Time : its attributes

- Time is neutral
- Time is a resource that cannot be increased
- Time cannot be saved for future use
- Each activity requires a minimum quantum of time
- Time has a value like currency
- Time is cumulative in nature
Time Management

It is managing ourselves in relation to time. It is setting priorities and proper utilization of time to achieve maximum quality output.
Time Management

- **Time** is life, do not waste it
- **Identify** major “Thieves/Gobblers” of time and avoid them
- **Make** a realistic list of things to do and act on it
- Prioritize the activities **A:** Extremely important; **B:** Important; **C:** relatively unimportant
- **Eliminate** unnecessary activities
- **Use** memory aids such as diary, notebook, cell phone
- **Analyze** how time is spent
- **Never** take on more than necessary, learn to say no
- **Analyze** yourself and operate within your strengths
- **Get on** by being organized
- **Manage** backlog
- **Treat** each day as your last, maximize it.
How to plan your day

- Visualize your long term goal
- Try to follow your plan every day
- Use only one planner to keep track of your assignments
- Write out a ‘To do list’ every day
- Don’t jam your day full of activities
- Do it now
- Always plan time for balance; include family, fitness, recreation, social and spiritual activities.
Problems and Solutions for Proper Time Management

**Personal:**
- ü Know priorities of doing things
- ü Be organized
- ü Spend some time as leisure time

**Psychological:**
- ü Have self discipline
- ü Learn to say “No” if it demands
- ü Believe in team work
- ü Have a watch on the work entrusted
Problems and Solutions for Proper Time Management

External:
- Maintain proper relationship with friends and colleagues
- Never attempt indirect interactions

Social:
- Allot some time to spend with nature with parents, to love, to listen, to dream to and to think
- Morning 4.00am to 9.00am is the best time for work
Tips for Successful Time Management

1. Doing things with concentration, dedication & commitment and not in a careless manner
2. Trust others and distribute works to others
3. Never think about unnecessary things and never interfere in others matters
4. Postponement of planned events is an avoidable bad habit
5. Breakdown your goals into smaller task with manageable steps
6. Be punctual
7. Increase your skills: Reading, Writing, Phone, Mail
8. Avoid ‘Time Gobblers’
9. Hurrying up is the best way of doing things faster
10. Don’t forget or misplace things
11. Use a calendar/get organized
Thank You