

# TIME MANAGEMENT



You have 168 hours per week, how do you use yours?

Sr. No.	Description	Usually	Some times	Rarely
1	Do you normally spend time the way you really want to?			
2	Do you often feel harried and obligated to do things you really don't want to do?			
3	Do you regularly work longer time than others?			
4	Do you take work with you in home?			
5	Do you feel guilty about your performance at work?			
6	Do you consider your job to be fun?			
7	Can you find blocks of uninterrupted time when you need to?			
8	Do you feel in control about the way you use your time?			
9	Do you do regular exercise?			
10	Do you take vacations as often as you would like?			
11	Do you put off doing difficult, boring, or unpleasant parts of your job?			
12	Do you feel that you must always be busy doing something productive?			
13	Do you feel guilty when you occasionally goof off?			

# Time management

## Control of Your Time

List down the activities in both the boxes and check in the scale, where are you:

10	9	8	7	6	5	4	3	2	1
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Tasks or activities that allow personal control of my time	Tasks and activities that limit personal control of my time

# Time management

Identify your prime Time and check your activities

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# **Time management**

My priorities for this Sunday:

Priority A – Must do

Priority B – Should do

Priority C – Nice to do

## **Time management**

How would you use the time, if you would get two hours each day:

- Do more planning
- Do more reading
- Spend some time on new project work
- Spend more time with family and friends
- Begin or expand an exercise program
- Spend more time on personal financial matters
- Start or expand hobby
- Handle some thing which I have been putting off

Add your own

# **Time management**

# Time management

The tips:

## Benefits

- Accomplish the task we need to accomplish and enjoy the lives
- Increase productivity
- Make your personal and professional life well balanced
  - Reading
  - Communicating
  - Relaxing
  - Thinking
- Help to achieve the goal
  - Career planning

## Objective

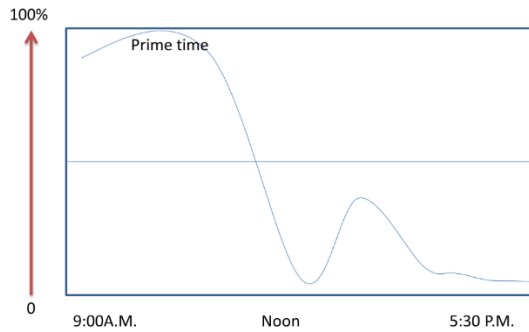
- To help you to determine how you using your time at present
- To make you aware of the portion of time over which you have control
- To teach you how to make the most effective use of time under your control
- To help you handle time not under your control in a more efficient way
- To allow you to use time the way you choose

## Three ways

1. Discontinue low-priority tasks or activities.
2. Be more efficient at what you do.
3. Find someone else to take some of your work.

# Time management

## Prime Time



## Old people said

- Time is precious and limited
- You need to know how you using the time & where your time is wasting
- It is a personal process and must fit your life style and circumstances
- Need strong commitment to change old habits

## How to start

- Be smart in documentation
- Organize your self
- Self commitment
- Focus
- Goal
- Electronic gadget
- Write more
- Diary



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## Setting Priorities

1. Listing things that need to be done
2. Prioritizing items on the list
  - Priority A – “Must Do”
  - Priority B – “Should Do”
  - Priority C – “Nice to Do”

**Judgment**   **Relativity**   **Timing**

Priorities are flexible. Depending on the date list of priorities will change

## Review

1. Establish responsibilities, priorities and objectives
2. Eliminate unnecessary and inappropriate activities
3. Plan and schedule the use of your time weekly and daily
  - Make optimum use of your peak time
  - Eliminate or reduce as many distractions as possible
  - Include room for unexpected events

## Five Tips

1. List and prioritize weekly objectives
2. Make a daily “to do” list and prioritize
3. Devote primary attention to you’re a’s
4. Handle each piece of paper only once
5. Continuously ask, “What is the best use of my time right now?” and DO IT!

# Time management

## Common Time-Wasters

- Disorganization
- Procrastination
- Social Interaction
- Acceptance
- Perfectionism
- Risk Avoidance
- Visitors
- Telephonic Calls
- Mail
- Waiting for Someone
- Unproductive Meetings
- Crises

To adopt the wrong thing is easy and faster but fatal, to adopt correct things take time, slower but forever. Take the correct thing in blood.