

Time Management Survival Tips for Business and Daily Life

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Reflect



Time management is an oxymoron.
Time is beyond our control, and the clock
keeps clicking regardless of how we lead
our lives. Priority management is the
answer to maximizing the time we have.

Time is more valuable than money,
because time is irreplaceable.

John C. Maxwell



Time Management Survival Tips for Business



- Time management definition
- The concept of time
- Time orientation: past, present, future
 - Cultures
 - Doing Business
- Time style: sequential, synchronic
 - Activities
 - Leadership
 - Planning
- Summary



Time Management Definition

- Actions
 - Plan
 - Control
- Impact
 - Effectiveness
 - Efficiency
 - Productivity
 - Life quality



The Concept of Time



The Concept of Time



Cultures Based on Time Orientation



- Past-oriented
- Present-oriented
- Future-oriented



Past-Oriented



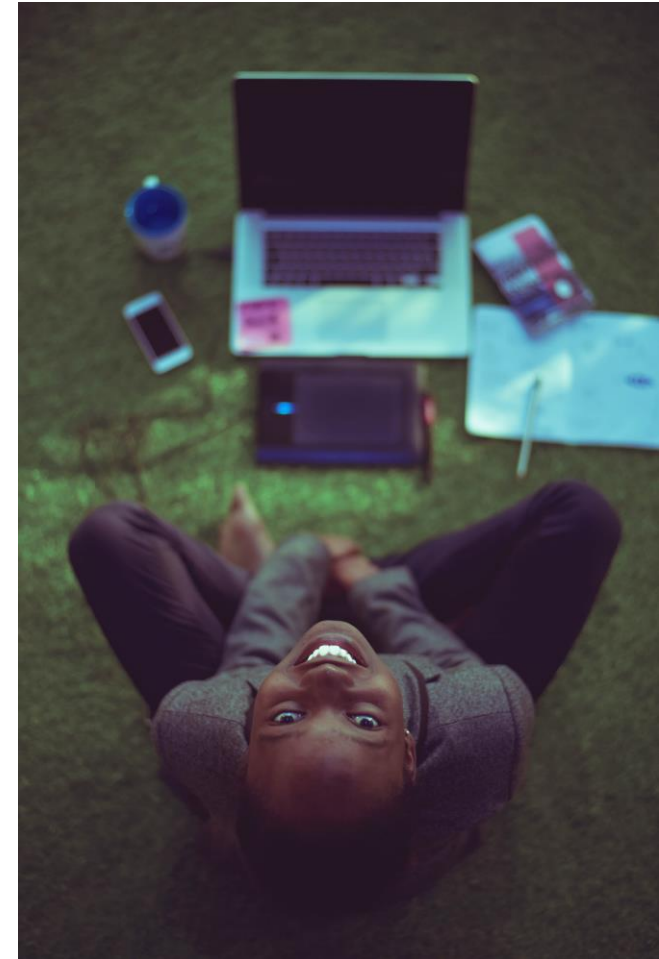
- History and origins of the family, business, and nation
- Traditions
- Respect for older people
- Motivated to re-create a golden age



Present-Oriented



- Activities of the moment
- Plans rarely executed
- Present relationships
- Contemporary impact and style



Future-Oriented



- Prospects, potentials, aspirations
- Planning and strategizing
- Interest in youthfulness and in future potentials
- Present and past used for future advantage



Measured of Culture Differences in Relation to Time

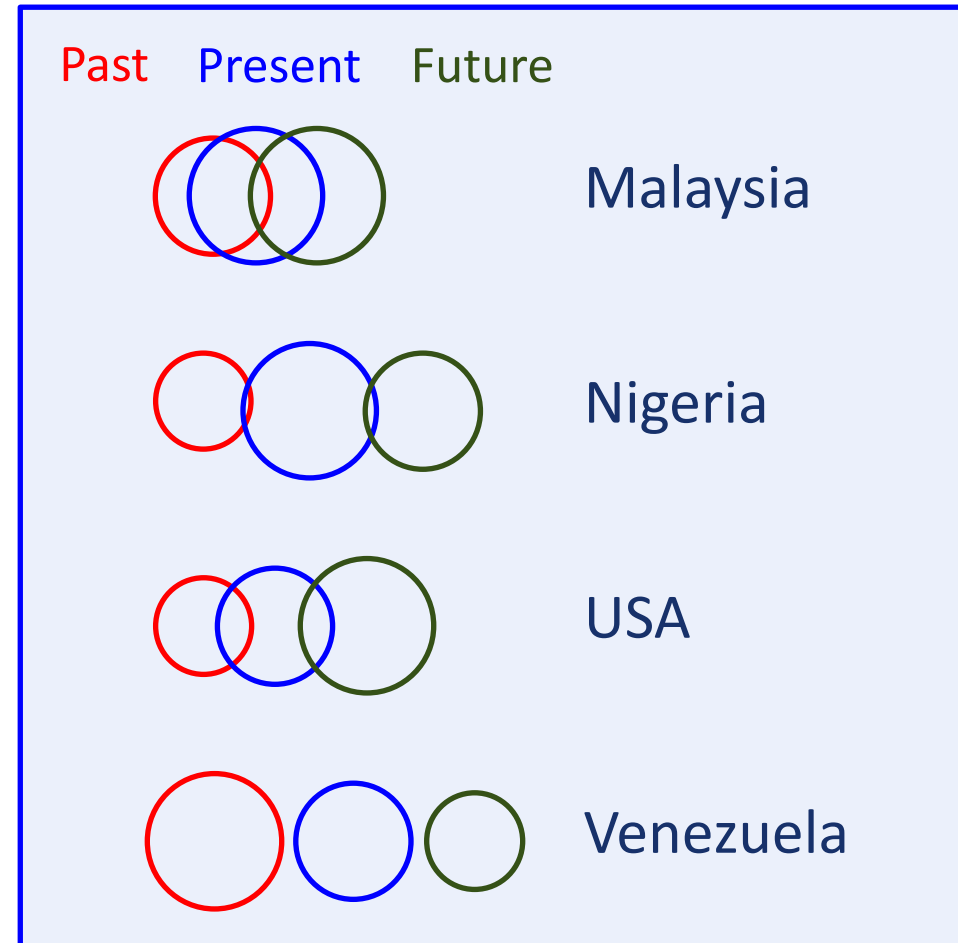


- Draw three circles, representing past, present, and future.
- Arrange these circles in any way you want that best shows how you feel about the relationship of the past, present, and future.
- You may use different sizes of circles.



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Doing Business Based on Time Orientation



Past- and Present-Oriented People

- Emphasize history, tradition, and rich cultural heritage.
- Discover if internal relationships will sanction changes you encourage.
- Agree to future meetings, but do not fix deadlines for completion.
- Study the history, traditions, and past glories of the company.

Future-Oriented People

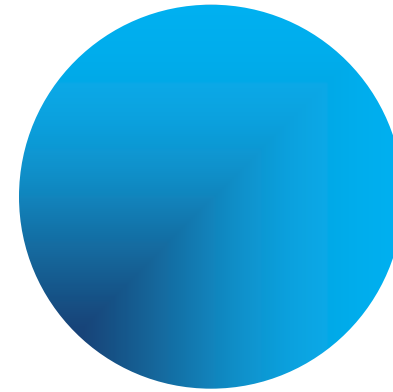
- Emphasize freedom, opportunity, and limitless scope for the company in the future.
- Core competence the company intends to carry into the future.
- Agree to specific deadlines, work will be completed only if you have set deadlines.
- Study the future, the prospects, and the technological potentials of the company.



Organization of Activities Based on Time Style



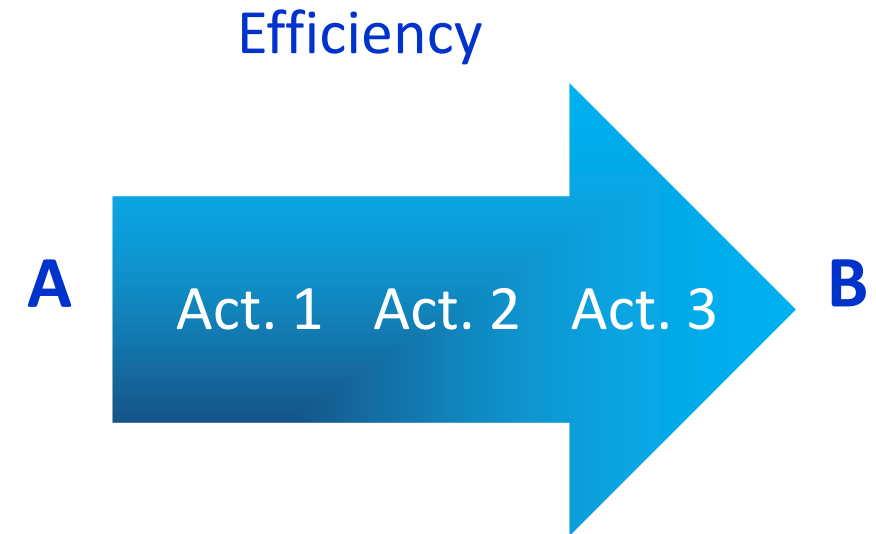
- Sequential
- Synchronic



Sequential Activities



- Events are organized
- Tight schedule
- Any change creates uncertainty
- Neglect effectiveness of shared activities
- Examples: **Northwestern Europe, USA**

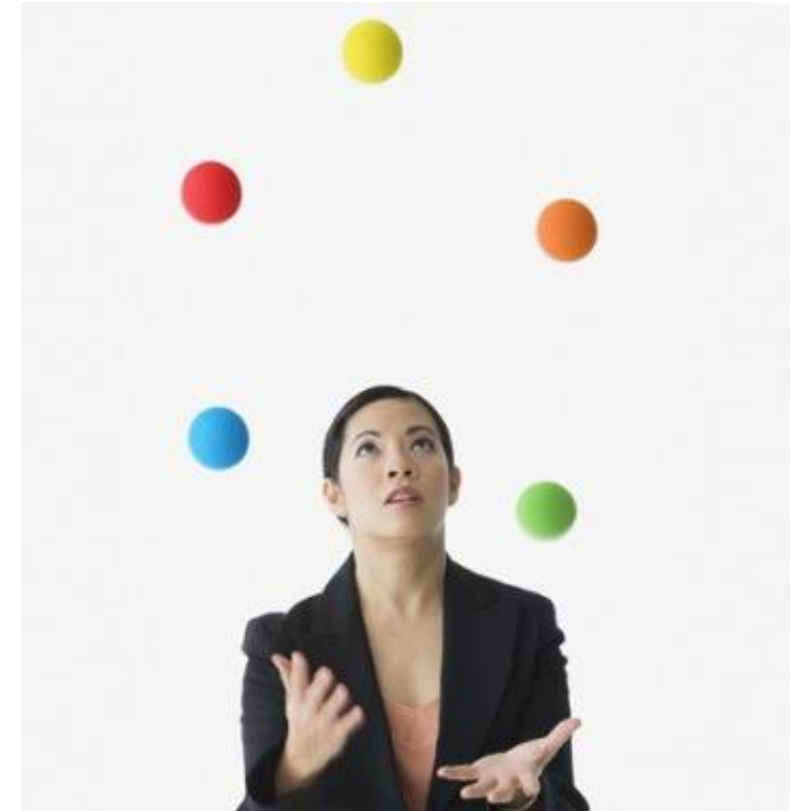


Synchronic Activities



- Track various activities in parallel
- Less insistent on punctuality
- Schedule secondary to relationships
- Meeting times approximate
- Examples: Africa, Latin Europe, Middle East

Shared Activities



Activities: Sequential vs. Synchronic

Sequential

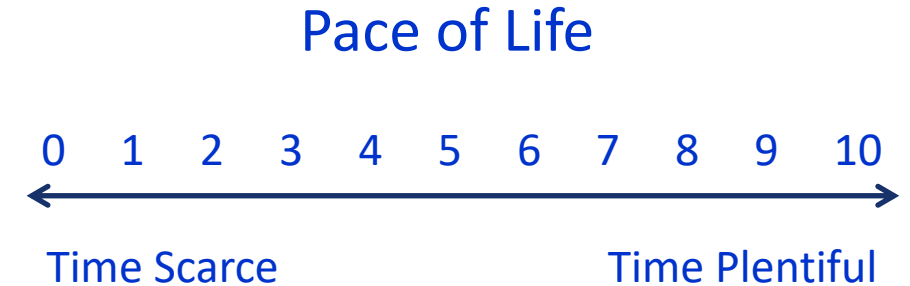
- One activity at a time.
- Time is tangible and measurable.
- Appointments are kept strictly.
- Relationships subordinate to schedule.
- Preference for following initial plans.

Synchronic

- More than one activity at a time.
- Time is continuous and diffuse.
- Appointments are approximate.
- Schedules subordinate to relationships.
- Preference for following where relationships lead.

Pace of Life

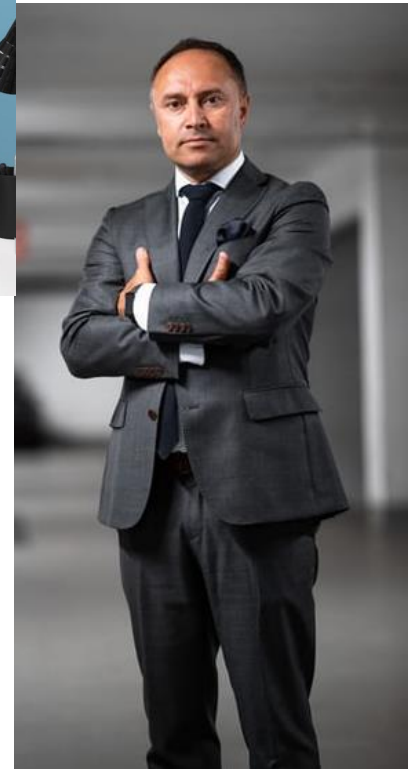
- Time scarce resource
 - Example: USA
- Time plentiful
 - Example: Latin Europe



Leadership: Sequential vs. Synchronic



- Sequential
 - Instrumental relationships
 - Authority based on latest achievement
 - Example: USA
- Synchronic
 - Communitarian
 - Status based on age and qualifications
 - Example: Latin Europe



Lead and Being Led: Sequential vs. Synchronic



Sequential

- Employees fulfilled by achieving planned goals.
- Employees' most recent performance, along with commitments for the future.
- Plan the career of an employee jointly with him or her, stressing landmarks to be reached by certain times.
- Corporate ideal: straight line and the most direct, efficient, and rapid route to fulfill objectives.

Synchronic

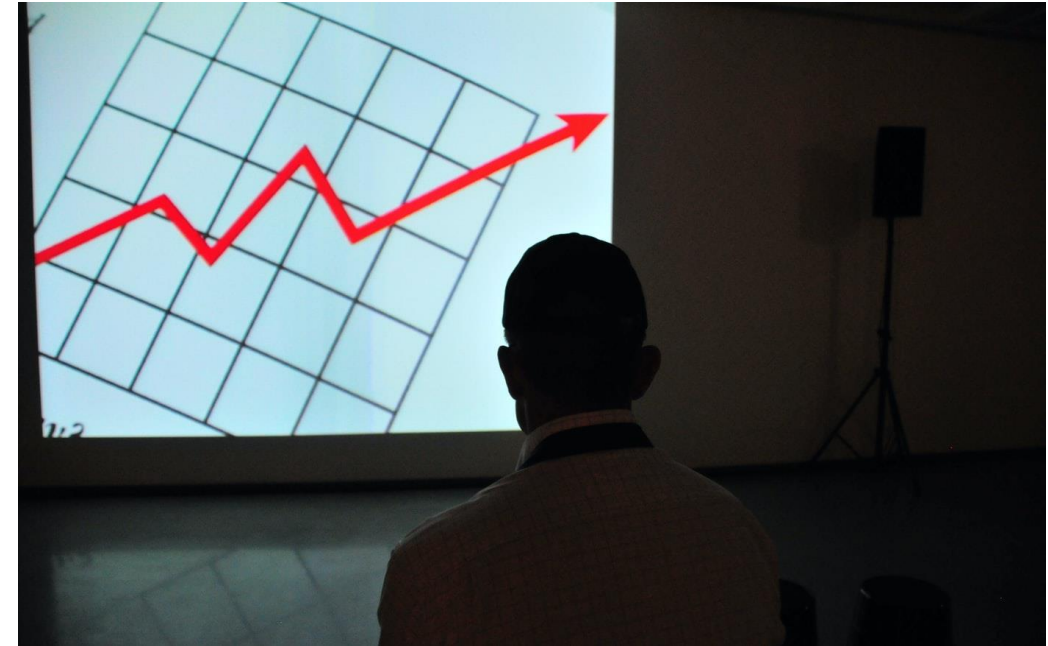
- Employees fulfilled by achieving improved working relationships.
- Employees' whole history with the company and future potential.
- Discuss with the employee his or her final aspirations in the context of the company, and the way they can be realized.
- Corporate ideal: interacting circle between past experience, present opportunities, and future possibilities.



Planning: Time Horizon



- Strategies, goals, and objectives
- Joint ventures and partnerships
- Personnel motivation
- Progress, learning and development



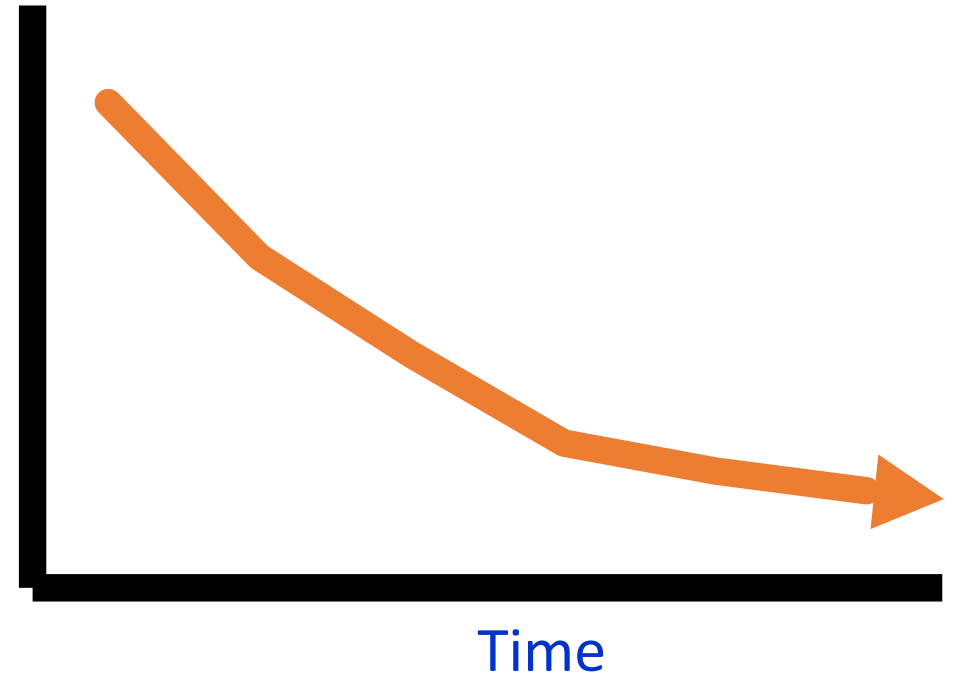
Business Plan:
3 months, 3 years, 3 decades?



Planning: Sequential

- Ready, Fire, Aim
- Quick planning
- Deadlines are important
- Work less well in turbulent environments
- Example: USA

How much
gets done

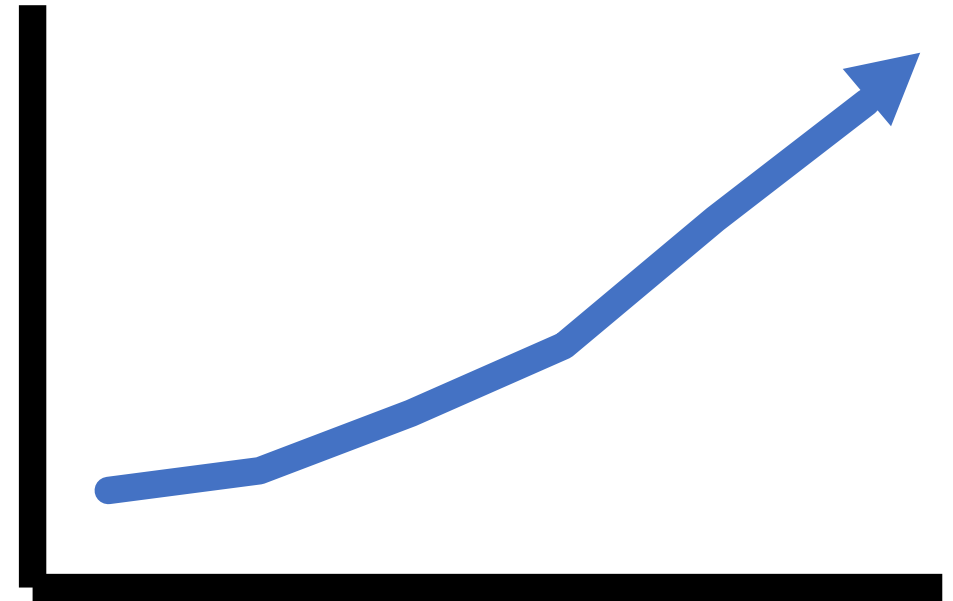


Planning: Synchronic



- Ready, Aim, Fire
- Slow decisions
- Consider fusions and lateral connections between trends
- Examples: Japan, Germany, Sweden

How much
gets done



Time



Summary



- Consider relationship of culture with time orientation, organization of activities, and time horizon when conducting business, either face-to-face or remotely.



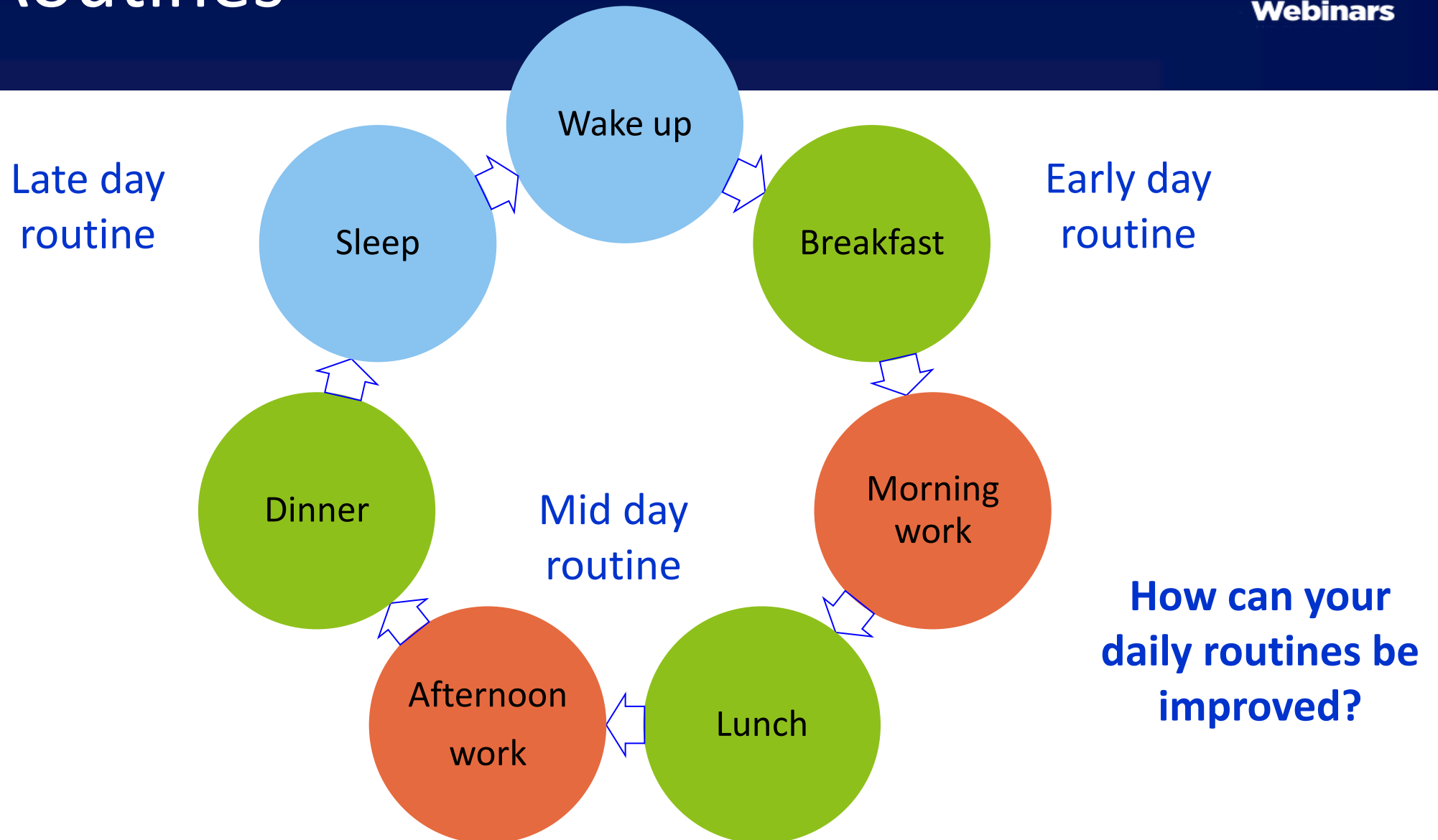
Time Management Survival Tips for Daily Life



- Daily routines
- Working from office vs. Working from home
- No paid job
- Time management strategies at work
- Time management actions
- Summary
- Wrap-up
- References



Daily Routines



Working from Office vs. Working from Home



Office

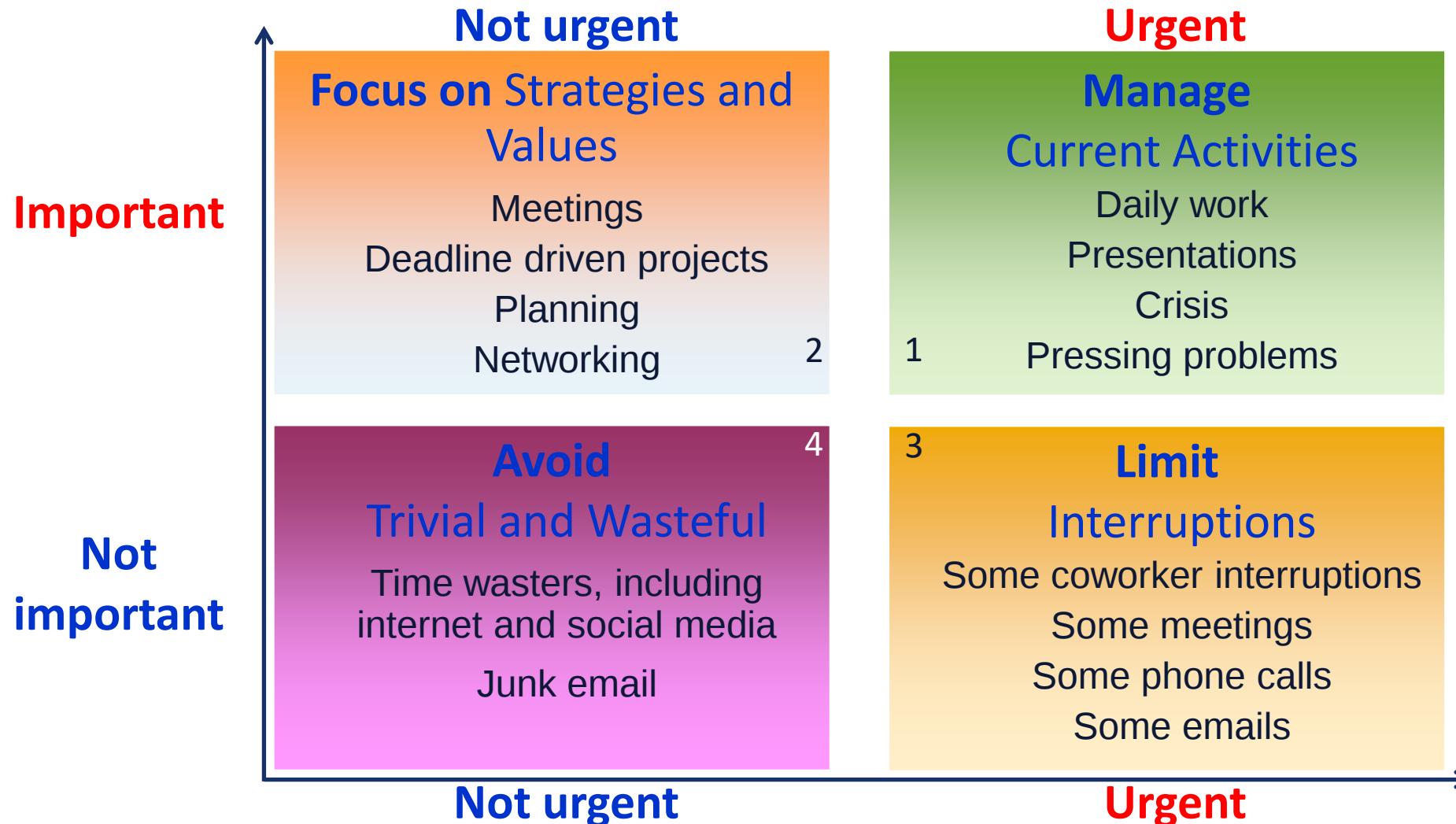
- Schedule is imposed
- Dress for business
- Commute time
- Office is comfortable
- IT provides support
- Socialize with coworkers

Home

- Schedule is defined by you
- Have a consistent work routine, including breaks
- Comfortable workplace, if possible
- Have good light
- Have a printer
- Review workplace ergonomics
- Comply with online safety
- Tell people at home to not interrupt you
- Receive deliveries or service providers



Time Management Strategies at Work



Coronavirus Pandemic: State-at-Home and Work



- Preparing lunch
- Dressing informally
- Socializing
- Taking care of kids all day
- Exercising
- Going out, if permitted



**Do you miss
going to work?**



No Paid Job



- Do not victimize yourself
- Keep your resume up-to-date
- Search and apply for jobs
- Attend free webinars and training
- Develop daily routines
- Nurture personal relationships
- Have mentors
- Volunteer
- Limit expenses
- Discover a new hobby
- Get organized
- Adopt healthy habits



Time Management Actions



- Create Your To-Do List
- Get Organized
- Focus on One Thing at a Time
- Eliminate Distractions
- Manage Communications
- Just Say “No”
- Delegate or Outsource Tasks
- Adopt Healthy Habits



Action: Create Your To-Do List



- Today
- Week
- Month
- Year



**Think on your own
To-Do List:
what would be your priorities?**



Action: Get Organized



- Buffer-time between activities
- A place for each item
- Clean workplace everyday



What does
“Get Organized”
mean for you?

Action: Focus on One Thing at a Time



- Avoid multi-tasking
- Take breaks
- Be mindful with the task at hand



**Do you think multitasking is
advantageous?**

Action: Eliminate Distractions



- No TV while working
- Power off your cell phone
- Answer less important communications at the end of the day



**What is the distraction
that is causing you the
biggest waste of time?**



Action: Just Say “No”

- Coworkers
- Family
- Friends
- Neighbors



**Could you provide examples
when saying “No” provided
benefits to you?**

Action: Delegate or Outsource Tasks



- Delegate or ask for help at work
- Contract services at home



**Nobody can do the job
better than you?**

Action: Manage Communications



- Face-to-face
- Remote

Schedule

Manage

Limit

Avoid



Action: Adopt Healthy Habits



- Develop daily routines
- Incorporate healthy foods
- Track what you eat
- Exercise
- Meditate
- Socialize
- Use apps to track activities



**What are your
healthy habits?**



Summary



- Time management techniques help us to be more efficient and productive, and improve our life quality, at all times.



Wrap-Up



The bad news is time flies.
The good news is you are the pilot.

Michael Altshuler



Questions?



References



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