



Presents



Art of Managing Time



by
Dr. P.R. Subas Chandran, Ph.D.,

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Published by

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Plot no.146, G6 -22, Swaminarayana Nagar Colony,
B. N. Reddy Nagar, Gurramguda, Hyderabad – 501510.
Telangana, India.

Price - Rs. 20/-

Printed by: J. Vincent Suresh Kumar at John Printograph,
5/2780, Muneeswaran Colony, Sivakasi - 626189.

☎ 99413 93851 / 98412 14934 ✉ vincentjprint83@yahoo.co.in



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Art of Managing Time

by

Dr. P.R. Subas Chandran, Ph.D.,

This book is for those who.....

Are yet to write...

Wish to write...

Have been writing...

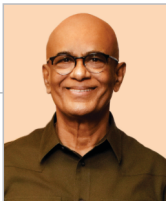
Continue writing... success stories

Life changing audios! Resolutions of rescheduling your humdrum routine life atleast an iota after reading this book? Confronting starting trouble like everyone does how to induce those thoughts into your memory system? The scientifically contrived technique, the 'Art of Altering Attitude through audio files', once listened to before hitting the bed (at the alpha hour) just for 18 days shows the way magical spell charms on you working miracles.

The pudding is in the eating. Don't have to believe your eyes or ears. For any guidance (for instance to get up on time with a smile or how to eliminate irritation, etc.) contact the undersigned; we will attune the content and facilitate you record; in fact, the tips are free of cost; the readily available piece, indeed. Service to humanity is service to Mother Nature.

Dedicated to

those who have abused the gift of Mother Nature and aspire to regain it.



FROM THE AUTHOR

Art of Managing Time (AOMT)

“பருவத்தோடு ஒட்ட ஒழுகல் திருவினைத்
தீராமை ஆர்க்குங் கயிறு.”

[A timely effort is greater than all the wealth amassed]

Time isn't the main thing. It's the only thing. Time and human life are inseparable from womb to tomb and having lost the gamut of time it is appropriate for you to go through the pages of this handbook. Time is a part of your bodily function.

Life and time are interconnected and remain complementing each other. It is not you, who manage the time... it runs out... It is up to you to take or leave it. A simple and pragmatic time management formula, explained in this handbook will be a panacea for your 24 hours and work your ways accordingly. As every action has equal and opposite reaction, every action is 'tensed' (time oriented), i.e., bound by time hence classified by its urgency and importance. The famous Eisenhower's quadrant matrix is incorporated in support of important-urgent action for you to design better action plan:

More Important and More Urgent – Crises and Emergencies

Less Important but More Urgent – Prevention, Planning & Improvement

More Important but Less Urgent – Attend or delegate

Less Important and Less Urgent – Waste of time ... avoid or delegate

A very simple tool, although, that it transforms you holistically. You won't regret having read. I am sure, after a lot of spade work and feedback, this compilation is brought out to demo how the jigsaw could be a tool to elevate your personality without the support of finance. Read to reap; to rejuvenate.

All the best

(Dr. P.R. Subas Chandran)





Smt. JUSTICE T. RAJANI



HIGH COURT OF JUDICATURE AT HYDRABAD

For the State of Telangana and the State of Andhra Pradesh

☎ : Off - 040 - 2344 6150

I am happy to write a foreword on ‘Art of Managing Time’, which has been the keyword of my life. I consider a person’s success directly proportionate to his skills of time management. My meaning of time management is doing things at the right time. We have been nurtured by our teachers with proverbs like “A stitch in time saves nine”, and this holds the essence of time management. If one peeps into the life of any successful person, in search of reasons for such success, the unanimous answer could be time management.

It makes me happy that Dr. Subas Chandran has chosen to compile incredible content, which is not only worth reading but also worth practising. Those who do not have due regard for time management are sure to realize the importance of time management. Those who know the importance of it, would take the help of this book to hone up their skills further. The author has taken an excellent example from Eisenhower’s quadrant, which helps not only in prioritizing and scheduling our work but also to delete the works that are unimportant.

Read to reap.

(T. Rajani)



About the Author



**Fling me across the fabric of time and the seas of space.
Make me nothing and from nothing-everything**

- Rumi

Dr. P.R. Subas Chandran, the author of the pre poll book, '**Why Modi Should become the Prime Minister** (2015), the biographer of former Union Home Minister, Shri. Sushil. K. Shinde's **Who Wrote My Destiny?** an interviewer who has authored and compiled, **Aakasame haddu**, a renowned journalist, non-clinical psychologist, a blogger and a full-fledged motivational speaker, hails from a humble living like any of us who confides to all those icons the heart of the matter, the hidden agenda of his success story through the ART SERIES....further details visit www.subschandran.com

“ It is not a sin to have been born poor but to die one is certainly unpardonable. ”



ACKNOWLEDGEMENTS

This presentation reflects the Master who has sent a messenger to disseminate the message. A repository of creative people interspersed with worldly wisdom from mundane to spiritual fields is incorporated.

The author owes his accolades to **JUSTICE Smt. T. RAJANI**, Judge High Court of Andhra Pradesh to have foreworded the Art of Managing Time vouchsafing the contents shared.

Of course, **Dr. S. Gurushankar**, Chairman Meenakshi Mission Hospital & Research Centre deserves a more than thanks for the all round support.

The author extends his due accreditations to **Mr. Sam Rajappa** and remains in gratitude to **Mrs. Latha Sharma**, Associate Editor, for making this book a possibility.

Also, applauds Google.com, Wikipedia, the team members: **Mr. S. Manikanda Raja** & Designing Team of MMHRC whose contribution is immeasurable in publishing the pocket-sized book.

Special adulations to the first reviewer

The author and his team gratefully acknowledges the angel's (name not to be revealed) immaculate appraisal, correcting, editing as well as amending, to have the book rendered nearly error-free.



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NOTE

This book is a compilation of wisdom from myriad sources intended to benefit the general readers, certainly not experts. Most of them are suggestive, self-experienced that readers may consult health care specialist, should they find information not in rhythm with their expectation. Moreover, the write-up is governed by the British English Language/Grammar rules. Any reconciliation with the computer language be kindly overlooked. The author and the publisher bear no responsibility for abusing or misusing the indicative measures.

Art of Managing Time

Time and life are inseparable.

If you want to manage your life take care of time.

Only death separates..

“

*Nothing is a waste of time if you
use the experience wisely.*

- Rodin

”

Time is the most important dimension of life; rather, its omnipresence is apparent in everything we see, think, feel and do. Time differentiates the past from the present, and the future in any media, religion or belief-system or any perspective.

While dealing with time, we can only manage because we cannot control it, as it is aptly said, “time and tide waits for none”. The better we tune ourselves to time, the better our lives will be, and sooner the better.

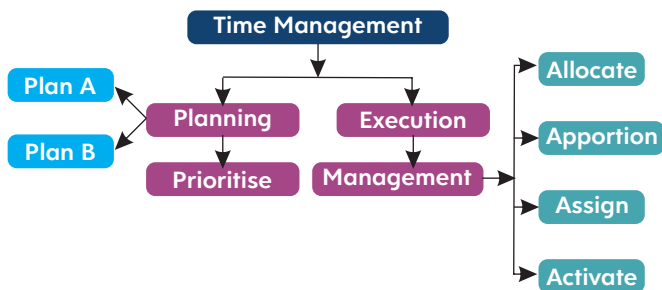
“

*Achieving goals becomes a set of
events with proper time management*

- Author

”

The ensuing pages talk about a fresh perspective on what is time-management, how better we can tune ourselves, why we need to manage time, who is impacted, when and where to be cautious? time is one of the key factors to achieve our goals.



Let us define it. Time management is the process of planning and executing a task with conscious control over the amount of time spent. The most important person in this mission is you; so be realistic while selecting events for the day. Before we go into the hows, let us go to a unique bank where something more valuable than money is credited daily. Any wild guess? Yap!

It is the time-bank.

Time Bank — Normal Bank

- | | |
|--|----------------------------------|
| • It does not carry forward any balance | • It carries forward balance |
| • Daily new account is opened at the same time | • One account per person |
| • End of the Day (EOD) balance is burnt-out | • EOD balance is carried forward |

One fine day, a time-management expert was addressing a group of business students with an impactful illustration to drive home a point which the students would never forget.

Standing in front of high-powered over-achievers he said, “It is time for quiz” and pulled out a gallon, wide-mouthed Mason jar and set it on the table in front of him. He brought along fist-sized rocks which he placed carefully into the jar one-by-one. When the jar was filled to the brim, he asked the ever-curious audience “Is this jar full?”

“Yes” reverberated the conference hall with the thunderous uproar.

The expert scoffed, “Really?,” Turning away from the students he took out a bucket of gravel and dispensed some into the jar and shook it so that the gravel slid down the spaces between the rocks. He inquisitively asked, “Is it full now?”

By this time the class was upon him. “Probably not”, one of them answered.

“Good!” he replied with a smile. He reached under the table and pulled out a bag of sand and slowly and steadily filled the jar to the brim and looked at the intent eyes and asked, “Now?”

“No”, the class shouted.



Continuing the process, he commented, “Excellent!” He calmly grabbed a pitcher of water and began pouring it in till the limit and looked at the students who were smiling at this point and paused for a moment. “What is the point of this illustration?”, he asked the class to which one eager-beaver raised his hand and said, “The point is, no matter how full your schedule is, if you try really hard you can always fit in some more things into it.”

“No, that is not the point,” he emphasised. Frowns dissuaded smiles reigned the class. I would not be surprised if you stopped smiling too.

The essence of the illustration is to put the big rocks first, else you won't get them in at all. The big rocks represent our loved ones, faith, education, dreams and being helpful to others, in our lives so we remember to put them first otherwise we can never get them in at all.

The message is simple: **prioritise and manage.**

Prioritise: Like the itinerary from the illustration cited above, unless we understand and follow a

pattern to prioritise our day, we are just throwing all the events of the day into a blender. 'Blunder with blender'. What happens is pretty evident, no event is performed correctly and hence a day of failure.

From the illustration of rocks and jar let us see if we can bring about more sense to our lives.

Big rocks: Most important things on which our survival like family, faith, work etc. vest.

Gravel: Less important things but can improve our day like improving interpersonal relationships with our colleagues, relatives, friends, etc.

Sand: Things that add value to our day like helping neighbours, helpers at home and office, fellow travellers, etc.

Water: Mostly intangible things which others cannot see like emotions, thoughts, or concerns, etc.

We can categorise all the events of the day in quadrants. Important and urgent*(four quadrant refer Art of Goal setting and their

combination of 'yes' and 'no' will give us a quadrant as listed below.

Post-war U.S. President Dwight David Eisenhower successfully used this method to manage his time.

Every day each one of us, rich or poor, fat or lean, capable or incapable, powerful or powerless, is credited with 86,400 seconds. It is totally up to us how we spend it. Isn't it, cool?

Since it is entirely up to us, let us see if we can use for good.

What is important is seldom urgent and what is urgent is seldom important.

More Important: All the events of the day which are essential for the wellbeing of the people

“

Better late than never, but never late is better.

- Warren Buffet.

”

- | | |
|----------------------------|--------------------------------|
| • Important but not urgent | • Not important and not urgent |
| • Important and urgent | • Not important but urgent |

around you (family, colleagues, friends, etc.) say for instance our daily chores.

More Urgent: those events that have limited time frame and are in a critical path.

Having lunch is important but not urgent in the morning but becomes important and urgent in the afternoon especially when you are hungry.

Events change quadrants as time goes by; so be aware of the changes.

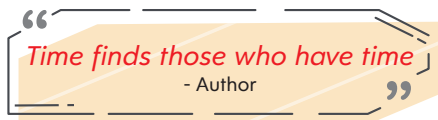
Every quadrant is important at the end of the day.

Preferably keep a big whiteboard and list the events of the day in each quadrant. Clean the event of the day in each quadrant. Clean the event after completion at the earliest. You find

	MORE URGENT	LESS URGENT
MORE IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> DO	<u>Quadrant II</u> <i>not urgent but important</i> PLAN
LESS IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> DELEGATE	<u>Quadrant IV</u> <i>not urgent and not important</i> ELIMINATE

time to wipe it out and clean because an event which is complete and is still showing in the list causes concern or confusion.

Put constant effort to minimise the list of events in a quadrant. Do remember to fill each quadrant with all the four elements. Then you will have a clear picture of your present and near future. Fill each quadrant with water because we constantly feed on emotions, be it good or bad. Let us say you have severe headache and you have an important meeting to attend. Because of the headache, you cannot cancel your meeting. Instead, create a list to take breaks at regular intervals or take medicine before the meeting. You do justice that way to both your meeting and to yourself. With this clear picture, managing your events at hand within the timeframe and on time becomes easier, doesn't it? The content of the quadrant could vary from person to person.



Planned Action

Back to the pavilion on the hows of it. Every action has to be planned; either a time line or time table or diary or even a checklist should resolve the issue. In this context let's discuss about the three kinds of people: who work with time; by time and against time. The first category works from dawn to dusk; the second category works at specification realise short term goals with duty bound monotonous, for the heck of doing; the third category is exceptional like the ant and the Japanese and the chinese to have long term goals set with future plans.

During the World War II the American scientists worked against time to devastate the twin states, Hiroshima and Nagasaki, to which the present Scientists working to invent Covaccine is a constructive act with a contrast.. Truman, the then President of the White House observes in his diary, the atrocity to those "little kids" when it happened to destroy the civilian area. There's yet another memoirist soldier 'My Service in the Army', "in the face of war"

throwing insight into the intricacies of planning and preplanning what in present parlance called Plan A and Plan B; how slight distraction or skip of a fraction of a moment of a nano second leads to utter shatter.

Allocate & Apportion What? 'Whom? How long? Why?

ALLOCATE the available 86,400 secs. for each task according to your timetable. APPORTION how much of the time to accomplish a task. Before allotting time slot know it all there is always the time lapse. Kalpana Chawla addressed this issue in her first seminar, "Time Lapse in Space". Those witnessed Vikram Lander 2 would not fail to recce this hurdle in one's life. Hence, the element of ASSIGNING becomes inevitable to be dealt with. This indirectly means when mind has to think in the exam hall hand has to simultaneously write. The spirit of constant attention holds the task fast anchored to a place. Then, finally, comes the surgical strike: EXECUTION. All the

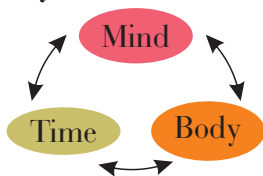
preceding tasks are abstract. They either cost another pencil and eraser or a paper and pen or at the best a particular rung of the hierarchy. Whereas the last, unlike the others, shatters

immediately the entire structure of the construction. One has to be doubly cautious at this stage since it requires immense levels of Planning with 3Ps, Patience, Perseverance and Persistence. Thus, in the accomplishment of a task, action has to be professionalised. It needs harmonious execution coordinated



between Body-Mind-Spirit. We all are familiar with the story of the farmer and his insolent sons. How they got their watermelon harvested.

Body - Mind - Time



A small story of a neighbour, who taught quite a valuable lesson on the productivity of time.

A young man learns what is most important in life from the guy next door. It had been some time since Jack had seen the old man. College, girls, career, and life itself got in the way. In fact, Jack was in pursuit of his dreams. There, in the rush for his busy life, Jack had little time to think of the past and often no time to spend with his wife and son. He was working on his future and nothing could stop him.

Over the phone, his mother told him, “Mr Belser died last night. The funeral is on Wednesday.

Memories flashed through his mind like an old newsreel as he sat quietly remembering his childhood days.

“Jack, do you hear me?”

“Oh! sorry, mom. Yes, I do. It has been so long since I thought of him. I am sorry, but I honestly thought he died years ago,” Jack said.



Well, he didn't forget you. Every time I met him, he would ask how you have been doing. He would reminisce about the good old days you have spent over 'his side of the fence' as he put it". Mom narrated.

"I loved that old house he lived in," Jack said.

"You know, Jack, after your father died, Mr. Belser stepped in to ensure you had a man's influence in your life," she pointed out.

"He is the one who taught me carpentry," he said. "I wouldn't be in this business weren't it for him. He spent a lot of time teaching me things he thought were important. Mom, I will be there for the funeral," Jack said.

Despite his busy schedule he kept his word.

Jack took the next flight to his hometown.

Mr. Belser's funeral was short and uneventful. He had no children of his own and most of his relatives had passed away.



The night before his return to his house Jack and his mom stopped by to see the old house next door, once more.

Standing at the doorway Jack pursued for a moment. It was like crossing over into another dimension, a leap through space and time.

The house was exactly as he remembered.

Every step held memories. Every picture, every piece of furniture, Jack halted suddenly.

“What is wrong, Jack?” asked Mom.

“The box is gone,” he said.

“What box?” Mom asked.

“There was a small gold box that he kept locked on top of his desk. I must have asked him a thousand times what was in it. All he had ever told me was, “The thing I value the most”.

It's gone. Everything about the house was exactly how Jack remembered it except for the box. He felt someone from the Belser's family had taken it.

“Now I will never know what was so valuable to him”, Jack sighed, “I’d better get some sleep.

I have an early flight home, Mom.” It had been about two weeks since Mr. Belser died. Returning home from work one day Jack discovered a note in his mailbox. “Signature required on a package. No one was at home. Please stop by the main post office in the next three days,” the note read.

Early the next day Jack received the package.

The package was old and looked like it had been mailed a hundred years ago. The handwriting was all a hen scratch difficult to read, but the return address caught his attention.

‘Mr. Harold Belser’, it read.

Jack took the package out to his car and ripped it open. There inside was the gold box and an envelope. Jack’s hands quivered as he read the note inside.



“Upon my death please forward this box and its content to Jack Bennet. It is the thing I value the most in my life.” A small key was taped to the letter. His heart raced as tears filled his eyes. Jack carefully unlocked the box. There inside he found a beautiful gold pocket watch.

Running his fingers slowly over the finely etched casing, he ripped open the cover. Inside he found these words engraved:

“Jack, thanks for your time! – Harold Belser.

“The thing he valued the most was my time” realised Jack.

Jack clasped the watch for a few minutes, then called his office and cleared his appointments for the next two days. “Why,” his assistant Janet questioned. I need some time to spend with my son, he said. “Oh, by the way, Janet, thanks for your time.” Manage your time.



An appeal to the chosen ones - Value Time

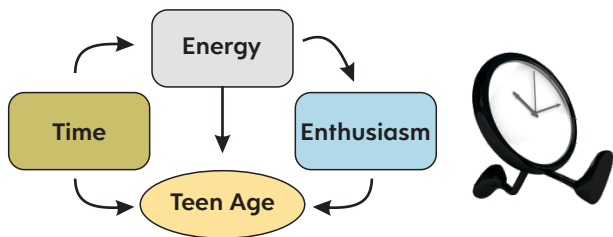
Time-teens, adults and post forties are the world apart. Since time, energy and enthusiasm are mutually inclusive Time, however best planned, can be best utilised only by the youth or the 'teenager' to its fullest. In this context, it is the youth who puts his time to maximum utility. For instance, an 'outstanding' may be a distraction to the teacher inside the class but helpful to a computer teacher who haggles with his software or a librarian in arranging the books in the book rack or physical education teacher may benefit out of him as an assistant to train the juniors; not surprisingly, even to the teacher inside the class in passing message or fetching a glass of water or any other document. Contrarily, a teenager inside the class too, either pays attention; or entertains the neighbour or bullies the 'outstanding' one or flies paper rockets at the teacher or else body. Hence it may

be concluded that 200% of the 24 hrs. is rightly and rightfully exhausted in the teens.

The bubbling energy level thus becomes the yardstick / touchstone to the triple impact on time management. It's suggestive enough that youngsters burn up the precious time constructively for useful purposes. So time management is an effective tool to younger generation efficacious planning of the agenda takes one to the zenith of glory; procrastinating may demolish/devastate the entire persona.

**Make hay while the sun shines;
strike the iron while it is hot**

If you fail to manage the time that is given to you, then the time will be your master. In other words, the misuse or abuse of the given 86,400 seconds, someone will use it to their advantage, and they flourish in different domains, surpass you and reach the pinnacle wherein laziness, postponement, excuses, *blame games* will ultimately land you more dependent on others.



When an intelligent person's blame games can convert 86,400 seconds into a few thousand dollars, why don't you try to make a few hundred dollars and in due course of time, this faith will empower you to enlarge your vision to make not thousands but million dollars. The possibility is the mindset. In the matrix of urgent and important, human relationship takes the edge over. Make it a point, urgent and

important, apply this to you first, then your spouse, children, parents, relatives, friends, associates, co-workers, et al.

In the whole performance of time management the hero and the villain is you and if you are ok, a few of your dependents are all ok.



When everything is strategised where is the question of time constraint. You are at leisure to make friends, saying hello to the dearest and nearest, – a courtesy call or a casual drop in to an old acquaintance. This may get widened either to call on or message to your next priority of social contacts.

This will give a multiple harvest because what you sow you now will reap you bumper harvests (Refer Art of Rewarding Responsibilities).

Today, we need the right professionalism to avoid dependencies and fit-in a knowledge economy.

A timed labour at the right time on a worthy action is the true investment.

Any action performed at the hour of crisis is the right action. - Author

Body mind and soul must harmonise to work with time; right learning is letting one rise to the occasion. Just a moment...take you to next pursuit catch up until then!

To realize the value of ONE YEAR,
ask a student who failed a grade.

To realize the value of ONE MONTH,
ask a incubated baby in a vent.

To realize the value of ONE WEEK,
ask the editor at the news desk.

To realize the value of ONE DAY,
ask the person born on leap year day.

To realize the value of ONE HOUR,
ask the eagerly awaiting lover.

To realize the value of ONE MINUTE,
ask a person who missed the flight.

To realize the value of ONE SECOND,
ask a person who escaped an accident.

To realize the value of ONE MILLISECOND,
ask the silver medalist in the Olympics.



Treasure every moment that you have!
And treasure it more because you share it with
someone special, special enough to spend your
time. And remember that time waits for no one.

Yesterday is history.

Tomorrow is mystery.

Today is a gift.

That's why it's called the present

Friends are a very rare jewel, indeed. They make
you smile and encourage you to succeed.
They lend an ear, they share a word of praise,
and they always want to open their heart to us.
Show your friends how much you care...

Time management is the wisdom of spending/
investing it wisely. Time is mostly mind related in
contrast to deed related. When your mind is
happy, the time passes away in a jiffy, and if your
mind is dull and agitated, the time drags as if
every minute is an hour.

Quite often we have been contending about good and bad times since time immemorial. A superstition handed down for generations-an indolent's lame excuse, by parents and society.



“Good Time and Bad Time?”

When you think everyone is right, everything around you is also right, and when your thoughts are always right, it is good time for the self and well-being of others. However, on the other hand, it is a bad time when you are thinking bad about yourself and others, bad about incidents or events.



Very simple. So, if you want to convert bad times into good ones, positive thinking should be inculcated instead of going to temples or seeking answers from external sources. A righteous person is the one who thinks not about bad times or good times but says to himself that he must be righteous so that his or her time is good.

According to the astrological chart, you may be the person who decides according to different kalams, like Rahu kalam, kedu kalam, Ema gantam etc., but this so-called good time might last for an hour or two and after that what will you do. Will you give up? You should not.

Let us say that you are boarding a flight and the departure time falls in Rahu kalam. Will you stop boarding it? No. According to the astrological chart, will it meet with a disaster because the flight is taking off at a bad time? No..not at all. Now that you are in a flight, and the plane is crossing the Pacific during a bad time, will you ask the pilot to return the plane and wait until the bad time ends? It does not work that way. So, if your mind is happy, time management is easy. If your mind is not happy, time management is arduous. So, learn how to manage your time. For that, you need not visit gurus, colleges or universities but teach yourself to think positive and keep the negative thoughts away. Then the bad time will be converted into good.

Professionalism in Timing Knowledge Economy

If someone is involved/committed in his or her day-to-day rituals, job encounters, entertainment, physical, emotional, and financial well-being, then you are a holistic personality that I refer to as 100%. There is an interesting equation that eight equals one hundred ($8=100$). The 24 hours in a day are divided into three segments of 8 hours each: 8 hours for sleeping, 8 hours for earning, and eight more for managing the former 16 hours.

These 8 hours are the critical password, passport, and VISA (Vital, Integral, Synergetic Attitude) to charge, and make the 16 hrs to work for you. Is it possible to become a cent percent



persona? Let us see how this equation works out. It does wonders because I am one of the beneficiaries of such a homework.

For example, if you spread 8 hours efficiently, effectively, and economically then the 8 hrs will tune the rest of the 16 hours into a magic wand. Want to know about the art of using these 8 hours? Split it into 2 minutes to 10 minutes half an hour to one hour, and so on.

The rest of the 16 hours will be conditioned by such homework, and you will be the expert in your journey. Unless you give it a chance, you will not be able to understand or accept the concept - 8 is equal to one hundred. For example, getting up morning at 5:00 AM is one of your goals, and the moment you get up and spend 10 to 15 minutes in the manner that I am doing, and if it suits you, you can. Within 10 minutes, you start



feeling a new sense of energy pervading your body and mind. Believe me to empower you.

Some of the guidelines appear eccentric, of course, it is. I am doing and reaping the benefit. If I can, why not you?

My fellow men, brothers, sisters, relatives, friends, and associates deserve to benefit from my efforts in the simplest way possible. If you are dedicated to yourself, and should you need more information related to the concept of eight being equal to one hundred, please visit my website or call me for free counselling without riders or hidden agendas. As part of my return gift, I am providing this kind of service to my fraternity. Please take advantage of it, reap the benefits, and share it with others.

Are you ready? Just get going...



*"Better three hours too soon
than a minute too late."*
William Shakespeare



*"We must use time
as a tool, not as
a couch."*

John F. Kennedy



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