

King Fahd University for Petroleum and Minerals

Mechanical Engineering Department

TIME MANAGEMENT

Senior Design Project
ME415

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Time Management

- Time is invaluable and irreplaceable commodity. You will never recover the hour passed.
- An effective time management system is vital to help you focus on your long-term and short-term goals.
- Everyone should plan a good time management system for himself.

Time Management *cont'd*

The following are some time-tested points:

1. Start with written goals of short term and the long term goals.
2. Set your priorities and find out where you spend your time.
3. Make a written plan for each day with the tasks you want to accomplish in priority order.
4. Set personal deadlines, in addition to the business-imposed deadlines, to inspire action.
5. Learn to work immediately and constructively.
6. Avoid a clustered desk and office.

PLANNING AND SCHEDULING

- It is an old business axiom that time is money. Therefore, things should be accomplished on time.
- For large construction and production projects, detailed planning and scheduling is a must. Computer-based methods should be utilized.
- In context of engineering design, *planning* consists of identifying the key activities in a project and ordering them in sequence in which they should be performed. *Scheduling* consists of putting the plan into time frame of the calendar.
- The major decisions that are made over the life cycle of a project fall into four areas: *performance, time, cost and risk*.