

Human Relations in Organizations

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Chapter Four

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- Time and Career Management

- Time and career management skills lead to better behavior, more effective human relations, higher levels of performance, and career success

time



Time Management and Career Management

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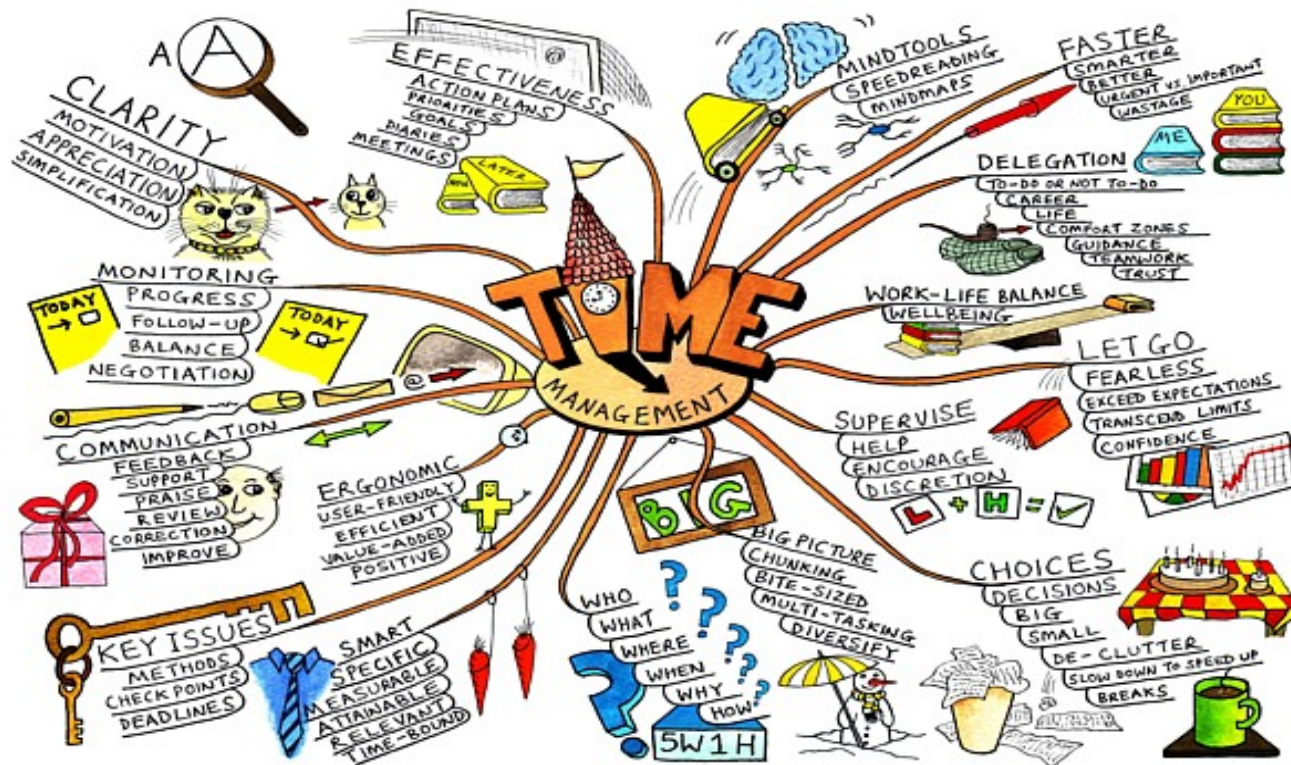
- If you manage your time better, you will have more time to spend developing effective human relations
- Developing time management skills is also an effective way to better balance work-family life, reduce stress, increase personal productivity, and experience inner peace



Time Management

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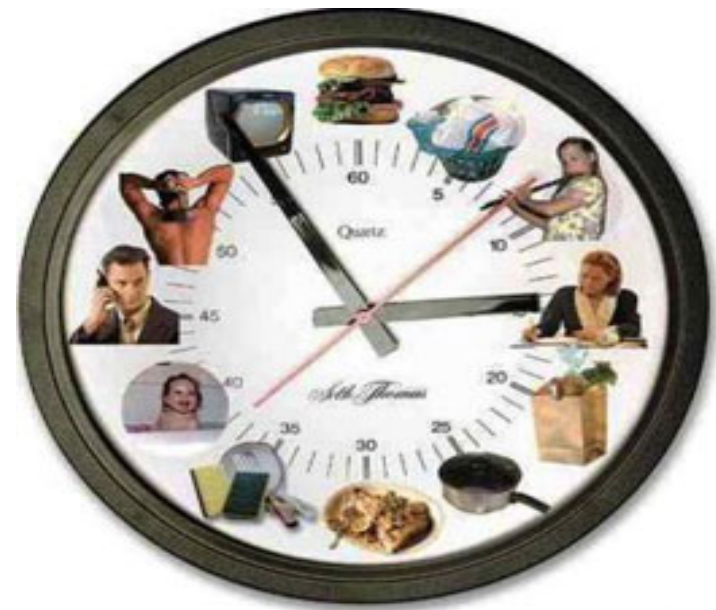
- The term Time Management refers to techniques designed to enable people to get more done in less time with better results



Analyzing Time Use

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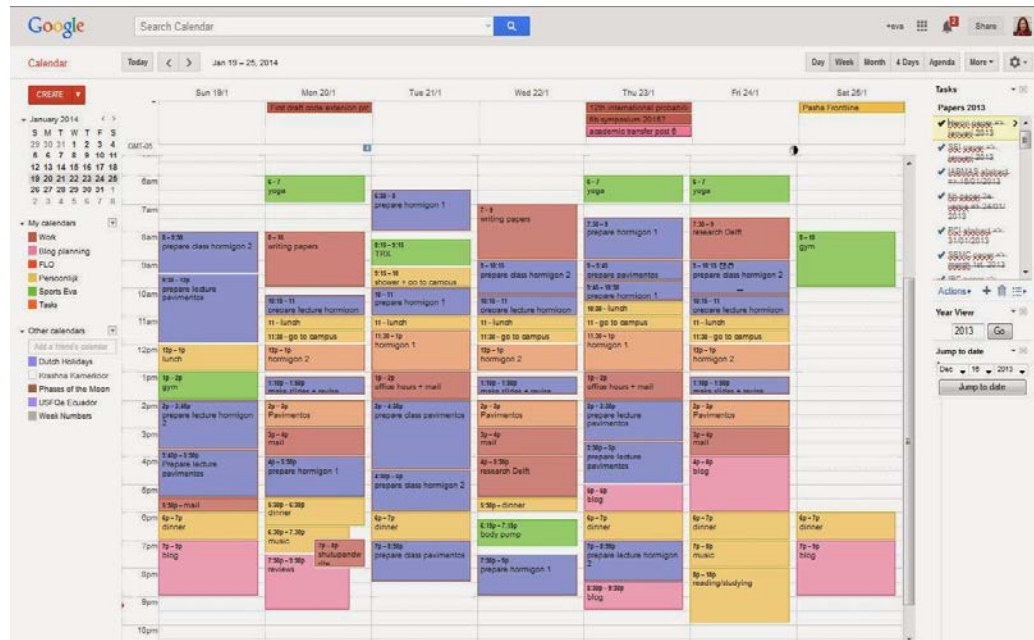
- The first step to successful time management is to determine current use of time.
 - People often do not realize how much time they waste until they analyze their use of time.



Time Log

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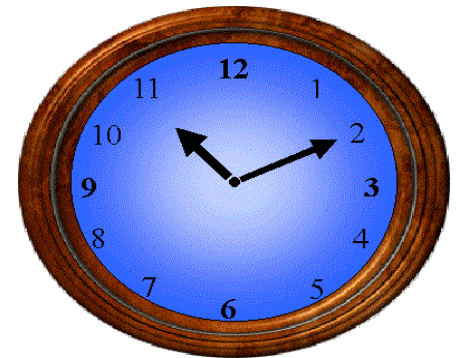
- The Time Log is a daily diary that tracks activities and enables a person to determine how time is used
 - After keeping time logs for 5 to 10 working days, you can analyze them by answering the following questions...



Analyzing Time Log

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- How much time are you spending on your primary responsibilities?
- What areas are you spending too much time?
- What areas are you not spending enough time?
- Identify major interruptions that limit your time
- Identify tasks that you can/should delegate to others
- How much time of yours is controlled by another?
- How can you gain more control of your time?
- How can you plan to eliminate recurring crisis that limit your time?
- Look for habits, patterns, and tendencies
- List three of five of your biggest time wasters
- How can you manage your time more efficiently?



Multitasking

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- Research has found that people who multitask are actually less efficient than those who focus on one “complex” project at a time
 - The brain is actually not capable of doing two things at once
 - Managing two tasks at once reduces the brain power available for either task, and it increases stress



Priority Determination

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- At any given time, you have to face having to do many different tasks, and one of the things that separate successful from unsuccessful people is their ability to do the important things later
 - A priority is the preference given to one activity over other activities
- Tasks that you must get done should be placed on a to-do-list and then prioritized, ranking the order of importance



Priority Determination

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- **Priority Determination Questions**

- Do I need to be personally involved?
- Is the task my responsibility or will it affect the performance of others?
- Deadline - is quick action needed?



Assigning Priorities

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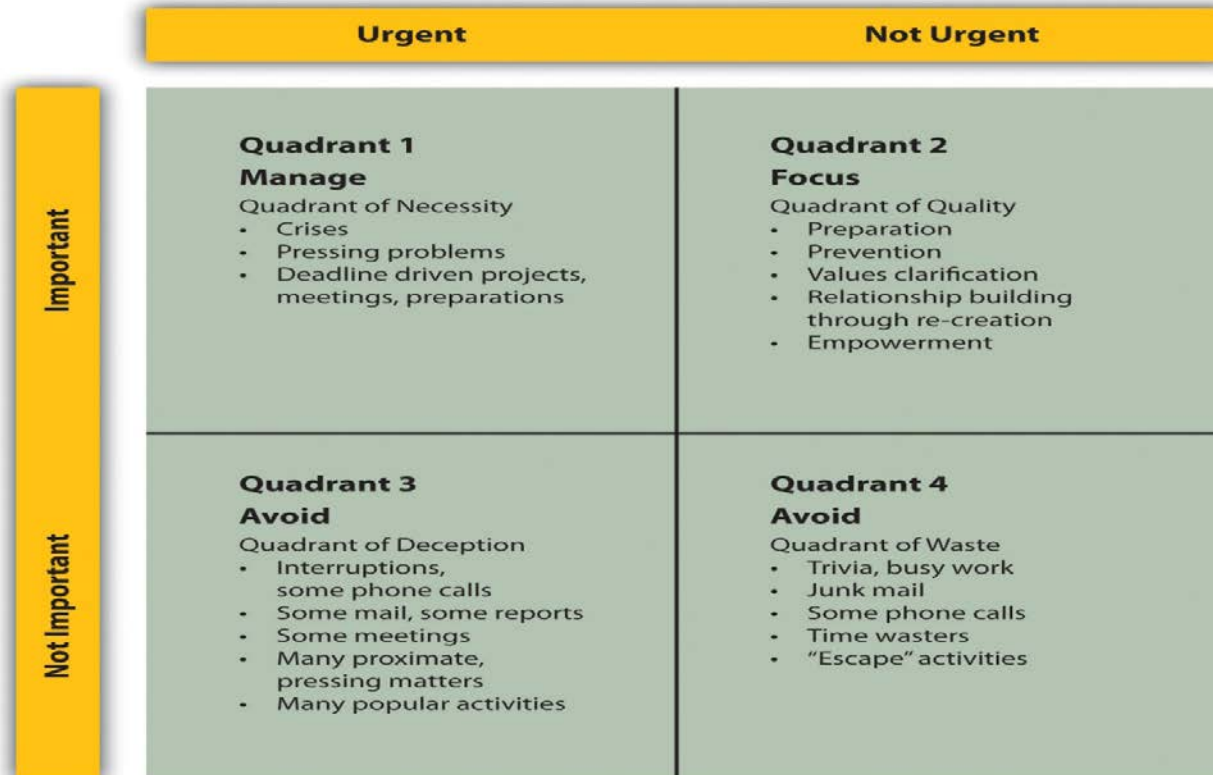
- Based on the answers to priority determination questions, a manager can:
 - Delegate a task, or
 - Assign it a (1) high, (2) medium, or (3) low priority



Time Management System

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- Experts say that many people waste 2 hours a day
- Learn to prioritize:



Time Management System

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- **Four major parts to the Time Management System are:**
 - Priorities
 - ✦ Setting priorities on a to-do-list helps increase performance
 - Objectives
 - ✦ Objectives state what we want to accomplish within a given period of time
 - Plans
 - ✦ Plans state how you will achieve your objectives by listing activities to perform
 - Schedules
 - ✦ Schedules state when the activities planned will be carried out – schedule each day



Personality and Time and Career Management

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- **Better time management leads to more effective behavior and performance, which in turn leaves more time to improve human relations**



Career Management

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- Take responsibility for managing your career
- Before planning your career, you must consider your career stage – as people get older they have different career stage needs
 - **20's** – this is the time when you are just getting started
 - **30's** – this decade is the time when you develop expertise
 - **40's and 50's** – by age 45 most people have weathered a failure or two and know whether or not they have a shot at advancement
 - **60's and 70's** – at this state people begin to prepare for retirement, or may transition to part-time work



Career Planning and Development

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- There is a difference between career planning and career development:
 - **Career Planning** is the process of setting career objectives and determining how to accomplish them
 - **Career Development** is the process of gaining skill, experience, and education to achieve career objectives



Career Planning Model

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- Take responsibility for your career & develop a career plan
- The Career Planning Model steps are as follows:
 - Self-Assessment
 - Career Preferences and Exploration
 - Career Objectives
 - Develop a Plan
 - Control

Career Choices are Life Choices
Take them Seriously...
Do it Right!



Career Planning Model

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- **Step One: Self-Assessment**
 - Who are you; what are your interests, values, needs, skills, and expertise; what are your goals and objectives?
- **Step Two: Career Preferences and Exploration**
 - Based on your self-assessment, you must decide what you want from your job and career, and prioritize
- **Step Three: Set Career Objectives**
 - Set short and long-term objectives
- **Step Four: Develop a Plan**
 - Develop a plan that will enable you to attain your objectives
- **Step Five: Control**
 - It is your responsibility to achieve your objectives

Getting a Job

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- To obtain a good job, you need to develop a career plan, a resume and cover letter, conduct research, and prepare for the interview
- Career Plan
 - Interviewers are often turned off by candidates who have no idea of what they want in a job and career – they are often impressed by candidates with realistic career plans
- Resume and Cover Letter
 - The resume is about 40% of getting a job. The cover letter and resume are your introduction to the organization you wish to work for. If the resume is not neat, has errors or contains mistakes, you may not get the interview. The cover letter should be short – some will not even read it
- Research
 - Research is required to determine where to send your resume
 - Once you land an interview, but before you go to it, research the organization
- Prepare Questions
 - You should also prepare to answer possible questions that you could be asked during a job interview



Common Interview Questions

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- Answering “common interview questions” prior to going to an interview is good preparation for the job



Common Interview Questions

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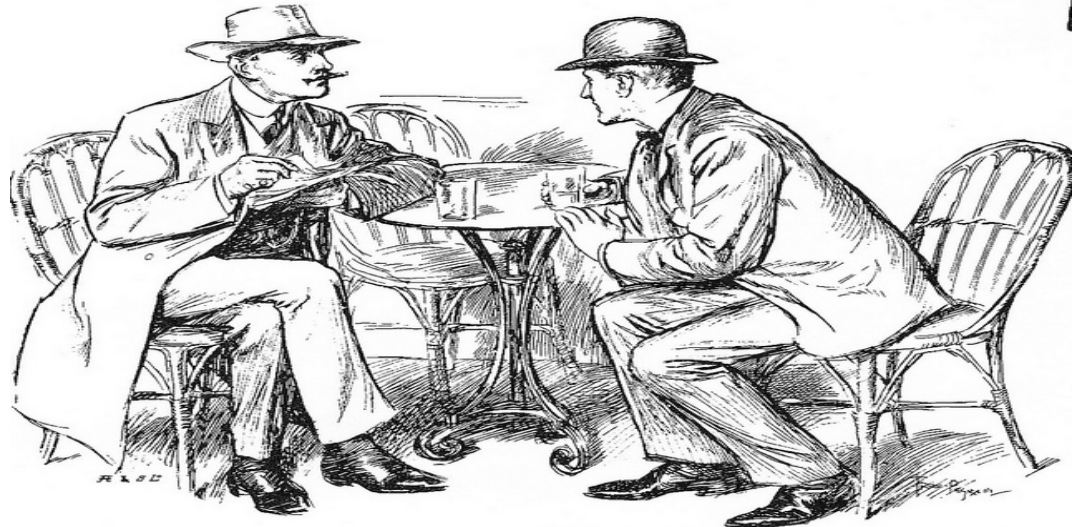
- How would you describe yourself?
- What is most important to you in your job and career?
- What are your greatest strengths and weakness?
- What have you learned from your mistakes?
- What would your last boss say about your work performance?
- What motivates you to go the extra mile on a project or job?
- What have you accomplished that shows your initiative & willingness to work?
- Why should I hire you?
- What skills do you have?
- What makes you different from the other qualified candidates?
- What can you tell us about our company?
- What are your short-term and long-term goals?
- If you were a fruit...what kind of fruit would you be? 😊
- If you had a super power...what power would you possess? 😊
- What questions do you have for me...?



Interview

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- **The interview is given the most weight in job decisions**
- **It is vital to make a very positive impression**
 - This means conveying a relaxed presence and ability to convey accomplishment and generate interest
- **Be sure to follow job interview etiquette**
 - Dress for success



Resume

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- **Your most important selling points should be the most visible:**
 - Contact Information
 - Objective
 - Qualification Summary
 - Education
 - Experience
 - Other



Getting Raises and Promotions

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- **Tips to Help You Get Ahead:**

- Be a top performer at your present job
- Finish assignments early
- Volunteer for extra assignments and responsibility
- Keep up with the latest technology
- Develop good human relations with the important people in the organization
- Know when to approach your boss
- Be polite
- Never say anything negative about anyone
- Be approachable
- Smile, and go out of your way to say “hi” to people



Career Paths

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- A career path is a sequence of job assignments that lead to more responsibility, with raises and promotions



Changing Organizations

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- If you are satisfied that you are meeting your career plan with one organization, stay with it
- If not, search out new opportunities elsewhere



Job Shock

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- Few jobs – if any – meet all expectations
- Job Shock occurs when expectations are not met
- People often change jobs only to find the same frustrations they hoped to leave behind



Global Career

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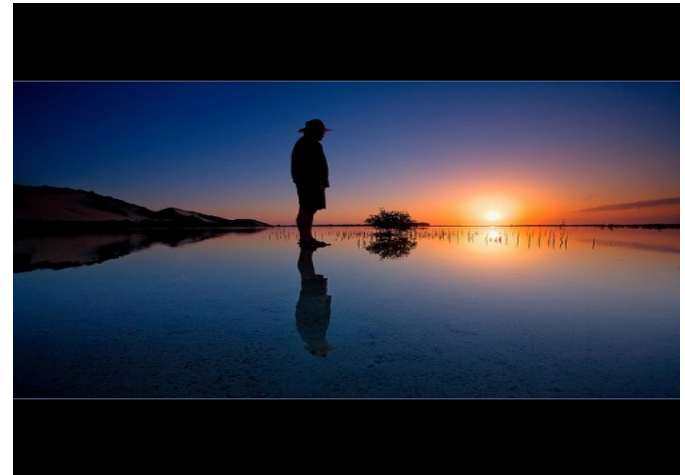
- Globalization will affect your career in one way or another
- Regardless of your career goals, possessing good human relations skills with a diversity of people is critical to your career success



Apparel and Grooming

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- Apparel and grooming play a major role in making a good first impression, because they help you get and keep the job
- They are also important in maintaining your image to help you get raises and promotions
- Fair or not – in most organizations – your appearance will affect your career success
- Remember that you are judged on your appearance, and how you look affects the business's image and success



The End