eventually discover a solution. If you stick to your regimen, nothing will be pushed off. Most significantly, it will benefit your stress levels and mental wellness.

YouTube link - <https://www.youtube.com/watch?v=pcfDYDZYoDA>

Ref: - <https://aims.education/study-online/what-is-project-time-management/>
<https://www.michaelpage.com/advice/career-advice/growing-your-career/5-tips-better-your-time-management>