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Time management

What is time management?
Type in the words 'time management' into any search engine and you will probably be faced with the enormous task of viewing over 500 million pages.

I will start by looking at the Wikipedia' s definition which states "Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity".

This seems sensible enough. So I will now endeavor to put together a few graphics to illustrate this definition.

I will start by introducing 'who' needs to manage time, ie managers (people who need to 'plan and exercise conscious control'). The following illustration depicts a hierarchy of management positions, starting with the board of directors, the chief executive officer (CEO, a person appointed by the board to manage the enterprise), followed by the chief financial, information operational and technical officers (usually appointed by the CEO). I will use a right angled triangle to encapsulate these management positions rather than the isosceles triangle commonly used to depict a hierarchy.
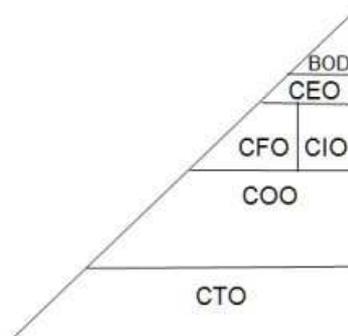
Management

BOD = board of directors
CxO = chief officer
CEO = executive
CFO = financial
CIO = information
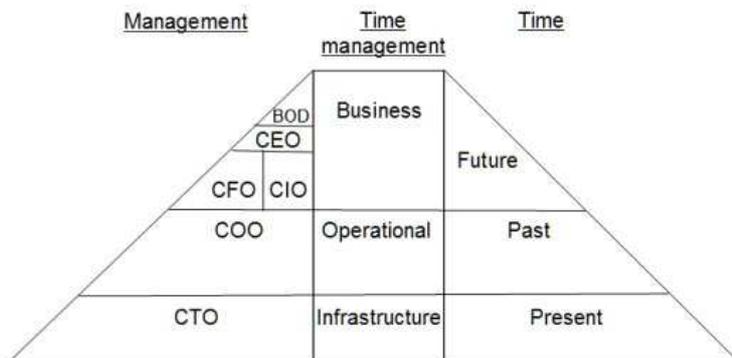COO = operational
CTO = technical

I will now introduce the time component (future, past and present, ie the 'thing' these managers need to control and who controls which part of time) to this mix thus completing the isosceles triangle most commonly used to depict a hierarchy.
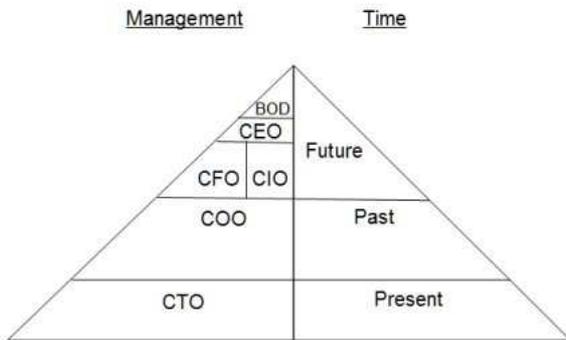
Management   Time

BOD
CEO
          Future
CFO CIO
COO   Past
CTO   Present

BOD = board of directors
CxO = chief officer
CEO = executive
CFO = financial
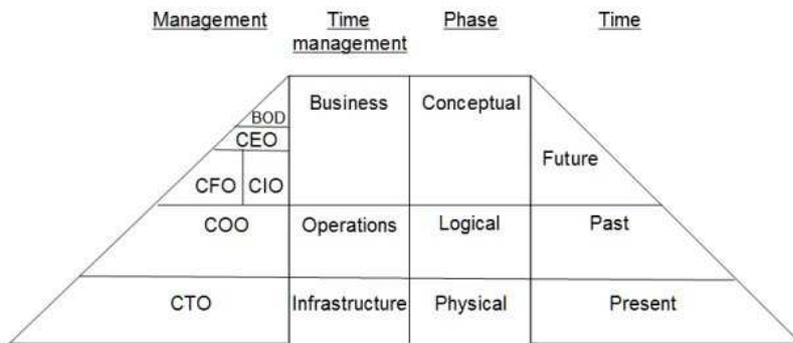CIO = information
COO = operational
CTO = technical

From this diagram it can be clearly seen that the board, executive, financial and information officers are appointed to manage the future survival of the enterprise, whilst the operational manager needs to ensure that best practices are used (usually drawn on from past experience and observation) leaving the technical officer to implement the infrastructure of the present.

Having now introduced the 'players' and the 'thing' that they need to control, I will now introduce the various components/models of the organism that needs to be managed over time and will enclose it within the management structure and the time frame.

Management   Time   Time
              management

BOD   Business
CEO
              Future
CFO CIO
COO   Operational   Past
CTO   Infrastructure Present

BOD = board of directors
CxO = chief officer
CEO = executive
CFO = financial
CIO = information
COO = operational
CTO = technical

The next piece of the puzzle, ie the specific 'activities' (or the documented proofs), that needs to be communicated by senior managers to ensure that all level of personnel 'play their part' in the survivability of the organism. The following illustration adds this component on to the mix to depict this concept:

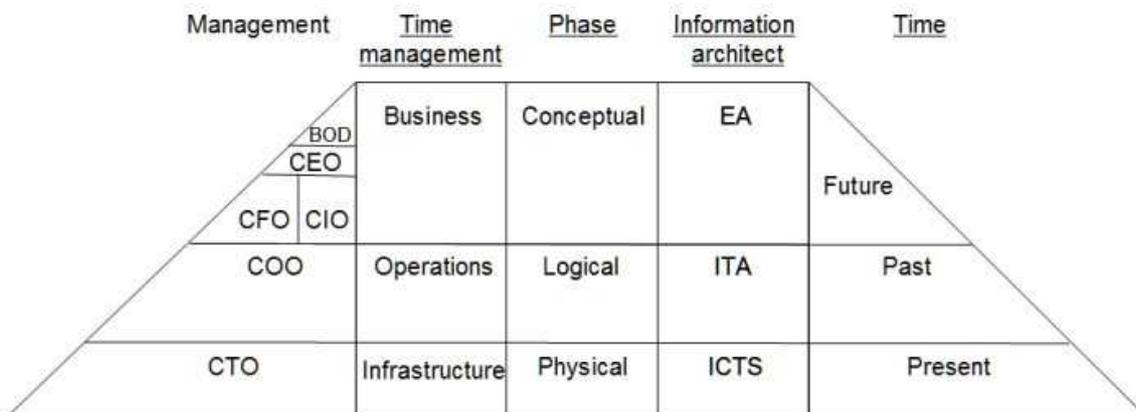| Management	Time management	Phase	Time
BOD / CEO / CFO CIO	Business	Conceptual	Future
COO	Operations	Logical	Past
CTO	Infrastructure	Physical	Present

BOD = board of directors
CxO = chief officer
CEO = executive
CFO = financial
CIO = information
COO = operational
CTO = technical

As management do not always have the skills to analyse the 'complex evolving object' of the enterprise, they will need help from a source of individuals best suited to the task of analysing all the available information and designing an architecture that best fits the management's aims/ideas. Very much like a tailor designing a suite of clothes, or an architect's set of blueprints. The following illustration adds this component on to the mix to depict this concept:

Management	Time management	Phase	Information architect	Time
BOD / CEO / CFO CIO	Business	Conceptual	EA	Future
COO	Operations	Logical	ITA	Past
CTO	Infrastructure	Physical	ICTS	Present

BOD = board of directors
CxO = chief officer
CEO = executive
CFO = financial
CIO = information
COO = operational
CTO = technical

A = architect
EA = enterprise
ICTS = information communication technology specialist
ITA = information technology

The final piece of the puzzle (ie to put in place the activities to bring about the "increase in the effectiveness, efficiency or productivity" of the enterprise), lies in the framework used by these specialists and will be addressed in my next post.

[My interactive version](#).

In closing I must hasten to add that I have already written a great deal about these frameworks and published my research by way of a number of YouTube presentations - http://www.ripose.com.au/ripose.org/YouTubePresentations.html. I have also explained what I believe a 'complex evolving object' to be and for those of you who may be interested please see http://www.ripose.com.au/ComplexEvolvingObject.html

Thank you for your patience and perseverance with this read.

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