

Last updated: 16:00 (GMT+04) Wednesday, July 23, 2008. Rajab 20, 1429.



Search Mobile edition ePaper Live weather Shortcuts Go

GNAds4U

- JOBS4U
- WHEELS4U
- PROPERTIES4U
- CLASSIFIEDS4U
- THE NATION
- THE GULF
- THE REGION
- THE WORLD
- BUSINESS
- SPORT
- TECHNOLOGY
- IN DEPTH
- GALLERIES
- YOUR PICTURES
- VIDEO
- FEATURES
- TABLOID
- FRIDAY
- E+
- EXPLORE
- UNWIND
- NOTES
- SPORT EXTRA
- ASK THE LAW
- RESIDENTS GUIDE
- ABOUT THE UAE
- SPECIAL COVERAGE
- YOUR SAY
- LETTERS
- POLLS
- EMAIL US
- OPINION
- EDITORIALS
- COLUMNS
- WEEKEND REVIEW
- GN FOCUS
- ABOUT GULF NEWS
- SEARCH
- PAST EDITIONS
- FRONT PAGE PDF
- EPAPER
- MOBILE EDITION
- SUBSCRIPTIONS
- GN REWARDS
- RSS FEEDS
- JOBS AT GN

BUSINESS

COMMENT AND ANALYSIS

Do you have enough hours in the day?

By Carole Spiers, Special to Gulf News
Published: December 17, 2007, 22:54

If you find yourself complaining too regularly about 'pressure on your time', it may be the moment to step back and try to interpret this repeated signal that seems to be flashing up an alarm.

The popular phrase 'not enough hours in the day' is a particular giveaway. You definitely need reminding that all hours aren't equal. They vary widely in their effectiveness - so much so, that time management has become a formal study, keenly encouraged in corporate life.

One half of time management is just ordinary good housekeeping. You look around the office and find a lot of ways you can achieve small-time savings. The coffee-machine could be closer to where most people sit, allowing shorter journeys.

Those big files could do with a bit of sorting out, to speed up the routine paperwork. Maybe put up a notice discouraging long phone calls, etc. No doubt this all adds up.

But the other half of time management focuses right in on the dynamics of time itself. And under analysis, you find that there are two completely distinct kinds of working time, which literally fight.

One of them is control time, where you control the duration of the job. The other is response time, where you react to interruptions which control you. Let's take a typical example of control time and response time in conflict.

Two managers are working separately on a major report, which requires concentration, but are also having to allow time for dialogue with the rest of the department.

One of the managers, Waleed, puts in half-an-hour on the report, then his concentration slips, so he takes a break by 'doing the rounds'. Someone needs a problem sorted, which unexpectedly takes half-an-hour. So it's at least an hour before Waleed is back at his desk. Ten minutes later, the boss rings to fix a meeting for sometime that day. "How about now?" says Waleed.

The other manager, Fatima, faces the same situation, but handles it differently. She rings one of her department, to say she'll be doing the rounds in half-an-hour, knowing that she'll need a break by then. During her tour, one team-member has a problem that needs fixing. "Come

RSS RSS FEED

>> Get Business as a news feed

YOUR MONEY

>> Latest Forex rates

LATEST STORIES FROM BUSINESS



BUSINESS
Mercedes-Benz launches new generation cars



BUSINESS
Oman plans makeover of ancient forts and caves

AUTOMOBILES

>> GM unveils 2010 Camaro

AVIATION

>> Etihad flights to Almaty in Kazakhstan start in December

BANKING AND FINANCE

>> Emirates NBD profit soars 45%

>> AUB net profit touches \$211.7 million in midway 2008

>> UNB earnings soar 41% to Dh764.6m

>> Emirates NBD plans Saudi operations

>> Noor in venture to open Islamic bank in Maldives

>> Darling hints at 'profound' effects of global credit crisis

>> Sukuk issuance in Gulf rises 17% to \$17b

COMMENT AND ANALYSIS

>> IT industry holds much potential for future growth

>> Winners of oil prices aren't only international majors

>> Going through a transformation

>> Chinese banks could see shrinking profits in coming days

COMMODITIES

>> Apple posts \$7.46 billion third-quarter revenues

>> Costly food and fuel drive Italy's consumer morale to 15-year low

>> Vietnam to tax rice and fertiliser exports

CONSTRUCTION

>> Housing quality in Dubai has a 'long way to go'

DEVELOPMENT

>> Mubadala forms \$8b GE venture

>> IFA launches \$200m project in Thailand

>> Lifestyle City raises budget to Dh4b

>> Depa venture wins Singapore contract

>> Work begins on tallest building in Jordan

ECONOMY

>> Inflation in Kuwait accelerates to 11.4%

GENERAL

>> e-governance gains ground in Abu Dhabi

>> Russian firm wins \$418m Dolphin deal

HOTEL & TOURISM

RADIO 1



Listen now

RADIO 2



Listen now

>> Streaming FAQs
>> Radio schedules

SPECIAL COVERAGE



Olympics 2008



Pictures from the past

and see me in half-an-hour, when I'll be ready for another break" she says. They duly fix the problem, which also takes half-an-hour.

Ten minutes later, the boss rings her too, to fix a meeting for today. "How about half-an-hour's time?", she says, and returns to another focused session on her report.

The difference is that Waleed has only spent the first half-hour in control time, while Fatima has managed to arrange three half-hour sessions in control time.

So 'not enough hours in the day' usually just means that your time is controlling you, rather than the other way about. In fact, experience shows that your time will automatically try to control you, unless you actively prevent it.




In other words, time management has a lot to do with showing time who's boss.

Key points: Managing your time

- 'Not enough hours in the day' often signals poor time management.
- Distinguish between the time you control, and the time that controls you.
- Good time management is increasingly at the heart of enterprise culture.

- *The writer is a BBC broadcaster and motivational speaker, with 20 years' experience as CEO of Carole Spiers Group, an international stress consultancy based in London.*

More from [Business](#)

Email this article 	Printer- Friendly version 	Email the Editor 	Bookmark this article 
---	--	---	--

Post this story to:

[Del.icio.us](#) | [Digg](#) | [Facebook](#) | [Reddit](#)

>> Travelodge plans to boost UK seaside holiday market

INDUSTRY

>> Swatch, Rivoli tie up to boost market share in Saudi and India
>> Caterpillar's earnings climb 34% on Asia sales

MARKETS

>> Dubai market advances for third straight day as Arabtec gains 7.61%
>> Wachovia reports record quarterly loss of \$8.9b
>> DuPont earnings up 11% as sales gain

OIL & GAS

>> Fuel price rise boosts Chinese demand
>> Iran not to press for output cuts at Opec's next meeting
>> Demand for oil products hits two-year low in Korea

TELECOM

>> etisalat leads global mobile operators posting fastest first-quarter growth

TOURISM & TRAVEL

>> Oman takes a 'different approach'

TRADE

>> Strong currency forces Dubai to import less from euro zone

MORE STORIES FROM BUSINESS

AUTOMOBILES

>> Mercedes-Benz launches new generation cars

AVIATION

>> BA to transfer to Dubai Terminal 5

BANKING AND FINANCE

>> Doha Bank Q2 net profit increases 25%
>> Noor Islamic Bank expands in Maldives
>> Emirates NBD expands in Saudi Arabia
>> Emirates NBD profit up in Q2 2008
>> UNB records Dh764.6 million profit

COMMENT AND ANALYSIS

>> Do you really fly economy class?

COMMODITIES

>> GCC-based jeweller posts 55% growth

ECONOMY

>> Map of the global food crisis

INDUSTRY

>> GE, Mubadala tie up for global venture

INTERNET

>> Web threatens MidEast business growth

OIL & GAS

>> Dolphin Energy taps Russian contractor

REAL ESTATE PROPERTY

>> Limitless to build Jordan's twin towers

TECHNOLOGY

>> BlackBerry or Apple?
>> Joining the competition
>> Wearable gadgets are in
>> The degeneration of online debates