

Time Management

Time Management

2009
DIARY



gt 9 mol-

TWO THOUSAND NINE
Diary
PLAN YOUR SCHEDULE

T

TIME (KARANENTI NAYAM) MANAGEMENT

Time has no divisions to mark its passage
There is never a Thunder storm or a blast of Trumpet's
To announce the beginning of a new day, ^{new} month or a NEW YEAR
[except the traditional SEURYODAYAM (SUN RISE)]
Thomas MANN

LIFE IS SHORT
MAKE IT SWEET
Do Always Good
CARE NOT TO LOST

TIME IS THE MOST ELASTIC ELEMENT
IT INCREASES WHEN WE ARE WAITING
IT DECREASES WHEN WE ARE ENJOYING
IT IS ONLY OUR IMAGINATION.

IT IS THE SAME FOR BOTH U & ME
Let us spend it - USEFULLY

Boon or bane?

Many people waste
precious time dreaming

of becoming rich
overnight and leading a
happy life ever
afterwards. Of course,
many have achieved this
ambition. But there are

Hughes Jacquet (1811-82),
a multimillionaire in the
city of Lyons in France
died of shock after
learning that his fortune
had sunk to mere 1,00,000
Francs. At almost the
same time his nephew —
a poor man — died of
excessive joy, when he
was informed that he
inherited 1,00,000 Francs

YOUR TIME
IS LIMITED

DON'T WASTE IT
LIVING OTHER'S LIFE
LIVE YOURS
LET NOT
VOICE OF OTHER
DRAIN OUT YOURS

Value of time

1. Time is money, we have no right to waste it.
2. Time is power, we have no right to dissipate it.
3. Time is influence, we have no right to throw it away.
4. Time is life, we must value it greatly.
5. Time is God's, he gives it to us for a purpose.
6. Time is a sacred trust, we must account for every moment.
7. Time is wisdom, we have no right to remain ignorant.
8. Time is preparation for eternity, we must redeem it.

"No one should feel old & mature
until they are 100." say PRATT.

U are never too old to start feeling young
or too young to keep U self from ageing pre-
maturely.

The first thing PRATT recommends is

"To make a commitment to change, &
set realistic goals & realize U r hopes, ambitions
to look better, to feel better, live longer or
or all of the above - U have to ease
into U r new life & change U r habits.
U r new life starts right now.

Three ways to slow ageing process:

(1) EAT RIGHT, LIVE BETTER
Preventing diseases is the best cure

(2) MOVE MORE — LIVE LONGER

The more U move, the less is the risk.
U need not be an athlete/filmmaker but keep moving

(3) Make a commitment for change
Start walking right now

TIME is the concept of intellect —
SELF is the destroyer of Time & beyond the intellect

The TIME is NOW

If there was ever a TIME to Dare
To make a difference
To embark on something
WORTH ~~DOING~~ + WORTHWHILE
IT IS NOW + RIGHT NOW

NOT for any grand cause

But - for something that tugs
at ur heart
Something that is ur inspiration
Something that is ur dream

You owe it to yourself

To make ur dream come true

To make ur day count

Best of Luck

Pyson B.
11/1/2009

Whenever U have a dream inside ur heart
Never let it go unattended or uncare for
Because Dreams are tiny valuable seeds
from which Beautiful TOMORROWS grow.
Don't be afraid of TOMORROW (SAY NATH)
For God is already there to welcome U (SAY NATH)
BELIEVE in God's love and know that
He surrounds U every day with courage + strength

TE
ANCE

INAL INSURANCE
IAL
AL INSURANCE
AL
VSURANCE
AL
URANCE
AL
IAL

A/C NO.
A/C NO.
TAX NO. (PAN)
CARD NO.
CARD NO.
D NO.

Email :- Murthyamula@yahoo.com

IMPORTANT CONTACTS

- PHYSICIAN
- DENTIST
- AMBULANCE
- GARAGE
- SOLICITOR
- STOCK BROKER
- BANK MANAGER
- INSURANCE AGENT
- TRAVEL AGENT
- ELECTRICIAN
- RESTAURANT
- POLICE STATION
- AIRPORT
- TAXI SERVICE
- CLUB

TIME IS a companion that goes with us on a long journey
It reminds us to cherish every moment because it never come again
There is never enough time to do everything but there is always enough time to do most important thing
LIVE LIFE one day at a TIME

Opportunities
I've like
Occasionally
if I wait
too long
you will miss them
William Arthur

Time management is workshop topic

Problem-solving and time management for business owners is the topic of workshop scheduled from 7 to 9 p.m. Tuesday at the San Jacinto Community Center. Presenter Peter Mehit, a consultant with Custom Business Planning and Solutions, will discuss how to categorize tasks by importance and value, delegate tasks to others, handle interruptions and say no to tasks that don't help the business, a city of San Jacinto news release states.

The program is free but registration is required. Email Jan Catron at jcatron@sanjacintoca.us for information.

—GAIL WESSON
gwesson@PE.com

Occasionally
I've ~~never~~ waited
in my life
is the day on which
I have not laughed

Occasionally
I've walking
in the rain
because no body
can see my tears
Charlie Chaplin

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TIME is the concept of intellect
SELF is the destroyer of Time & beyond the intellect

- 1) Time vs Money
- 2) Time Management — Be all & end all of life
- 3) PURPOSE of LIFE linked with TIME
- 4) value of Time
- 5) Man vs forces of nature
- 6) Right perspective on Time
- 7) Passive & active Time pass
- 8) Time — defined in diff ways
- 9) Time Management vs self leadership
- 10) Know the value of 5 minutes
- 11) Measurement of TIME
- 12) Importance of TIME & Flow of Time
- 13) Has seven days influence Ur life?
- 14) Right Time to start is Today
- 15) Little things make a difference in a fraction of TIME
- 16) Yesterday — Today & Tomorrow
- 17) Continuous Education helps Time Management
- 18) PRIORITIES in Time Management
- 19) Phenomenon of Time
- 20) How great — people spend Time?
- 21) TIME is a MISER — non renewable Resource
- 22)
- 23)

The spiritual worth of time

MADRAS, May 1.

Every second in our life is precious because it provides us with an opportunity to take a step forward if we decide to trek on the path leading to Salvation. As the sun rises and sets, people feel happy because during the day, they believe they can earn well and in the night, they can retire peacefully to their homes. But they forget that a day is lost, that can never be retrieved.

Likewise, people will be delighted to see the forward and backward movements of a saw but in this process, the size and shape of the log of wood get correspondingly diminished. It will be ridiculous if a girl, asked by her mother to take care of the grains kept for drying, forgetting her task gets lost in admiring how the donkey which has consumed the grain, chewed and swallowed the paddy leisurely.

In the Ramayanam, Sri Rama regrets more at the ten-month-period that was lost after Sri Sita was separated from Him than Her abduction because He had the ability to take Her back but not the Time that had elapsed. Hence it is imperative that all of us should adopt measures to acquire spiritual knowledge that will enable us to realise the Almighty. Otherwise, we will have only frittered away the opportunity given to us.

The wisdom that we gain should make us know who God is, what His traits are, what guidelines He has laid. Knowledge so acquired should make us know the supreme powers of God, the limitations of humanity and the link that should exist between God and man.

Ramanuja had left a rich legacy and had contributed several texts, to establish the Visishtadwaita philosophy. The Azhwars have also given us treasures in the form of Prabhandams. Sanskrit and Tamil are like the two eyes of a man or like the river Ganga and Cauvery, and as such, both are necessary. A devotee should praise God through the hymns and even if defective, he will be pleased because they are devotional outpourings.

To reside in a holy place like Sriperumbudur, where Ramanuja was born, is itself a boon. The education that we receive should lead us to experience the presence of God. The spiritual tradition laid down by apostles and seers ought to be preserved and fostered, Sri K. Varadachariar said in a discourse.

Ludhiana	08101	Pala
Madgaon	08342	Pakur
Madubani	06276	Palakole
Madurai	0452	Palai
Mahabaleshwar	021686	Palani
Mahabalipuram	04113	Palanpur
Makum	0374	Palghat
Mangalore	0824	Panagarh Bazar
Magura	03512	Panipet
Malda	03512	Panjim
Mandsaur	07422	Paradeep
Mandya	08232	Pathankot
Manipura	08252	Patiala
Manmad	02591	Patna
Mannar	0479	Payyavur
Mathura	0565	Phagwara
Mayiladurai	04364	Phulbani
Mehboobnagar	08542	Piplibhit

READERS' VIEW

Time is precious

Have fun but don't fritter away your time by taking life easy and doing nothing serious, says ANUPAMA KADEVARI

When I was in the sixth standard, I used to envy class 10 students. "It's their final year in school and soon they'd be free birds," I often thought to myself. I longed for that day when I too would be out of school — no more of that loads of homework, restrictions, etc. — and enjoy the freedom of college life.

Finally, when I passed out of class 10, though my heart wept for a while because I was parting with all my childhood friends, I was thrilled at the thought of going to college, wearing a dress of my own choice, no restrictions, and above all, being a free bird.

When I was in college, I said to myself, I am old enough to make my own discussions. And did exactly what I wanted to. Soon, I discovered that not all my decisions were proving to be right. I wasted my time doing unimportant things and often got into serious problems, which could have easily been avoided had I thought more sensibly.

There may be many people who do not take their life seriously once they step into college life. To them, life is just having fun and spending their time by bunking classes and going out on long drives, to watch movies or just roaming around. This may be fun initially, but later you'll realise you have lost precious time

Precious time

Time is most precious. Plan the way so as to make the best use of the available time.

1. Every morning see what and how much you want to accomplish for the day and then begin to execute your plans, not wasting much time between planning and acting. At the end of the day be impartial and thorough in reviewing your programme.

2. Avoid visiting others too often.

3. Avoid reading useless books.

4. Begin everything with a plan, but plan well.

5. Do not defer action.

Not only this. You should know what great writers had said about time.

a. Lost time is never found again. -- Benjamin Franklin.

b. Time is the nurse and breeder of all good. -- Shakespeare.

c. By losing present time, we lose all time. -- W. G. Benham.

d. Time is lord of thee; thy wealth, thy glory and the name are his. -- Thomas Love Peacock.

NIROJ KUMAR SATAPATHY

William Shakespeare too said, youth is the most precious stage in a man's life. It is in this age that one can put in his maximum capability to achieve success. Don't waste it by wailing away your time.

Those who think having fun, is all that matters in this stage as "there is a life ahead" will later realise how wrong they were. Always remember — time once lost is lost forever.

A lot depends on the type of company one keeps. If you're in a circle of friends who are *welas*, — easy-going, with no set aim in life — you too will become like that.

Therefore, it is very important to mix with the right people. Especially when you are young, you have all the energy to work hard and take a lot of stress. Don't fritter away that time. This is my sincere advice to all college-going students. Don't be under the false impression that life is meant to have fun and enjoy, without doing any serious work.

There is so much to achieve in this world that every moment is very precious.

Note: Feeling strongly about an issue? Send in your views, in not more than 300 words, to us. The published article will get a prize of Rs

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Time is money.
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TIME

DIVIDENDS

SHARES SOLD

Date	Tax Deducted	Net Amount	Date	Quantity	Rate	Net Sales Proceeds
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① The guiding wheel of TIME doth may
Run many a life of MOON & STAR.
And many a brightly smiling morn
But still my soul is MARCHING on.

2) Darkness, death & failures Vied
To block my path they fiercely tried
My flight - with jealous nature's strong
But still my soul is MARCHING ON

3) ^{Saying too}

"Time is Money" gives a fair idea of Time
but tells about of conveying actual value of Time
Not only Time is money, but it is more valuable than Money.
Money once lost may be regained or recovered &
lost health or even lost honour & glory
can be recovered by industry, but not lost TIME.

Time & Tide wait for no man. Neither wealth
nor position can take away a jot from the fleeting
nature of TIME, once it has passed away.

2009

January

TIME MANAGEMENT — Be all & end all of life Thursday 01

DAY (001-364)/WEEK-01

I am sure that Everyone will agree that AGING is a natural process, for any living being. Effect of aging is reflected in physical, mental and other faculties of our life.

In an average life span, say 70-80 yrs
first 20 years is a dependent life
aspiring to get all the best
possible things in life;
which is motivated by parents

Between next ^{promote} fertility to education & grow
20-30 years; one goes through next stage
of higher education, ^{potential} employment ~~possibilities~~
~~formation~~; improvement in our life style
as age & experience progresses & acquisition of
new skills & knowledge & immovable property

11/ In the next 30 years (30 to 55/58/60) ^{Saturday} 03
DAY (003-362)/WEEK-01
children (we) get married in a good ^{circle} and produce children and grand children
then the crossing of the peak starts
iv) After 55 or 60, ^{is the} starting point of the
regression by way of physical condition,
health, facing the adium of parents &
grand parents, parting away from the de-
pendency of the aged on their children/grandsons
for their needs & basic necessities of life
loss of self confidence and so on.
Still their preference & importance of the need
in the social life including family life etc
cannot be ruled out. In many families
had a happy & comfortable life with the
assistance & pampering by their grand children
and forget the inconveniences of old age.

V) It is on the next stage (60-80 days) many Seniors face some problems of old age and suffer from diseases like Cervical spondylosis
Back pain / neck pain
Neck pain / Jt-pains

of many other deformities in the various parts of the human body due to beer & beer.

vi) In the final stage of life we are all totally dependent on the blessings of God & support of the near & dear sons & grand children. This stage is nothing new to us, having faced the early stages of our parents & grandparents who crossed this stage right before our eyes so wisdom should dawn on us at this stage and plan well in advance of events so that our service to them at the time of their need becomes an experience but a propriately

2009

January

PURPOSE of LIFE

Wednesday

07

DAY (007-358)/WEEK-02

I read some more text

"Our life is linked to a MEGA-CLOCK!"
Its hands indicate the rate at which the days, months & years glide past by. We rejoice in the movement of the clock's hands (when we make our grand children hear the ticking of the seconds & ringing of hours) but fail to realize that every click is a reminder of our diminishing life span. Time that has passed off cannot be regained. The night that has been spent out cannot be recalled by any means. We are spending our days aimlessly without being aware of what is in store for us in future. We should realize about the continuous erosion of our life span by passage of time.

2009

January

Friday

09

DAY (009-356)/WEEK-02

We get older by the passage of every second / minute / hour / day / month ^{even} and years. ^{Intention} ~~Intention~~ ^{are} our knowledge.

There was a time when we had to plan everything according to time. In young era our friends & relatives we discussed & fixed plans. There was no going back. This sort of punctuality & accountability has changed with the advent of Cell phone. You can make or break plans anytime. I want to state I do understand that emergencies do occur then I have to postpone or cancel your plan, but let us ask ourselves to be honest. If the cell phone was not there, would I have made a harder effort to meet ^{my friend} for the appointment? Would I not feel guilty for making him wait? However thanks to technology, I can touch your base anytime, if only ^{it} allowed us to get in touch with an inner feeling as well, & bring out those

TIME IS MONEY.

You can save both.

LIVE LIFE one day at a TIME

Time is a companion

that goes with us on a journey.
It reminds us to cherish
every moment of our life
because it can never come again.

What we leave behind is
not as important & significant
as how we lived & what we achieved.

There is never enough TIME
to do anything & everything,
but there is always enough
Time to do most important things.

Value of TIME

2009

January

TIME is universal & does not belong to anyone. 11

DAY 011-354 / WEEK-02

It is nobody's monopoly. It belongs as much to the daily labourer as it is to a wealthiest prince. But to be able to call it as one's own, it is essential that it should be properly & usefully. Success in life largely depends on right use of time. Those who do not allow precious moments of their life to be spent in vain, but efforts to make best use of them get benefitted in the long run. Good fortune & happiness favours them efforts & while the man who lets time to slip by & by, eventually finds himself the loser in all spheres and misery & want stares him on his face. Simple. Idleness on the one hand & the habit of putting off things from time to time or day to day are the great enemies of time. In order not to abuse time, we must guard ourselves against these two

We should never put off a thing that we
 can do today, till tomorrow or day after
 There is no knowing what happens to us tomorrow
 We may be pressed with something fairly work
 or may be embarrassed with something unforeseen
 One thing or another might present itself
 everyday & spend our time table. and prevent things
 from happening in the usual course. Thus
 by failing to make proper use of time,
 we may sometime have to suffer heavy loss.
 A moment's idleness might perhaps do some
 irreparable loss or injury or disturb the schedule.
 We must realize that our life on earth
 is extremely limited (nobody knows its extent)
 unless we utilize it with some careful planning
 at the very start you know. & unless
 we schedule our time w.r.t our daily needs
 it is difficult to keep track of your work.

2009

January

Thursday

15

By thus failing to make proper use of time
we may have to suffer heavy loss in the long run.
We must therefore be punctual right from the
time of getting up from bed till we go to sleep.
A punctual man knows the worth of TIME &
always does things at the right opportune time.
This not only helps us to complete our schedule
ahead of time but also brings ample leisure too.
We can use our spare time for more profitable jobs.
To be successful in life & to become rich & learned
one must work which in turn calls for time.
In that time & profitable activity, it is
meaningless to expect riches or even learning.
Once we idle away our time at right time
we don't find after some time proper work
and neither learning nor good health far from us.
That is why it is said "An idle brain is a devil's workshop".

2009

January

Saturday

17

DAY (017-348)/WEEK-03

Lives of all great men tell us that they could rise to eminence & fame only because they made proper use of their time. French emperor Napoleon considered TIME so valuable that he hardly slept and even on the battle field he had few seconds sleep. While riding on his horse back was considered sufficient for his rest. It was this apprehension of time that made him a mighty conqueror & earned him the title "Napoleon, the Great". Pandit Laxman Chandra Vidyasagar rose from a humble position to be a wealthy & learned man because he made best use of his time. He had to discharge not only household duties but also external duties & make both ends meet. In the midst of all, he managed to find time to study & become a doctorate in life.

2009

January

Man is the architect of his own time. Monday 19

Time being so very valuable as explained on the earlier pages and considering that everyday is a useful part of our life & that our whole life is nothing but a day repeated from sunrise to sunset with the same twenty-four hours at our own disposal,

we should, on no account, abuse our TIME & use ~~it~~ profitably all the time at our disposal. Every single moment of our life should be profitably utilised for some good deed either for self or family or society.

Otherwise unhappiness & misery will fall to the lot of one, who wastes away & wastes his time, either wantonly or inadvertently, in useless pleasures like gambling, races or involving himself in community quarrels.

Let us act in such a way that each

February

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Man vs faces of nature

~~other 3 dec 8 May 2009~~

That distinguishes man from all other living creatures is his superior intelligence, which enabled him not only to subdue them but also to catch & tame them and use ~~them~~ ^{them} for his own purposes and ride over ^{not only} such great faces of nature like wind, water, fire & electricity, but also time at large. Carefulness in small matters is regarded by some people as but a mean virtue. All the same it is an important one. For carefulness in small things teaches carefulness in great things. As the proverb says ^{Take care of} "Take care of the pence, pounds will take care of themselves" Similarly take care of seconds, hours & days will take care of themselves.

In business too time is money Friday 23

DAY (023-342) / WEEK-04

Similarly, punctuality (keeping up to time) is one of the most important business virtue. A businessman who is careless in keeping up his appointments not only annoys his customers but also his own business community. Wasting his valuable time he wastes, but also damages his own business. Further, customers lose confidence in his deals & transfer their business deals to more reliable firms. ~~So~~

Even in social life, punctuality in keeping up social engagements is important because carelessness in these matters often ends in the breaking up of friendships. Thus, carelessness in the utilization of time / failure to keep up time schedules

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

2009

RIGHT PERSPECTIVE of TIME

January

Sunday 25

DAY (025-340)/WEEK-04

A story is told of King Canute, the Danish King of England of 11th Century. That one day, when he was walking along the shore of Southampton, along with his courtiers, the courtiers were flattering him to the skies, speaking of his unbridled power & greatness. The king ordered for a chair on the beach & nearer to the water point & sat on the chair. Sitting comfortably on the chair, he addressed the sea & God: "Oh mighty sea, I am the Lord of the sea & the King of the land & master of this universe. My ships sail over your waters with my will & the land against which your water dashes at is mine. Stay back & do not dash your waves & do not wet the feet of my master & God." But the waves kept coming up & the tide rising over his head & washed the chair he was sitting on.

February.

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

Then the king rebuked his courtiers, Tuesday 27
"You see now how weak is ^{the power of} your king of the land
You see the sea waves did not hearken my voice
Hear O God only & for Him only do all things &
people obey to the core". I am useless.

We do not need this story to remind
us that we cannot control the tides of the sea
which wait upon no man's convenience or comfort
But more often, we need to be reminded,
especially when we are young & enter ^{in time} brains,
that if we miss our opportunities in life,
we may never find them back again & again.
Time will not stand still & wait until
we make up our minds; it is ever flowing
every moment, "the present becomes the past
& the past can never be recalled
& we speed up into the future".

2009

January

Thursday 29

DAY (029-336)/WEEK-05

Time is often represented as an old man with a single lock of hair on his forehead, but just bald on the back of his head & from this we get the phrase: "To each time by the forelock" meaning to seize & use the opportunity when it comes. You can't catch the TIME from behind, for his head is bald & smooth; You cannot recover an opportunity when once you slipped off his hand & it is gone. It is well to remember this when we are young, for youth is full of opportunities but it lasts no long, but in a very short time let us not get intimidated by by this law of universe, which is a fair finding & universe for all & temper beautiful opportunities available at youth.

February

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

No wonder, an eminent senior
fellow poet - Duvvuri Rami Reddy (కడపిరెడ్డి)
Wrote in his lyric "Phalitha Kesamu":

"కాల రక్షి(త) వారముకొకటి అంతా
(even a fraction of a minute) తిరిగి వు

న్నావాలని తిరిగి వున్న (order of the King)

or పరిపక్షకు (మొ)కుక్షి నే (pleadings of ^{his} Bhakta)

అనన్యతా వంతాని కంటి నీటి కదలాలు
(resourceless Hanuman's insistent flow of tears)

కాల మూల్యం పూర్తి (Time is so valuable)

తెలుపు రాక ముందే (before ^{invited} you, by YAMA)

వెదకండి (keep searching for avenues)

ఎక్కడ (effective resourceful)

జీవితానికి (life's valuable ambitions)

"It is therefore imminent on all of us
to make best of our timely resources
for our best effective advantage."

ॐ ॥

Sarve Bhavanthu Sukhina

Sarve Samthu Nirameyaka

Sarve Bhadrani Prapnithu

Maa Kashti Dukha Bhagathe

(Jasale Muni)

2009

February

Passive & Active Time Pass

Monday

02

DAY (033-332)/WEEK-06

I have been thinking lately about actively wasting vs passively wasting, or so to say, passing of time available to us ^{don't} you need planning to waste a day/hour because it goes waste without your knowledge. I don't feel like wasting even one day without deriving any benefit out of it. To me as long as I achieve some benefit in a few hours, the day is well spent for me. Work is productive in some way or other because we learn ^{something} or earn some money to be spent on the activities we enjoy. At the other extreme ^{also} vacations are productive ^{they} provide me with time to be spent with my family & friends. However time is more smarter than you, when we passively waste it in small increments during the course of the day.

March

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

In business too time is money

Friday 23

DAY (023-342) WEEK-04

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transfer their business deals to more

reliable firms. ~~So~~

Even in social life, punctuality in keeping up social engagement is important because carelessness in these matters

often ends in the breaking up of friendships

hence carelessness in the utilization of time

of failure to keep up time schedules

February

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu							
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	•	•	•

Some of the areas where our time
slowly trickles down fall under
the following categories:-

- 1) Procrastination: In my opinion,
this is the worst form of time wasting.
Not only I am wasting my time with some
activities that are not at all productive
but I am actually slowing my own progress.
This includes everything from cleaning my room
to doing excessive amounts of meta-work
to avoid actually getting to the task on hand.
- 2) Wasting Time on line: Perhaps the worst
offender just now in the morning or the
last thing before bed time is
the Computer/telephone which are inevitable.
- 3) Watching TV: Just like Wasting on line,
sitting down to watch TV is a huge drain
on my time. I $\therefore$ restrict it to "news time".

2009

Stop using TV if not computer

February

4) Default activities: one of the biggest reasons I waste time on line is because of sitting before my computer when I have only few moments to spend. Constitute a default activity of mind. TV watching is a similar one to be avoided. Even while checking these accessories, it is better to confine to your "TO DO LIST" instead of browsing the entire channel.

5) Imagine TIME as a Tube of Toothpaste: Earlier I thought of Time as a sort of "SAND FILLING Through an Hourglass" or a stream of running water, where each moment comes only once & passes by. Instead if I think of a Tube of Toothpaste, it changes my perspective. In the sand filling / stream running, toothpaste does not come on its own, unless U apply force / squeeze.

nday
As long as I am making some
steady progress, towards them,
I realize too I am actively
taking control ^{my} of time & my life
rather than letting the days pass by me.

⑦ Take back Ur Time Attention Tuesday 10

DAY (041-324)/WEEK-07

Sometimes I feel as if I am racing against the clock. I am running late (though I get up early enough by 5 am to time in Bhabhi Dargah & go to bed by 12 ^{mid} night). I am rushing things one thing to get to the next item on the agenda, or to meet some ^{someone} appointment at certain time. I have seen trying to step back & dip one or two steps rather than diving to jobs in a screw-screw way or manner. To that extent, I am cutting back on my commitments.. But then I am driven to the wall, by some of the outside commitments, I have no longer control over my time, in that case I have to sit late & take my dinner late

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

but not without a unpleasant face of my wife.

2009

February

8) Give the Day permission to begin Thursday 12
Similar to ~~Vigil~~ time as a Tube of PAST
giving ~~this~~ day permission to begin
is a trick. When is the time of going
to bed, I have the sixth sense to get up early
which means loss of some sleep for the day.
At the comment given day, I tell the day
please move on & then only it moves
& I cannot come to end till I go to bed.
In other words, I am cognizant of the day's
moving & performing the tasks as scheduled
and confident too. I carry the day with me
throughout part of the job carried over to next day.
Sometime my day's newspaper (Times of India)
remains unopened till midnight, before
I open it finally before going to my bed
only to completely perform my day's tasks.

[Quote]

Do you love life?

Then don't squander TIME,
for that is the stuff life is made up of

→ Benjamin Franklin

2) YOUR TIME is LIMITED

SO DON'T WASTE IT

by living someone's ^{else's} life

STORY

JOBS

(3) You must live in the present

Launch yourself on every wave &

find your eternity in each moment

→ Henry David Thoreau

2009

February

Saturday

14

DAY (145-320) WEEK 11

9) PRIORITY TASKS : One thing I learnt is a voiceover to pay myself the right time. What I learnt is to first ask me at the commencement of the day. "What matters most to me?" Working for its accomplishment first.

10) I decide every morning what are my most adequate important tasks (MITs) & block time for them so that they could be accomplished in time.

10) I value my TIME: I live this day as if it is my last & work @ it even overtime. I live Cherish each hour of the day as if it can never return. Each minute of the day, I grasp with both hands & fondle it with love, for its value is beyond price. That is how a dymie man purchases ^{another} breath by selling of his bag of gold? What price dare I place on the hours ahead? so that I can make them priceless.

14/02/09 (XX)

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

- 1) Time is the stuff life is made up of → Benjamin Franklin
- 2) Time wasted is the costliest of all expenses → Leopoldus
- 3) TIME is what prevents things happen together → Henry Bergson
- 4) Time used is life } Goethe
Time spent is existence }
- 5) Ordinary people think of merely spending time
A man with brains think of using it → Schopenhauer
- 6) Today comes only once & never again } Anonymous
So spend it - usefully }
- 7) Today is the tomorrow you have seen } so spend
looking for since yesterday onwards } it wise
- 8) Everyone has time enough } Goethe
if one wills to apply it well }
- 9) If you have TIME don't wait for time } VINOBA
Let not time wait for you }
- 10) The present is the fruit of the past & of future seed
so take care of the present → A wise man
- 11) When one does nothing else useful & waits it away
it must necessarily often be a burden → Goethe

February

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	*	*	*

17

Tuesday

DAY (048-317)/WEEK-08

YESTERDAY is not ours to recover
but TOMORROW is ours to win or lose

- 12) Time present & Time past -
are both present in Time future →

T.S. Eliot 18

DAY (049-316)/WEEK-08

- 13) Since Time is not a person, U can't overtake it when he is past. Let us therefore know him with MIRTH & cheerfulness while he is passing
— Goethe

- 14) Many people take no care of their money till they come nearly to the end of solvency. Others do just the same thing with their TIME
— Goethe

- 15) Life, however small, is made shorter by waste of time - But it's a programme towards happiness, though naturally slow is made slower by unnecessary labour.
— Johnson

- 16) We are always complaining that our days are but acting as though there would be no end of them
— Upamishad.

- 17) If you shed tears when you miss the sun you will also miss the stars — Tagore

- 18) We usually lose today because time has been in Yesterday & Tomorrow is round the corner (coming) } Goethe

- 19) We always complain of shortness of time, yet we have much more time than we know what to do with, because our lives are spent either in doing nothing at all or in doing nothing for the purpose or in doing nothing that we ought to do with

March

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

February

Friday

20

DAY (051 314)/WEEK-08

- 20) Employ thy time well, if thou meanest to gain leisure. Since you are not sure of next minute, throw not away an hour
— Benjamin Franklin
- 21) Time when husbanded well, is like the cultivated field, of which, a few acres produce more of that is useful to life, than extensive land, even of the most richest soil when over-run with weeds & brush. → HUME
- 22) Waste not TIME by trampling upon Thistles, because they have not yielded^{us} any figs. Here are brains & we have brains to feed & understand. Here is a whole earth^{to live} & a whole Heaven to look for & we have the mind to do & soul to live — Carlyle
- 23) The great MAN ^{goes} ahead of his time
The prudent MAN goes with his time
The crafty MAN makes his own time out of it
The block-headed MAN sets himself against his TIME
— Rowen Field
- 24) The Future comes on slowly
The present flies like an arrow — but
The PAST stands on foot for ever
— Sweller
- 25) Time is too slow for those who wait
Time is too swift for those who fear
Time is too long for those who grieve
Time is too short for those who rejoice
But TIME is eternally for those who love & spend it usefully

March

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

25/1) There is a time for all Things. (It's for you
to find it & use it profitably (William Shakespeare))

The fruit of love is service, The fruit of service is peace, And peace begins with a smile. - Mother Teresa

25/2) Every one should realize the Value of TIME.

2009

February

20) Employ thy time well, if thou meanest to
gain leisure. Since you are not sure
of next minute, throw not away an hour
Benjamin Franklin

Friday 20

DAY (051-314) / WEEK-08

21) Time when husbanded well, is like the
cultivated field, y^e more, a few acres
produce more of that is useful to life,
than extensive land, even of the most richest soil
(then over-run) with weeds & brush → HUME

22) Waste not TIME by trampling upon Thistles,
because they have not yielded ^{us} any figs
Here are books & we have brains to read & understand
Here is a whole earth ^{to live} & a whole Heaven to look at
& we have the time to do work to live - Carlyle

23) The great MAN ^{goes} ahead of his time
The prudent MAN goes ^{into} his time
The crafty MAN makes his own time out of it
The block-headed MAN sets himself against his TIME
Robertson Field

24) The Future comes on slowly
The present flies like an arrow
The PAST stands on foot for ever
Sweller

25) Time is too slow for those who wait
Time is too swift for those who fear
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March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
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February

21 Saturday

DAY (052-313)/WEEK-08

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 . . .

26 Today is The Shadaw of Yesterday & Reflections on TOMORROW

(An eminent Author)

28
4

Yesterday is HISTORY

Tomorrow is MYSTERY

To-day is a gift from GOD (That's why it is called PRESENT)

28
B

There are two enemies
that can really break U down
YESTERDAY & TOMORROW

One is gone & the other does not exist

SO LIVE for TO-Day
& DO your BEST.

28
C

Yesterday can never be again
Today has come to stay
Tomorrow is round the corner

28
D

Time has eased the pain
To live life for Today
The cleaning up of yesterday
& the starting of new tomorrow

Time is not it late to recover
For living life is for today
Not worrying about tomorrow
AND forgetting about yesterday

28
E

All our yesterdays may be gone today
But they live forever in all our TOMORROWS.

Max Sunday 22
MULLER
DAY 053-312/WEEK-08

Khaleel Zibran

{ U can't
 { cash it
 { Don't
 { rely
 { on it

— John Ruskin

→ Benjamin Franklin

→ Charles Katany

The new year is coming - let him come welcomettin

February

23

Monday

DAY (054-311) WEEK-09

Don't dwell in the past—
Live in the present, ~~before~~ because
Before You know it—
The future will be gone with it.

36/2 TIME once slipped away } Benjamin
You never get back to you } Franklin
TIME is MONEY - realize it - do

36/1 Today is the Tomorrow
I have seen looking for twice yesterday;
If we had a chance to live today once again
we could have rectified all our mistakes;
Don't regret that we cannot do so -
Start looking ahead for TOMORROW
It gives us another chance
to rectify our slips. (PROV'S WORLD)

36/2 TIME cannot be enlarged or expanded
ಶಿವ(ವಿ)ವಿಶೇಷವು ಇಂದಿನ ವೇಳೆಯಲ್ಲಿ
ಮುಕ್ತವಾಗಿರುತ್ತದೆ
ಮುಕ್ತವಾಗಿರುತ್ತದೆ
ಮುಕ್ತವಾಗಿರುತ್ತದೆ
ಇದು ಇಂದಿನ ವೇಳೆಯಲ್ಲಿ
(Benjamin Franklin)

Today is a new life. Shut the doors on the past and the future. Live in day-light compartments. - Dale Carnegie

February

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
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23

Monday

DAY (054-311) WEEK-09

Don't dwell in the past —
Live in the present, ~~before~~ because
Before you know it —
The future will be gone with it.

36/2

TIME once slipped away } Benjamin
can never get back to you } Franklin
TIME is MONEY. Realize it — do —

36/1

Today is the Tomorrow

I have seen looking for since Yesterday;

If we had a chance to live today once again

We could have rectified all our mistakes;

Don't regret that we cannot do so.

Start looking ahead for TOMORROW

It gives us another chance

to rectify our steps. (PROV'S WORLD)

36/2

TIME cannot be enlarged or expanded

ಶಿವ(ಶಿವ)ವಿಶ್ವವೇ ಇಂದ್ರಿಯವೆಂಬುದು

ಮನುಷ್ಯನು ಶಿವನು

ಮನುಷ್ಯನು ಮನುಷ್ಯನು

ಶಿವ ಮನುಷ್ಯ ಮನುಷ್ಯನು ಮನುಷ್ಯನು

(Benjamin Franklin)

2009

February

33) Man spends his life by
Reasoning about the past
complaining of the present
Trembling about the future.

Tuesday 24

DAY (055-310)/WEEK-09

Sunday Chronicle

34) I take a minute to develop a crush on someone
An hour to like someone.
A day to love someone.
But it takes A LIFE time to forget someone.

35) Which is the which walks in morning like 4 legs
(Today
Yesterday
Tomorrow)
.. afternoon like 2 legs
evening like 3 legs
& night like 8 legs

36) All our yesterdays may be gone TODAY
But they can live forever in all our TOMORROWS

37) Don't look back & grieve over the past, for it is gone
Don't be troubled about the future, for it is yet to come
Live in the present & make it so beautiful
That it will be worth remembering for all time to come.

38) Your greatest resource is your time

39) If you want to make good use of your time, you've
got to know what's most important and then give
it all you've got.

40) Do not look back and grieve over the past for it is gone,
and do not be troubled about the future, for it has not yet
come, live in the present

47) Of all the things man spends
TIME is the most costliest

Saturday 28

DAY (059-306)/WEEK-09

(Theo Prostars)

48) Before starting any item of work
on any day

1) List out all the items of work
to be attended to day

2) Prioritize items by marking A, B, C,
etc.

3) Start with the most needy item

This will avoid wasting Time & save Time

49) WHOEVER complains of saying

"I don't have enough TIME"

is the one who wastes his TIME (on all sundry)

50) If some work/job crops up urgently
better do it & finish it off

W/o postponing it for TOMORROW
for better conditions. It may be worse.

(BENJAMIN FRANKLIN)

2009

Time Management - VS Leadership

March

Time Management is Self Leadership

Monday 02

DAY (061-304)/WEEK-10

Time exists eternally; it is not something U can change.
 Time past & Time future both exist in Time Present.
 So You can lead your life to your best advantage
 by concentrating on TIME PRESENT & use it
 as stepping stone for your future assignments.

THINGS TO DO

- 1) Focus your effort on what matters the most.
 Set priorities amongst your daily activities.
 Decide what goals & what activities are ^{most} important.
 Focus on essentials & eliminate low priority items.
- 2) Prepare a TO-DO-LIST for the following day.
 Rank your goals & activities in terms of:

TO DO LIST

Activity	Cost	PRIORITY	
		Urgent	High
		Medium	LOW

- 3) Begin each day with a definite plan of action
 by referring to the above list prepared the day before.

April
 We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr
 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

4) On-going learning Train Yourself Wednesday 04

DAY (063-302)/WEEK-10

to use new concepts, new tools, new procedures & new technologies and do look for new ways to streamline your work schedule.

5) ORGANISATION Develop new systems so that you do not waste time, & by shuffling paper items (like Bills/Memos/repairs etc) Handle paper items as few as possible.

6) Think of setbacks as Temporary situations In spite of careful planning, setbacks are bound to occur & you must be prepared for the worst.

7) Be willing to Change ^{your} habits You might have developed different habits over a period of time. Get rid of habits that are not relevant to your achievement of immediate goals. As you grow as a person, analyse your habits to make sure that they support your goals.

8) Don't worry about what you can't complete

You can't fix something for what has passed
So better you concentrate on future course actions

9) Clarity of direction Be clear about your standards, values & principles. Use them as criteria for making decision for future course.

10) Time out for Renewal - Allocate time to refresh yourself by relaxing & enjoying quiet time. Seek activities that bring you energy, enthusiasm, satisfaction & balance of mind.

11) Invest your time to prevent problems: It is not efficient to use your time for re-occurring problems. Invest your precious time to prevent new problems

12) Get excited about your goals by visualising them as already accomplished. Imagine good things that will result when your goals are achieved

20

Snatching TIME

The time you save each day adds up & can be redirected to new activities..

By saving 30 minutes each day
(or 60 mins every other day)

You will have 15 hours of new time ^{each} month.

On an yearly basis, this is just like having an extra 180 hours (Thats Two - 8 hour days)

Best luck

2009

How to improve TIME Management Techniques:

Watch many of these March
Things to do suggestions
U use more frequently

DAY (067-298)/WEEK-10

Sunday 08

(14) HABITS Based on your current goals decide on what habits U feel like changing

(15) NEW goal Decide on ^{new} goal vs current goals
into reflect to your new job
or different needs that require new behaviour
new habits, & new ways of using Time?

(16) PRIVATE TIME Using your personal appointments
Calendar, schedule a private time into yourself
Use this special time to work on things
that will help you to achieve your goals.

(17) Prepare a personal TIME INVENTORY: which will
provide you a picture of how you use your TIME
How much time you are capable of controlling

(18) Analyse your findings in relation to your goal
by discussing the results of your analysis with your colleague

2009

Know The VALUE of 5 minutes

Vs

March

Value of 30 years Savings

Tuesday 10

DAY (069-296) WEEK-11

When the angel of death came to JOE SMITH, to accompany him to his real ancestral home, Joe dismissively responded: "I am not ready now as I have lot of work to do. Do you mind coming later?" The angel replied: "Sorry, your time is up."

Joe enquired of her: "Do you know who I am?" "I am JOE Smith, the richest man in the world."

The angel replied: "Don't worry. I know all about U" "as I do of everyone else. Hurry up. Let us go."

Joe replied: "If I offer 10% of my fortune which will be > a billion dollars will U turn blind + return later?"

The angel shook his head + replied negatively to say He finally succumbed + offered: "If I were to give away all my fortune of my \$10 Billion, will ^{you} give me 5 mins so that I can call my wife + children? I love them + tell them how I feel about ~~the~~ tell them: I care for them."

April

We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	*

"I want to talk to my wife & children to tell them what I feel about them & how I care for them"

I also need to ask forgiveness from two people whom I have hurt the most. All I ask is 5 minutes & nothing more"

The Angel passed & looked at him curiously & said: "How long did it take U to make \$10 billion?" Joe replied: "My friend, it took me whole 30 years."

It is a great deal ^{in exchange} for only 5 minutes.

Take it with pleasure & get back.

U will never have to work another day.

The Angel shook her head sharply and said finally:

"I really do not understand you cheap human beings."

If U are willing to give up 30 years of your life's work for just 5 mts, then why did you not make the most of every minute while U had it at your disposal?"

"How do U value your time? What are your priorities? Why did you not say or do things that really mattered?"

Light went off - Joe is gone - His \$10 billion could not buy him 5 mts."

Moral: Time is your most valuable Resource.

April

We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr						
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

spend it usefully & effectively too!!

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

13 Friday

DAY (072-293)/WEEK-11

SCIENTIFIC THEORY OF TIME

60 Seconds make one Minute
 60 Minutes make one Hour
 24 Hours make one DAY.
 7 days make one WEEK.
 52/53 weeks make one YEAR

Astrological Theory

4,32,000 Human years make Kali Yugam
 8,64,000 Human years make Dwapar Yugam
 12,96,000 Human years make Treta Yugam
 17,28,000 Human years make Kruta Yugam
 Total 43,20,000 Human years make one MAHA YUGAM
 72 Such Mahayugas make one MANVANTHARA
 14 Such Manvantaras make one KALPAM (Dawn of 4 faced Brahma)

Know that

Our Hindu Culture is linked with TIME
 and our activities (life & death) linked to TIME
 In the same way as our life, World is linked with TIME
 The end is the beginning. It is something
 of the beginning is the END. Circular Motion

The New Year is a great occasion to recollect the name of the year in date, Hindu & Nakshatra one spell and in our sacred palm script ① TITHI; Nakshatra; YOGAM ② VARAH; KARANAM; Varjam

- ① Angular distance between SUN & MOON
- ② Rising Star in the East
- ③ Best Period of the DAY

Justice being violated, destroys justice being preserved, preserves. - Manusmriti

best DAY

good time of activity

(Bad/being of DAY)

MANAGEMENT of TIME

2009

According to Matsya Purana:—

March

The smallest unit of TIME is a "NIMESHA"
This is the amount of time it takes ~~us~~ to "blink"

Saturday 14

DAY (073-292)/WEEK-11

Fifteen Nimeshas make one KASHTHA.

(30) Kashthas make one KALA

(30) Thirty Kalas make one MUHURTHA.

(30) Thirty Muhurthas make one day (DINARATHA)

(15) Fifteen Muhurthas constitute the day.

(15) Fifteen " " " the night.

One month for humans is one day for ancestors.

A Sukla Paksha (lunar fortnight) is the night for ancestors
(lunar moon 15 days)

A Krishna Paksha (lunar fortnight) is the day for ancestors
(lunar moon 15 days)

One human year is one DINARATHA for the Gods

The human year is divided into two AYANAS;
each consisting of six months.

UTTARAYANA is the day for GODS

DAKSHINAYANA is the night for GODS

Thirty human months are one month for the ancestors

Thirty human years are one month for the GODS

360 human months are one year for the ancestors.

360 human years are one Year for the GODS

Know Your YEAR (INDIAN SYSTEM)

(Indian system corresponds to Christian's 2010-11)
like Western BC & AD :-

From the Time of creation
of WORLD

195,58,85, 111 years

" " Present MAHA YUGA

38,97,210 "

" " Start of KALI YUGA

5,111 "

" " SALIVAHANA YEAR

1,932 "

" " Time of
ADI SHANKARACHARYA

2,082 "

" " Ramanuja Charya

992 "

" " Madhva Charya

890 "

" " HUNA SAKA Period

2010-2011

" " FASLI (Muslim) Period

1419-1420

" " Hizari (..) Period

1431-1432

Time of Indian Independence:

63-64

In the List of current cycle:

23 years.

(This is our cultural heritage, which
I am trying to spread to my younger generation
through my autobiography).

Hypocrisy may deceive the cleverest man, but the least wide-awake of children recognizes it. - Leo Tolstoy

TIME is divided into FOUR Yugas (eras)

① $(SATYA - YUEA) (w) = 4000 \text{ years of life}$ DAY (075-290)/WEEK-12

400 y/s

① {KRITA YUGA} = 4 ✓ ✓ ✓ ✓

300 ym

(2) TRETAKOVA = 3000

200 yrs

3) $DWAAPARA YUGA = 2000$

100 yrs

(4) KALIYUGA = 1000 "

A cycle of all the four yugas } ONE MAHA YUGA
but ~~greater~~ combined equal to

Including the mandibles = 10,000 years of the gods
= 12,000 " "

A little over 71 yugas combined = one MANVANTARA.

A total of 14 manvantaras = one KALPAM

$14 \times 71 = 994$ Chaturyugas = one day of BRAHMA

At the close of Brahma's day = universe collapses

It is created fresh, when a new day dawns for Brahme:

→ each Yugas progressively move down, the characteristics

Feature of the beings goes down from Righteousness to Evil

2) On Tretha Yuga (Rama's time) people were highly righteous.

When Varroa mite prevailed in good flocks
and everybody enjoyed good health without any disease.

The Varnas are Brahmins, Kshatriyas, Vaishyas, Sudras

Each class enjoyed occupational divided by Varnashram & Dharma

Four Avarams flourished like 1) Brahme Chaya (Student hood)

3) Vampire bat (forest dwelling) Pruthi ya a (family hood)

MARCH

17 Tuesday

Know Your YEAR (INDIAN SYSTEM)

DAY (076-289)/WEEK-12

(Indian system corresponds to Christian's 2010-11)
like B.C. & A.D. :-

From the Time of creation of WORLD	195,58,85,111 years
" .. Present MAHA YUGA	38,97,210 ..
" .. Start of KALI YUGA	5,111 "
" .. SALIVAHANA YEAR	1,932 "
" Time of ADI SHANKARACHARYA	2,082 "
" Ramanujacharya	992 "
" Madhva Charya	890 "
" HUNA SAKA Period	2010-2011
" FASLI (Muslim) Period	1419-1420
" Hizari (..) Period	1431-1432
Time of Indian Independence:	63-64
In the list of current cycle: ^{PRABHAVA}	23 years.

(This is our cultural heritage, which I am trying to spread to my younger generation through my autobiography.)

Hypocrisy may deceive the cleverest man, but the least wide-awake of children recognizes it.

3) As DWAPARA Yuga was to start, Wednesday 18

evil started to become more prevalent & people started developing wrong varnasrama dharma. In order to bring people back to the righteous path, the knowledge of Vedas had to be disseminated amongst the human beings. To this end, Veda Vyasa divided Vedas into four categories: Rigveda; Yajurveda; Samaveda & Atharvaveda.

Veersam Uthra ^{were} Shashas also composed including: Ayur Veda (Medicine), Jyotishhe (Astrology), Arthashastra (Economics).

Hatred, jealousy & warfare & other evils developed. Individuals did not stick to their own Varnas & started cross-walking things. Inter-caste marriages but some remnants of righteousness still prevailed.

4) But KALIYUGA is the worst of all the four Yugas, with theft, hatred, falsehood & fraud prevailed. As a natural corollary to such evils, drought & famine occurred. Brahmins also degenerated & got mixed with Sudras while Sudras & Harigins became kings & rulers with cross marriages. Disease became rampant & life expectancy went down.

When we were kids, we were taught the famous axiom, advising us to execute today the tasks we were supposed to do tomorrow and to undertake the tasks for today right away! However, somewhere along the way, most of us get drawn into the destructive but addictive habit of putting things off for as long as possible and then ending up doing a hurried, shoddy job. Consistent procrastination can spell death knell for your prospects and reputation at work, so it's time to rein that habit in!

What is it that makes it so attractive to push a task onto the back of one's mind? "We know what we want to do and should do. But still, we end up spending hours doing 'easier' work. Nothing wrong with a little escape from time to time, but eventually, we start escaping too much and pushing our tasks way ahead of the deadline," explains Somil Gupta,

When you start to look too far into the future, any task or project can seem close to impossible.



PICS: VIVEK SARABALKAR



Time Tales

Procrastination at work can turn out to be an extremely addictive habit but it's certainly not incurable

"It all depends on how you perceive the work assigned to you and how highly you rate it. The strategies are simple - focus, concentrate and hold importance for your work. Sometimes, people take negative vibes from the surrounding and instead of working, involve themselves in petty issues. It's important to remain unaffected with what other employees are doing or saying and stick to their own work. At the end of the day, nothing is sweeter than getting a pat from one's boss for a job well done," advises Khan.

More than any way of doing

investing time and interest in the work to get the desired result. People should motivate themselves to work both, smart and hard to get the recognition and promotion they always wanted for themselves."

If you need further incentive to stop procrastinating, read on about the possible consequences.

"Consequences can be extremely dangerous, from missing the deadline to losing out on the project. Procrastination can also lead to appalling work, as at the last moment, people try to cover everything," says Khan. "Unfinished jobs leave a lot of clutter around, which affects our efficiency. Putting things off means

2009

March

Friday

20

DAY (079/206) WEEK-12

What is the importance of TIME?

"DO NOT WASTE TIME Unnecessarily"
(Kaala Kaadeaya Namaha)

At present we are wasting lot of time
vain pursuits like - - -

In fact TIME is our main life (Kaleyanamaha)
TIME is Everything (Kala-Kalayanamaha)

Worship Time - Worship the Lord of TIME

Once U waste time, U cannot get it back
There is no way of earning it back once U lose

Only to sanctify Ur time, God has given U ^{specific} TENORE

If U channelize your thoughts within time available
in the right path, you can act wisely & frantically
Ur actions will be fruitful & reciprocal

The Time
The Acharas
The Cause
& the Duty
& the PATH

} should be harmonized in such a way
that each can devote the other element
& the result can be resoundful &
the path will help U lead a sacred life

Time is LIFE

Time is EVERYTHING

If time does not move we become stagnant

We must move along with Time & get benefited

As time passes, we enter new areas, learn new things,
meet new personalities & enter new horizons -

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

How I view my Sundays of the week

① **21 Saturday MONDAY** : Oh Lord ^{Shiva} help me wash away all my selfishness & Vanity so that I may serve you with perfect humility through week
WASH DAY

② **TUESDAY** Oh Lord ^{Hanuman} help me iron out all the wrinkles of prejudice I have collected through the years so that I may see the BEAUTY in others
IRONING DAY

③ **WEDNESDAY** Oh Lord ^{Ayyappa} help me, mend my ways so that I am not be a bad example for others in my neighborhood.
MENDING DAY

④ **THURSDAY** : Oh Saibaba, please help me to dust out so many faults, which I have seen hiding out in the secret corners of my heart.
CLEANING DAY

⑤ **FRIDAY** : Oh Goddess Mahalakshmi, help me in clearing out all my deficiencies & give me the grace to shop wisely so that I may purchase eternal happiness for myself & my family
SHOPPING DAY

⑥ **Saturday** : Oh Lord Venkateswara, be my savior & help me to brew a big kettle of brotherly love and serve it with all time clean, sweet bread of human kindness
Cooking Day

⑦ **SUNDAY** : Oh Lord Sanya Bhagawan, I prepared my house clean and clutter free for Ur sake. Please come into my heart & dwell peacefully so that I can spend the day & rest of my life with U in my body & taking care of my health.
The LORD's DAY

How Seven Days influence our LIFE

2009

March

Sunday

22

Everybody has the same 7 days of a week at his disposal to discharge his needs and use it each day with full 24 hours with no break. Thus the week represents our life, astrologically too. Swamiji gave a beautiful explanation of this.

- ① Prime cause of a person's birth is his FATHER. SUNDAY, as the name goes, is the day of the SUN. It is the first day of our week. (Surya Bhagavan) Astrologically speaking, SUN represents FATHER.
- ② Next it is through MOTHER that one comes into this world. MONDAY is the day of the MOON. 2nd day of the week. Astrologically speaking, MOON represents MOTHER.
- ③ After mother conceives her child, she gives birth to child who lands on the earth. TUESDAY is the land of MARS. In astrological terms, MARS represents LAND on which we live.
- ④ As the child seeks education to improve his knowledge. BODHA (Wednesday) is the day of MERCURY who represents our education & upbringing.
- ⑤ He goes to KNOW for WISDOM. Thursday is the day of JUPITER representing WISDOM.
- ⑥ After acquiring worldly knowledge & wisdom, one enjoys comforts & pleasures of LIFE represented by planet VENUS. Venus represents Pleasure in astrological parlance.
- ⑦ After acquiring knowledge & wisdom, and enjoying life according to his own actions (good or bad) span of life comes to an end when SANKSHAR (God of death) represented by planet SATURN, takes over which signifies the end of one's life in the body of this birth. But, LIFE goes round & round with a different body @ different location.

FLOW OF TIME

2009

March

Time flows on irresistibly. In this ^{Tuesday} **24**
linear flow of time, it is MAN who ^{DAY (083-282)/WEEK-13}
superimposes divisions and names as -
days & nights -
months & years

To the Common folk, 365 days and ~~yes~~ nights
bring out, according to their calendar, a new year
but - to the large majority, there is no newness
about it. Every year is a dragging
continuity of the previous year, while
every month is a seamless prototype of the
perfections & imperfections of the previous month.

Everyday is an echo of yesterday with the same
rigid role of the day's operations. To the
unintelligent thoughtless village folk, there is
very little of any newness of their days,
months & years roll by. On the higher
road of life, they consistently miss their buses.

The field of time can be cultivated &
brought to bear fruit & profit if we
sincerely farm our life & prepare for it.
The seeds in an agricultural farm cannot
produce (at the end of the year) a rich harvest
unless we plough the land, manure it and
sow the specially generated seed, weed out,
water the growth from time to time,
protect from dangers of birds and famine
and wait patiently till the date of ripening.
So too the field of time, cannot come forth to provide

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

25 Wednesday

DAY (084-281)/WEEK-13

Plough the time into study
Sow the seeds of goodness in
the ample field of time
Water them into devotion into prayer

As the seeds grow, the weeds also will strike
their roots in the same field & raise their heads
Carefully remove them one by one
uproot the evil from our minds,

Protect the blossom from the grazing bills of
of sensuousness & temptations
of passions & lust and wait
till the virtues ripen & are ready for harvest

Thus one who is capable of making
use of his TIME and steps forward
in one's own inward growth & security
he alone can wait for the new year
of glorious promises and
of fruitful expectations
of assured peace & guaranteed success

Swami Chennayana

May this new year & onwards bring to all
happy seekers full reward for their
corked life of ennobling thoughts in

11/11/2011

2009

The Right Time to Start is Today

(The EASINESS OF SELECTING EASY)

March

We always want to finish something or ^{Thursday} **26**
before we can do something better & more significant
We always want to secure our life before taking RISKS
We always want to achieve result before taking a JOB
We always want to wait for the right moment
We always postpone our Right to Living
We always die inside every day, while we live outside.

Most people don't live their greatest life, not because they are not capable, but because they don't know their capacity or power & that they can achieve bigger things. We want to live life the easy way but are not inclined to take any challenge. During the course of living, we get a chance of selecting the situations, and the people we want to deal with, but we don't want to take any risk or challenge. We are inclined to take the "line of least resistance".

Every one has his own dream & wants to achieve it, attain his own special place on the planet. This is human nature. But this human nature is also dreaming & not doing anything to convert his dream into a reality. Out of 10 people, 9 people are QUITTERS.

But if you are the 10th one not quitting, right time is NOW
Don't postpone DO Act quickly. At now Right Day is TODAY
This is greatest time to walk your talk, Right steps, take now.

In our past life, there might be a situation, you might recall, if you had taken the right decision, your life would have been different.
(I got my appointment as PWS in Rlys, but my dad says - it was for his own reason)
I don't want to lose one more chance. If you have a plan, look on it. Search for resources - Meet people doing well in that profession. Take their guidance - Your life will be better to suit your ambitions.
At the end of our life, the only thought that endures us is "Who we became".

April

We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr

LITTLE things make difference in a fraction of MINUTE

2009

TIME value is Magnified

March

Many people survived 9/11 blast - because of some small children

Saturday 28

DAY (087-278)/WEEK-13

- 1) The head of a Co., survived because his son had to be admitted in a K&L class
- 2) Another fellow survived because it was his turn to buy donuts for lunch
- 3) One woman was late to get up because alarm clock did not ring at the right time
- 4) One was late to office because he was stuck on NJ Turnpike
- 5) One of them met with an Auto accident breakdown
- 6) one of them missed his bus
- 7) one spilled food on her clothes & had to change her dress
- 8) one's car did not start (due to starting trouble)
- 9) one could not find a Taxi
- 10) one slipped on the road with his new pair of shoes
- 11) one fellow stopped enroute to get a band-aid
- 12) I had to turn back to get my keys due today
- 13) One got stuck in traffic & missed the train
- 14) I had to turn back because my wife forgot to give Typewriter
- 15) One had missed his regular bus to office
- 16) One had to take his mother to hospital
- 17) Another had to cancel appt for his doc
- 18) One colleague was stopped by traffic police for a Ticket
- 19) In one case there was a fight between husband & wife by which he missed his bus
- 20) Usually all little things annoy us but this little delay

LITTLE things make difference in a fraction of 1%

2009

TIME value is Magnified -

March

Many people survived 9/11 last - because of some small child's

Saturday

28

- ① The head of a Co., survived because his son had to be admitted in a K&L class
- ② Another fellow survived because it was his turn to buy donuts for lunch
- 3) One woman was late to get up because alarm clock did not ring at the right time
- 4) One was late to office because he was stuck on NJ Turnpike
- 5) One of them met with an Auto accident breakdown
- 6) one of them missed his bus
- 7) one spilled food on her clothes & had to change her dress
- 8) one's car did not start (due to starting trouble)
- 9) one could not find a Taxi
- 10) one stopped on the road with his new pair of shoes
- 11) one fellow stopped en route to get a band-aid
- 12) I had to turn back to ^{check if my bus is due today} a missing telephone
- 13) one got stuck in traffic & missed the train
- 14) I had to turn back because my bag forgot to put in Typewriter
- 15) One had missed his regular bus to office
- 16) One had to take his mother to hospital
- 17) Another had a dental appt for his teeth
- 18) One colleague was stopped by traffic police for a ticket
- 19) In one case there was a fight between husband & wife ^{by which} he missed his bus
- 20) Usually all little things annoy us but this little delay

2009

The Art of Continuous Education Through

April

TIME MANAGEMENT

Wednesday

01

All of us must have, at some time or other, heard someone say "I don't have time to do that" or "I don't have time to do that" or "I don't have time to do that".
Somebody ask us "What are you doing this or that?"
or your boss. It is not that boss or other person who is responsible for your growth in your life; but the knowledge & experience you acquire. We need to learn the art of continuous learning in adult life. We may think that we don't get time to learn in office or at work. But for that matter everybody has the time 24 hrs at his disposal.

This is how Kantilya responds to such an attitude (1-5-15)

"You may be working on duty at office/business as per schedule. During the remaining part of day/night /profession."

"You should learn new things & familiarise with it. Identify things you want to learn."

It is a very simple principle/process of Time Management

The following are some tips how you can schedule for your job /profession & how can find time for learning new things:

① Join an evening class or correspondence course

Today we have a number of classes conducted in the evenings or part-time things or lunch times like MBA & much. You can enroll for a study or for a job agenda after office hours.

② Continuous reading of Books

Books are a big asset & source of much information. Especially in large cities where you commute long distances to reach your office or back home, you can effectively use your commuting time to read books. You can choose right books for learning new things in sports, things, newspaper.

③ Meet right people & new people you have not pre-contacts

You must make it a point to meet at least ^{one} new people every day. It is what I am doing now even at the age of 80 & learn about my job/profession. Talk to them & humbling & learn secret of their success. This will make you a better man with more knowledge.

2009

PHENOMENON of TIME

April

Sunday 05

Time is not a monolithic phenomenon but is expressed in numerous forms. ^{Once this is understood,} Time emerges in a colorful kaleidoscope of meanings & forms, embedding itself into: "individual activity, identity of events, history of events, institutional schedules, social norms and family relationships etc."

In the same way as "economy" is related to being dependent on Agriculture, TIME is seen as a cycle of recurring frequent natural phenomenon such as: "Night / DAY / Monsoon / Rain / Winter / Summer"

The discovery of the clock & its shift to an industrial & commercial mode of life has altered individual & social perception of TIME. Cyclical Time was replaced by linear Time. Hence, Time is viewed as flowing in a straight unidirectional trajectory. This brought in an entirely different dimension of TIME, dwelling on EFFICIENCY & PRODUCTIVITY.

Benjamin Franklin declared: "TIME IS MONEY" to highlight the modern commercial approach to TIME. Hence, permeates the whole gamut of transactions of families, its earnings, household consumption, bringing up children, enjoyment of leisure & a host of other activities embarked by individuals of the joint family.

14 Tuesday

AY (104-261)/WEEK-16

✓ The EVIL U do remains with U.
The good U do comes back to U.
(WWW. wisdom quotes)

Make-up TIME

Wednesday

15

DAY (105-260)/WEEK-16

While we spend much time, making up our faces to ensure our appearance to be more beautiful for others, we forget to make up our minds. This is anything not about making quick decisions. Makeup up our mind means, ensuring that our thoughts are positive and that our feelings towards others are filled with good wishes. When we do so, others begin to sense a deeper beauty emanating from behind the skin!

This is called "INNER BEAUTY"

Don't hide behind your face.

Let your mind show the real through

Read the following Quotations which will illustrate you in a better manner:-

2009

April

Friday

17

DAY (107-258)/WEEK-16

- 1) Those who spend their time looking for the faults in others, usually make ~~NO~~ time, in fact, to correct their own faults."
(ART JOWAK)
- 2) If U are not willing to learn, No one can come to your help. If U are determined to LEARN, No one can stop you."
(Medea.com)
- 3) LEARN from YESTERDAY
LIVE for TODAY
HOPE for TOMORROW
- 4) A good teacher is like a candle
It consumes by itself
TO LIGHT the way for others."
(Author unknown)

2009 11

April

Sunday

19

DAY (109-256)/WEEK-16

- 5) Sometimes, the thing that is holding U back & forth, is all in your own head"
- 6) Remind yourself
let it be okay
not to be perfect (totally)
- 7) Smile,
it will make U look better.
- 8) LOVE, it will help U enjoy life more.
- 9) PRAY, it will keep you stronger
- 10) EVERY TRUTH passes through 3 stages
before it gets recognised.
In the first, it is ridiculed
In the second, it is opposed
In the third, it is regarded as self-evident
(ARTHUR Schopenhauer)

2009

April

Tuesday 21

DAY (111-254)/WEEK-17

- 1) Always appreciate
What U have in your possession.
- 2) People need to learn that their actions
do affect other people around,
So be careful what U say & do;
∵ it is not always just about U only
- 3) Sometimes we must be hurt
in order to grow & improve
Sometimes we must also fail
in order to know
Sometime we must lose something
in order to gain something
Because some lessons are best learned
through pain & suffering
- 4) It is not what makes you happy
Appreciate a man's effort - sometimes
U just don't know what they had
to go through just to make U happy.

May

Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

(5) It is not what I have been through in my entire life time, that defines who I am & what I was but it is ~~how~~ I got through it that has made me the person I am TODAY."

b) In life there is no going Back at all. The road lies straight ahead forward. U cannot return along the track to see out what has past behind U. U can't undo your past mistakes. Even wishing to do is in vain. But in between all these things, don't forget that U can always try again.

c) It is your ROAD & yours alone.

Others may walk it along with you. But no one can walk it for you.

18) I regret nothing in my LIFE Saturday 25
DAY (115-250)/WEEK-17

even if my past was full of hurt,
I will still look back & smile

BECAUSE it made me who I am TODAY

19) If we all understood that
everyone has their own battles to
fight;
insecurities to face;
love affairs to contend, and
goals to attain from,
the world would be a gentler place

20) Everything can change so quickly
so forgive others & love it with all
your heart
You never know when
You may not have that chance

21) People say that they care,
but it means nothing until they prove it,
word & deed actually.

2009

May

Friday 01

DAY (121-244)/WEEK-18

Importance of TIME

In God's creation of the world, in Kali Yuga, the human body is priceless & simply amazing. It is the best of all instruments for progress. After attaining it, one must always aspire to reach the highest level of perfection. For achieving this, the very first essential thing is: **becoming firm and determined**. **Specify an goal & set your aim in achieving it**. As long as we don't have any specific aim & start working on this aim or goal in life we are unfit to be called human being; because a life without any aim or purpose is lower than the life given animals. Since human body is best of all creations, our aim must ^{also} be the highest & best of all. The very best thing ever is **VARANATHMA** (God)

Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

2009

May

Sunday

03

DAY (123/242)/WEEK 18

The Very best & highest aim & goal of human life is attainment of PARAMATMA for which Bhagawan Sri Krishna had said:-

Yam labdhava Chakravam labham
manyaathe naachikam tataha"

For attainment of "paramatma", the immediate very first & best spiritual practice is the only

"Proper utilisation of time, in this human life"

TIME is extremely precious thing, which you get freely but of which you are not aware of.

People of this world think that money is the only valuable product & go for earning it.

Very few people only understand the value of Time & its importance and give weightage to MONEY

and try to preserve it after careful usage.

On deeper & careful thinking about its essence it becomes mandatory to preserve it.

2008

May

Tuesday 05

DAY (125-240)/WEEK-19

After careful thought we realize
"after preserving time, we will have enough
time to earn more money resources" but

"after giving away money, we cannot buy TIME"

After spending away most of your life span,
in spite of having lot of money resources,

You cannot buy more time by offering
millions (cross of) dollars or even an hour of

What to speak of an hour, not even a
minute of time or fraction of a second

cannot be purchased, ^{even} millions of Rs/\$s.

With Time one can acquire knowledge
but with knowledge or money one can get ^{more} TIME

With time, one man can become many MEN

(by increasing their family size) but ^{some} the entire

family together cannot increase ^{even} a day of this ^{span} life,
a single man

2009

May

Thursday

07

DAY (127-238)/WEEK-18

Time must be utilized with great caution.
By applying time one can increase his wealth & possessions, land & properties, money & humble but all these things one cannot buy a day of time or increase his life span by a day. But if life span is still remaining and if everything is gone, he can still be alive & achieve wonders. Hence for fruitful life time must be utilized with great caution and must be put to good use or else life will spill away like your bank balance. It is not like your bank balance which remains with your bank, if I don't use it. But Time is not like that. Time gets used up on its own. It never ever stops from getting used up. It gets spent or used up on its own when it is used or otherwise.

Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We

Many things even after destroyed or used up
can be repainted or remade but not time.

Time cannot be repainted or remade at all.
Therefore it is advisable to for the remainder
time of your life, see that not even a
single moment of your life is not spent
or wasted on useless things but spent
on best constructive work. ① One work of
highest order is accumulation of spiritual
or divine credits called PUNJI.

2) Second order of work is doing work with HONESTY
of selflessness (अपेक्षा शून्य) it becomes sacrifice
and helps in reimbursement. It makes
more time for doing more for more social service
and earning more divine points with
blessings to enhance your life for more days
to achieve success & complete your assignments
to achieve achievement & doing good for

2009

May

Bhagawan further said this
 Yuktaahar Vih Aarasya
 Yukta Chetasya Karmas
 Yuktaaswapnaavabodhasya
 Yogo bhavati dukhahaa.

Monday 11
 (Red 6/17)
 DAY (131-234)/WEEK 20

In this Sloka, God says that YOGA (equanimity
 which entirely wipes out sorrows is granted
 perfected in the man who eats & lives only on
 the essentials; he who aspires to do his work
 according to what is proper & suitable
 and he who sleeps & stays awake in all
 moderation according to what is proper.

In this Sloka, four essential things are brought out
 1) Taking proper qty of essentials like food & drink
 2) Taking enough effort in performing & supporting the body
 3) sleeping for proper amount of time,
 4) staying awake for proper amount of time
 All these 4 essentials need time to fulfill

- 1) Taking proper care to keep the body healthy & clean must include bath, recreation (physical exercise Laasaa), medicines for sickness and followed by enough food & water.
- 2) In the 2nd part, for ongoing sustenance to provide food & support the body, one must fulfill their duties, righteously, according to Shloka (2) of Shloka (3) & (4).
- 3) In the third place when it comes to sleeping for proper time nothing specific except prayana.
- 4) In the last part, one must use his 24-hr day fruitfully by sleeping only for 6 hrs in a day & devoting the rest of the day to spiritual time & to relieve ignorance & delusion and finally to realize PARAMATMA, while spending some reasonable time to earn his livelihood. In all these activities TIME is a precious time to be preserved & indulging all these activities, which should be distinct & without personal gain for spiritual.

In Conclusion we must keep thinking about

the value of ~~the~~ rare possession of TIME

in preserving body & enjoying worldly benefits

In our daily activities for preservation of this body & in earning livelihood

we are only gaining worldly daily benefits

and in resting & sleeping, besides getting

rid of fatigue "Shram daan", there appears

no other significant benefit. However,

if all this work is done with a selfless attitude

"Nishkama Tatva" or "Nishkama Bhava",

then one can get the highest of all types of

transcendental, supernatural & priceless gains

One additional point that needs to be understood

is that even if a spiritual discipline is maintained

with a desirous attitude (Sakama Bhava),

then the time is in vain. Worldly gains (personal)

are done with disinterested spirit, in giving ^{temporary} gains