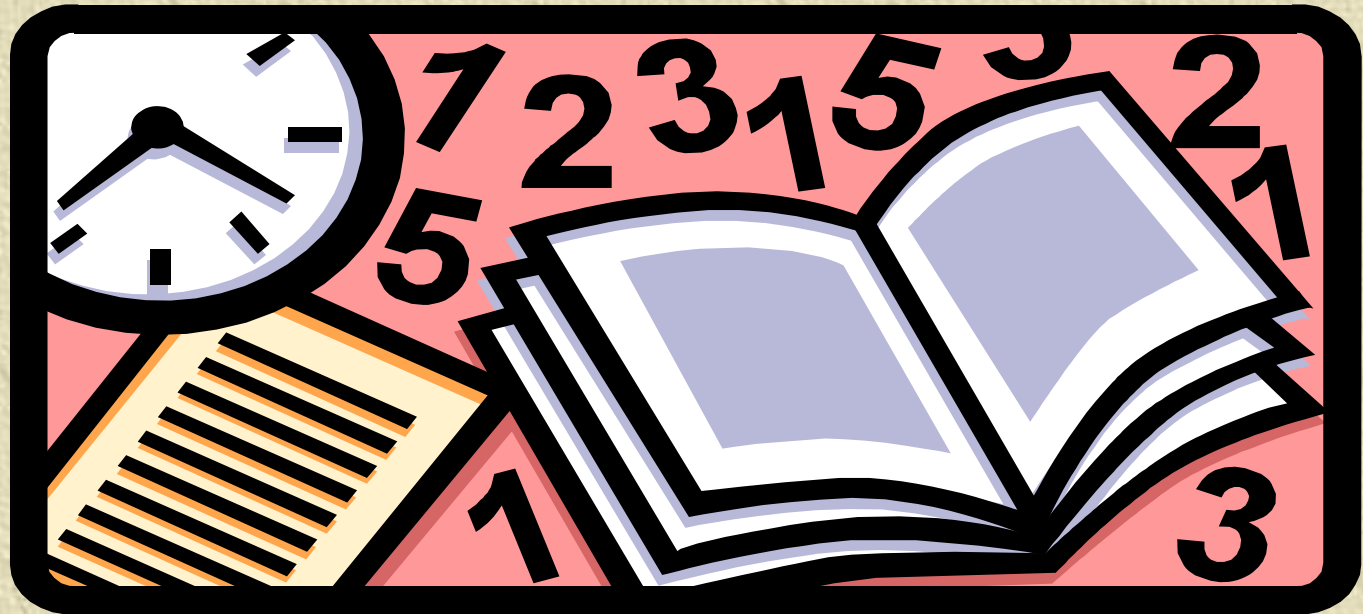


# *WELCOME To Presentation on*

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# *TIME MANAGEMENT*

# *Time : its attributes*

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- ✦ 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*

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

# *Time Management*

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- ✦ Time is life, do not waste it
  - ✦ Identify major “Thieves/Gobblers” of time and avoid them
  - ✦ **M**ake a realistic list of things to do and act on it
  - ✦ Prioritize the activities **A: Extremely important; B: Important; C: relatively unimportant**
  - ✦ **E**liminate unnecessary activities
  - ✦ **U**se memory aids such as diary, notebook, cell phone
  - ✦ **A**nalyze how time is spent
  - ✦ **N**ever take on more than necessary, learn to say no
  - ✦ **A**nalyze yourself and operate within your strengths
  - ✦ **G**et on by being organized
  - ✦ **M**anage backlog
  - ✦ **T**reat each day as your last, maximize it.

# *How to plan your day*

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- ✦ 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*

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## **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*

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## **External:**

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

## **Social:**

- ü Allot some time to spend with nature with parents, to love, to listen, to dream to and to think
- ü Morning 4.00am to 9.00am is the best time for work

# *Tips for Successful Time Management*

- ⌚ **Doing things with concentration, dedication & commitment and not in a careless manner**
- ⌚ **Trust others and distribute works to others**
- ⌚ **Never think about unnecessary things and never interfere in others matters**
- ⌚ **Postponement of planned events is an avoidable bad habit**
- ⌚ **Breakdown your goals into smaller task with manageable steps**
- ⌚ **Be punctual**
- ⌚ **Increase your skills: Reading, Writing, Phone, Mail**
- ⌚ **Avoid 'Time Gobblers'**
- ⌚ **Hurrying up is the best way of doing things faster**
- ⌚ **Don't forget or misplace things**
- ⌚ **Use a calendar/get organized**



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Thank You

