

Program Management Skills (1) — Time Management

In the last chapter, we introduced strategic planning and the work plan. The next step is to consider what to do and at what time. Every organization has its own annual plan (or a quarterly or monthly plan). However, even though you have prepared a plan, sometimes you will still encounter challenges with time management. This chapter aims to introduce methods to cope with this problem.

Divided into two sections, this chapter starts with **How to Manage Time**, in which we will introduce the relationship between time management and strategic planning, the challenges of time management, a step-to-step guide on managing time, and the use of a tool – the timeline. This section will help you to connect time management and strategic planning more closely and understand the concept of time management in its broadest sense. You can use **Template| Timeline** to design your organization, program, or an action’s timeline. In the second section, we will introduce another tool to manage time — the Gantt Chart, and we will run through two Gantt Chart examples to show **How to Use the Gantt Chart**. You can manage time more efficiently if you follow the guidance in this chapter.