

## Management – Chapter 9 Key Words

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|---------------------|-----------------------|----------------------|-----------------------------|
| 1. Agenda           | 6. Effectiveness      | 11. Pareto Principle | 16. Time audits             |
| 2. Attainable goals | 7. Efficiency         | 12. Procrastination  | 17. Time planner            |
| 3. Clustering tasks | 8. Feedback           | 13. Realistic goals  | 18. Time wasters            |
| 4. Dead time        | 9. Intermediate goals | 14. Self checking    | 19. Urgency/Importance Grid |
| 5. Delegating       | 10. Long-term goals   | 15. Short-term goals |                             |

- \_\_\_\_\_ 80/20 rule : 20% of the time spent on certain tasks will produce 80% of final results, while 80% of time spent on other tasks will produce on 20% of final output.
- \_\_\_\_\_ Activities that are taking too much of an individual's time and not actually helping to attain goals.
- \_\_\_\_\_ Any time spent waiting.
- \_\_\_\_\_ Assignment of the authority to perform work, to manage the work of others or to make decisions on behalf of the organization.
- \_\_\_\_\_ Careful reviews of how an individual is currently utilizing time. Can be performed by keeping a log or journal.
- \_\_\_\_\_ Discussions with employees on the impact or consequences of their actions and an opportunity to provide input on the next steps to be taken.
- \_\_\_\_\_ Document detailing meeting items to be covered that should be prepared in advance and sent out to all participants prior to the meeting.
- \_\_\_\_\_ Doing the right things at the right time.
- \_\_\_\_\_ Goals that fit in with a person's other responsibilities.
- \_\_\_\_\_ Goals that require employees to "stretch" but are not impossible.
- \_\_\_\_\_ Goals to be accomplished in 5 years or more.
- \_\_\_\_\_ Goals to be achieved within the next 1 to 5 years.
- \_\_\_\_\_ Goals to be achieved within the next year.
- \_\_\_\_\_ Performing tasks quickly, doing thing right.
- \_\_\_\_\_ Periodically questioning "What is the best way for me to use my time right now?"
- \_\_\_\_\_ Putting off doing a task.
- \_\_\_\_\_ Tool used to plot activities and goals in both the weekly and daily view.
- \_\_\_\_\_ Tool used to prioritize tasks.
- \_\_\_\_\_ Uninterrupted time blocked off to return phone calls, e-0mails or focus on a project.