



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY

**CTI-CFF Regional Secretariat**

# **Effective WORK TIME MANAGEMENT**



**Update: 2**

**Understand  
How much  
Time you Have**

**Make a to-do  
List**

**Setting  
Goals**

**Steps of Effective TM**

**Planning**

**Prioritizing**

**Scheduling**

# Effective time management means...

- Understand Regional Secretariat' Goal & Objectives (Main Work Outputs delivered to CTI-CFF Parties Members)
- List of Our **Job Outputs** in Job Desc instead of Job Activities.
- Spending time on **IMPORTANT JOB OUTPUTS** (Close to the Goals), not just urgent matters.
- Focusing on **Work OUTPUTS** not work activity.
- Distinguishing clearly between Work Outputs that are Important and Urgent: **Q1** (I and U) – **Q2** (I but not U) – **Q3** (Not I but U).
- Saying no to “Time Waster”: Q4 (**Not I and Not U**).

# Regional Secretariat: Organization & Job Description

## **Job Description:**

- Job Roles (For the Mission)
- Job Outputs (Deliverables For the Mission)
- Focus On Work Outputs instead of Work Activities (List Of Job Outputs instead of List Of Job Activities).
- Job Outputs: Daily; Weekly; Monthly; Annually.



# Mindset of: Work Process and Work Output

Example:

- 09.00: Preparing Project Proposal Document  
(Possible Interruptions).
- 09.00: *Project Proposal Document is delivered*  
(Minimized Interruption).

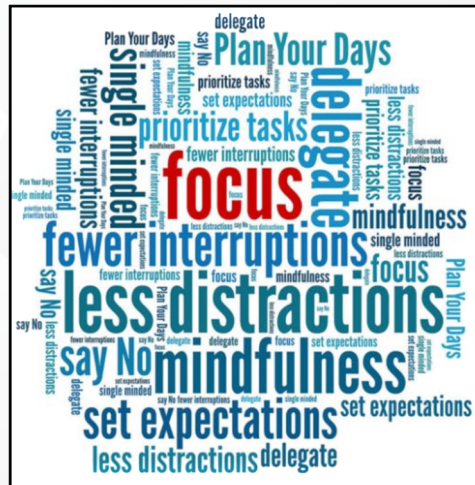


Our mind is focused to enjoy the Work Outputs not the Work Process.



# Our Job Description consists of:

- Main GOALS?
  - 1 – 2 Big Outputs of our Job Desc
- Objectives?
  - Breakdown Outputs of the Big Outputs



***Chat: List of Our Work Outputs?***

## Identifying the Secretariat **OUTPUTS:**

- a. Coordinate and support official **meetings and events** linked to the CTI-CFF process, including cross-cutting services in support of monitoring and evaluation, financial coordination, information management and outreach;
- b. Coordinate the **implementation of CTI-CFF RPOA** and provide support to, and coordination with, NCCs, including advising the CTI CSO on emerging opportunities and priorities related to reaching the goals and targets of the RPOA;
- c. Develop **regional plans, programs and project activities** in relation to CTI-CFF for consideration of the CTI COM in accordance with the approved policy guidelines set through the CTI CSO;
- d. Act as the **channel of communication and share information and foster networking** among the Parties, CTI Partners and other organizations and donors in the efforts to promote the objectives of the CTI-CFF;
- e. Facilitate technical assistance, including recruiting and sourcing **experts to support the Parties**, in line with appropriate needs assessment procedures;
- f. Assist the Parties in **financing agreed projects and activities** through support from CTI Partners and financial institutions;

# Work Outputs

(Work Result + Final Quality)





## The Secretariat **OUTPUTS:**

- a. Coordinate and support official **meetings and events** linked to the CTI-CFF process, including cross-cutting services in support of monitoring and evaluation, financial coordination, information management and outreach;
- b. Coordinate the **implementation of CTI-CFF RPOA** and provide support to, and coordination with, NCCs, including advising the CTI CSO on emerging opportunities and priorities related to reaching the goals and targets of the RPOA;
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- f. Assist the Parties in **financing agreed projects and activities** through support from CTI Partners and financial institutions;

## Quality Indicators of The Secretariat's **Outputs** expected by The CTI-CFF Parties? (Target Of Quality)

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- a. **“Meetings and events”?** – *Data, Slide, Communication Channel are Timely, Accurate and Complete*
- b. **“Implementation of CTI-CFF RPOA”?** – *Goals achieved in the most effective and efficient way.*
- c. **“Regional plans, programs and project”?** – *Goals achieved in the most effective and efficient way.*
- d. **“Channel of communication and share information and foster networking”?** – *CTI-CFF Parties Members keep the same Newest Data and Information at any time.*
- e. **“Experts to support the Parties”?** – *Delivered timely and meet expected requirement.*
- f. **“Financing agreed projects and activities”?** – *Accurate and Timely.*

## Quality Indicators of The Secretariat's **Outputs** expected by The CTI-CFF Parties? (Target Of Quality)

a. GOAL: Successful “meetings and events”

b. Objectives:

1. Confirmed Date Of Meeting and participants and the detailed Agenda
2. Meeting Invitation timely sent to Participants and confirmed received
3. Strong and Stable Internet Channel for meeting.
4. Accurate Hardware & Software for Online Meeting.
5. Accurate Slide for the meeting
6. Meeting Chairman/Host
7. Capable Minutes Of Meeting Staff
8. Capable Slide Operator
9. Capable Technical Staff Stand By during meeting
10. Accurate Minutes Of Meeting sent to all participants on time

## Quality Indicators of The Secretariat's **Outputs** expected by The CTI-CFF Parties? (Target Of Quality)

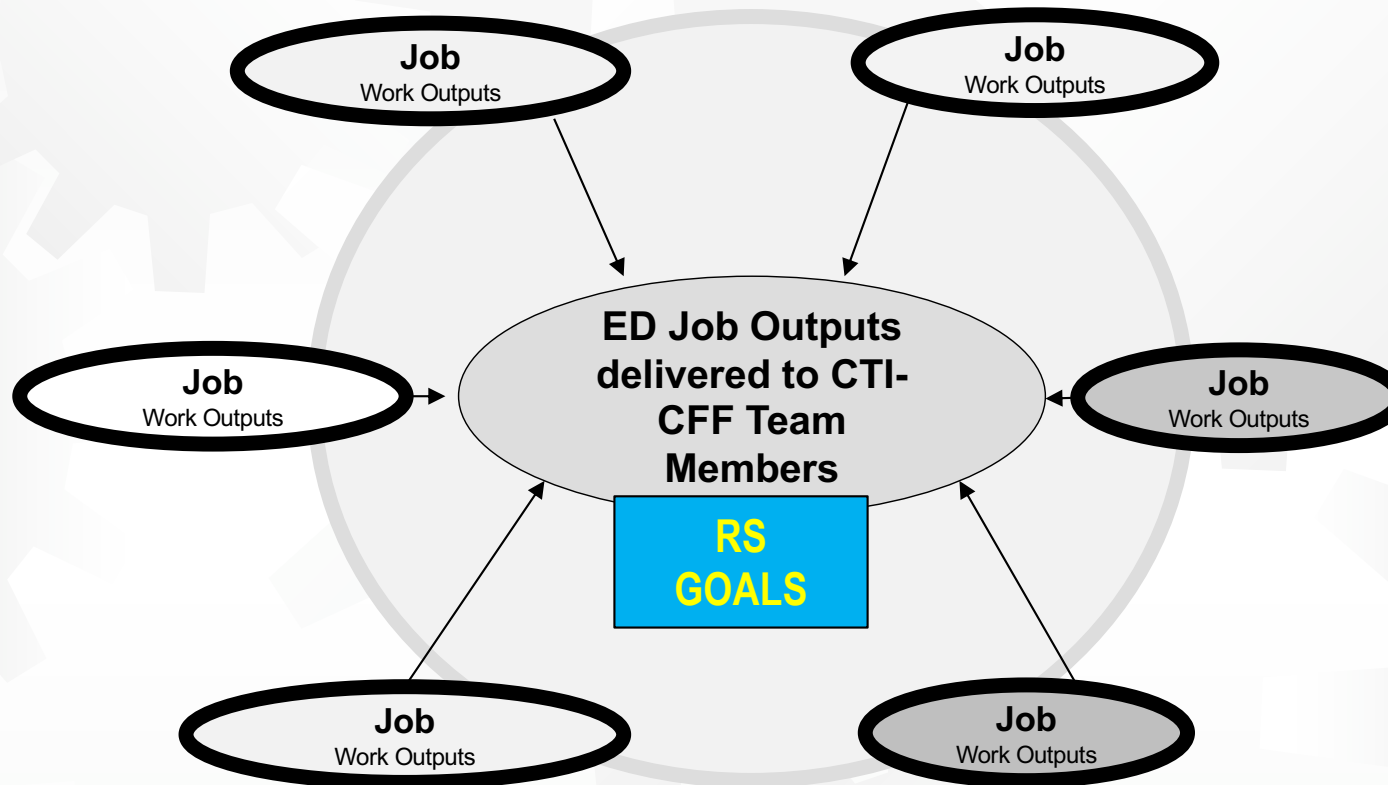
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a. **“regional plans, programs and project”?** – *Goals achieved in the most effective and efficient way.*

1. Confirmed A Project to be implemented
2. Accurate and Detailed Project Plan approved
3. Accurate and Detailed Project Financing approved
4. Selected qualified project team approved to implement the project plan.
5. Official meeting to start the Project Implementation.
6. Project Progress Report to all CTI-CFF Team members
7. Final Project Report to all CTI-CFF Team Members

# Work Activities and Work Outputs

(Object for Quality Evaluation)



Our Job is Producing Work Outputs  
"Not the activity of Working but the Outputs"

Daily Work Hours to Manage Every Job Work Outputs to achieve the Goals:

**"Importance and Urgency Level Of Daily Job Work Outputs"**

## Samples of Job Objectives (From Job Desc)

- Prepare and record daily **financial transactions & vouchers** (*Accurate & Detailed data Report*) and ensure proper & accurate codes and accounts of transactions supported by valid documents,
- Assist the Finance and Operations Manager in preparing **donor financial reports** (*Accurate & Detailed data Report*) in respect to accounting, legal and contractual requirements and ensure the review of such reports with the Program sections prior to submission
- Provide quality assurance through the development and implementation of an **M&E Operations and Reporting** (*Accurate & Detailed data Report*) Manual for the project.
- Establish & monitor reporting mechanism on **progress on implementation activities** (*Accurate & Detailed data Report*) undertaken, results achieved against targets & plan for follow up actions.
- Ensures the preparatory and arrangement of **knowledge products and other collateral materials** (*Accurate & Detailed data Report*) to be used for Pre-SOM, SOM, MM & other events.
- Provides technical assistance to CTI-CFF after proper alignment with TWGs and CCIs. The technical work includes some elements of **linking Working Group and their indicators, data contribution/ collection** (*Accurate & Detailed data Report*) process as a Scientific administrator of the Data approval process such as CT ATLAS, maps for threatened species etc.
- Assist as the point of contact between the executives and internal/external parties Handling **correspondence** (*Accurate & Detailed Report*) to NCCs/Committee of Senior Officials (CSO).



# Work Output Deliverables

## Main Outputs from our Job Description:

- Planned Objectives Today must be delivered (Q1)
- Planned Objectives Tomorrow must be delivered (Q2)
- Planned Objectives This Week or Next Moth must be delivered (Q3)
- Listing Planned Objectives Tomorrow must be delivered (Q2)
- Tidy Up the Desk (Q2)

## Commonly forms of work outputs:

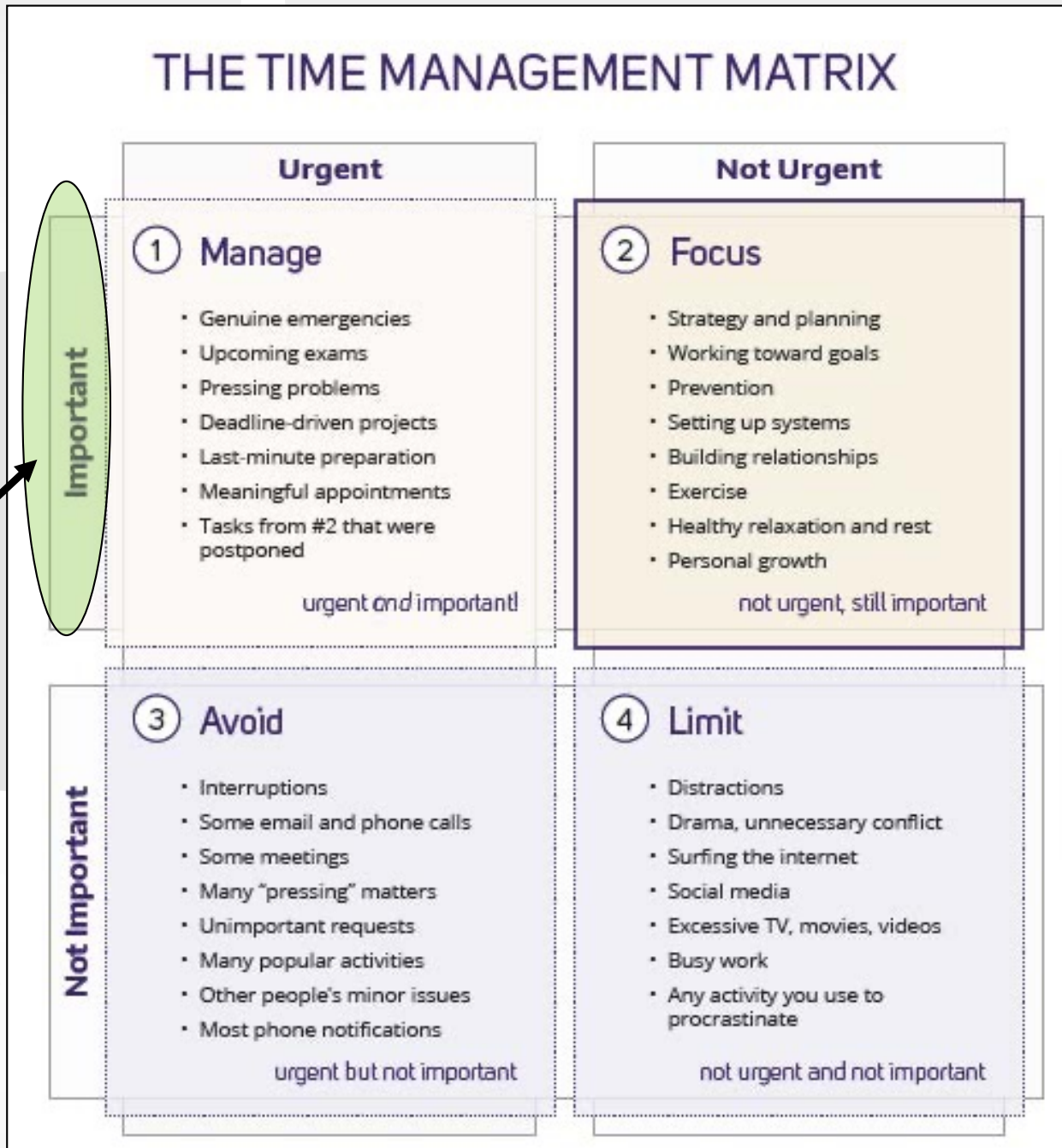
- **Data** .....? => Quality: *Accurate, Detailed, On Time*
- **Report** .....? => Quality: *Accurate, Detailed, On Time*
- **Letter** ..... ? => Quality: *Accurate, No Typo Error, On Time*
- **Meeting** .....? => Quality: *Attended by all expected Participants, No technical problem.*

## Unplanned Work Instructions Received Today:

- *Unplanned Objectives Today Must be delivered (Q1)*
- *Unplanned Objectives Tomorrow or This week must be delivered (Q2)*



# THE TIME MANAGEMENT MATRIX



# “Important” and “Urgent” to do

## “Important” Things:

- Things/Meetings closely related to RS’s Goals & Objectives.
- Things related to the reliability of the internal and to external Communication Channels
- Things related to RS’s Business facilities.
- Things related to the Security, Safety, Health and Environment of the Workplace.
- Things related to the workplace Comfort.
- Things related to the RS’s Building Utilities.
- “Emergency” Cases

## “Not Important” Things:

- Things that are not related to RS’s Goals & Objectives, our Job Desc, workplace facilities.

## “Urgent” Things

- Related to timing of the work outputs deliverable.
- All things that must be delivered TODAY.

## “Low Urgent” Things:

- Things that shall be delivered tomorrow, this week, this month.



## Priorities of the Job Outputs/Activities

### Important – Urgent (Q1):

- *Unplanned* Output TODAY (As instruction)
  - *Unplanned* Meeting TODAY
  - *Unplanned* reports TODAY
  - *Unplanned* Important Visitors TODAY
  - *Unplanned* Important Discussion TODAY
- 

- *Planned* Reports TODAY (Job Desc)
- *Planned* Meeting TODAY (Yesterday Instruction)
- *Planned* Proposal TODAY (Job Desc)
- *Planned* Presentation TODAY (Yesterday Inst)

### Important – Not Urgent (Q2)

- Meeting Schedule & preparation
- Reports (Not Today)
- Slide Presentation (Not Today)
- Important Preparation for Visitor
- Projects Planning Preparation
- Reports Reading Summary.



Things To Do  
TODAY

# IMPORTANCE

Important

Not Important

High

## **IMPORTANT – Urgent (Q1)**

- Planned Meeting, Visitors, Presentation TODAY
- Job Output Deadline TODAY: Report, Proposal.
- Urgent Problem Solving TODAY
- Planned Maintenance TODAY

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- Urgent Problem Solving TODAY
  - *Unplanned* Meeting, Presentation TODAY
  - *Unplanned* Urgent Instruction TODAY
  - *Unplanned* “Important” Visitors TODAY
  - *Unplanned* important Discussion TODAY

## **Not Important–Urgent (Q3)**

***If time is available:***

- Not Important Unplanned Meeting
- Monthly report next month
- Proposals next month
- Not Important Visitors

URGENCY

Low

## **IMPORTANT – Low Urgent (Q2)**

- Job Outputs deadline this week.
- Important Data/Information
- Preparation Of Meeting, Important Visitors
- Slide Presentation Preparation
- Reports, Letters, Proposal, Not for Today
- Proper Documents Files

## **Not Important-Not Urgent (Q4)**

- Say NO!
- Time Waster
- Not Work Relevant Phone Call
- Not Work Relevant Visitors
- Not Work Relevant Readings
- Not Work Relevant Watching

# When & How to plan Things To Do TODAY

## AFTERNOON BEFORE LEAVING:

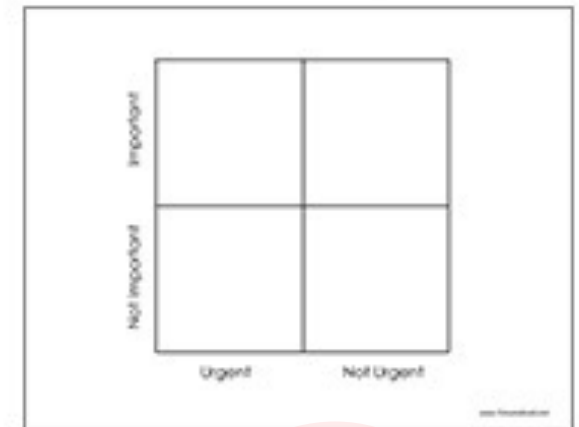
- Completing Job Output Deadline TOMORROW (Q1)
- Preparing meeting, Presentation, Visitors for tomorrow (Q1)
- Preparing Report, Proposal, Email, Letters for Tomorrow (Q1)
- Collect Work Instructions for Tomorrow (Q1)
- Working on Job Outputs Deadline THIS WEEK (Q2)

## MORNING:

### **Collect Unplanned Work Instructions/Problems:**

- Read emails & Collect Work Instruction for TODAY (Q1).
- Meet Supervisors & Collect work instructions for TODAY (Q1)

## Time Management Matrix Templates



# Time Management Procedure:

## AFTERNOON:

List scheduled "IMPORTANT OUTPUTS" for TOMORROW:

Q1 (Important – Urgent):

- Work Instructions deadline tomorrow
- Work Output (Job Desc) deadline tomorrow

Q2 (Important – Low Urgent):

- Work Outputs from Job Desc deadline the day after tomorrow.

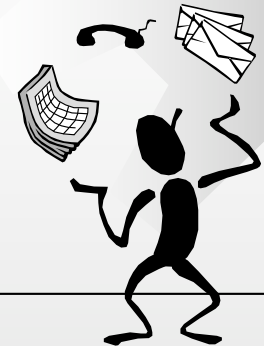
## MORNING:

List scheduled "IMPORTANT OUTPUTS" for TODAY:

- Take "OUTPUTS" List as listed Yesterday for Q1 and Q2
- Identify them as **Scheduled "OUTPUTS" TODAY.**

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- Collect Work instruction for TODAY from Supervisors and from Emails
- Identified the tasks as **Unplanned "OUTPUTS" TODAY**
- Put them as Q1 or Q2



# Listing "To-Do" for Q1 (I & U) and Q2 (I but Not U). (Job Desc & Today Work Instructions)

Plan "To-Do" TODAY	
No	Planned "OUTPUTS" - Q1 and Q2
1	
2	
3	
4	
5	
6	
Unplanned "OUTPUTS" - Q1 and Q2	
1	
2	
3	
4	
5	
6	



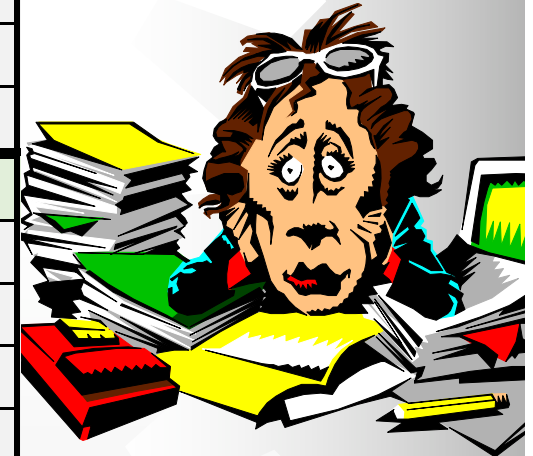
Plan "To-Do" TODAY	
No	Planned "OUTPUTS" - Q1 and Q2
1	Monthly Report Today (Q1)
2	Weekly Meeting Today (Q1)
3	Project Plan Proposal (Q2)
4	Feb Salary Calculation (Q2)
5	
6	
Unplanned "OUTPUTS" - Q1 and Q2	
1	Slide Presentation: Project Report (Q1)
2	Meet Government Officials Visit (Q1)
3	Next Month Training Plan (Q2)
4	Last month Human Capital Report (Q2)
5	
6	



# Put "To-Do" List On a Work Planner: Q1 - Q2

## Plan "To-Do" TODAY: .....

Time	Job Outputs delivered / Activity:	Q	P / UP
08.00	<i>Work system &amp; Facilities are ready</i>	Q1	P
08.30	<i>Morning Instructions / Problems collected</i>	Q1	P
09.00	Weekly Meeting	Q1	P
09.30			
10.00	Budget Proposal ( <i>Delivered</i> )	Q1	P
10.30	Slide Presentation for ED ( <i>Delivered</i> )	Q1	UP
11.00	Project Plan Proposal ( <i>Process of Development</i> )	Q2	P
11.30			
12.00	"Self Leadership" Training Plan ( <i>Process</i> )	Q2	P
13.00	<i>Work Instructions / Problems collected</i>	Q1	P
13.30	Feb Salary Calculation ( <i>Process</i> )	Q2	P
14.00	Meeting VIP Visitors	Q1	UP
14.30			
15.00	"Goal Achievement" Progress Report ( <i>Process</i> )	Q2	P
15.30			
16.00	Last Month Human Capital Report ( <i>Process</i> )	Q2	P
16.30	<b><i>Work Instructions / Problems collected</i></b>	Q1	P
17.00	<b><i>Tommorow Planned "OUTPUTS" List</i></b>	Q1	P





# How to read this Work Planner

Plan "To-Do" TODAY: .....			
Time	Job Outputs delivered / Activity:	Q	P / UP
08.00	<i>Work system &amp; Facilities are ready</i>	Q1	P
08.30	<i>Morning Instructions / Problems collected</i>	Q1	P
09.00	Weekly Meeting	Q2	P
09.30			
10.00	Budget Proposal	Q2	P
10.30	Slide Presentation for ED	Q1	UP
11.00	Project Plan Proposal	Q1	P
11.30			
12.00	"Self Leadership" Training Plan	Q2	P
13.00	<i>Work Instructions / Problems collected</i>	Q1	P
13.30	Feb Salary Calculation	Q1	P
14.00	Meeting VIP Visitors	Q2	UP
14.30			
15.00	"Goal Achievement" Progress Report	Q1	P
15.30			
16.00	Last Month Human Capital Report	Q2	P
16.30	<b><i>Work Instructions / Problems collected</i></b>	Q1	P
17.00	<b><i>Tommorow Planned "OUTPUTS" List</i></b>	Q1	P

How many Work Outputs will be delivered today?

How many unplanned outputs today?

How many planned outputs today?

# ENDING YOUR WORK-DAY

- Tidy up
- Evaluate your day Today.
  - How many Outputs I produced Today. Not How Busy I was Today.
  - Planned Outputs?
  - Unplanned Outputs?
  - My main OUTPUTS related to my Job Description?
  - Did others intrude unduly on my time?
  - Learning insights from Today to improve my professionalism?
- Plan the next day's Outputs



Thank you

