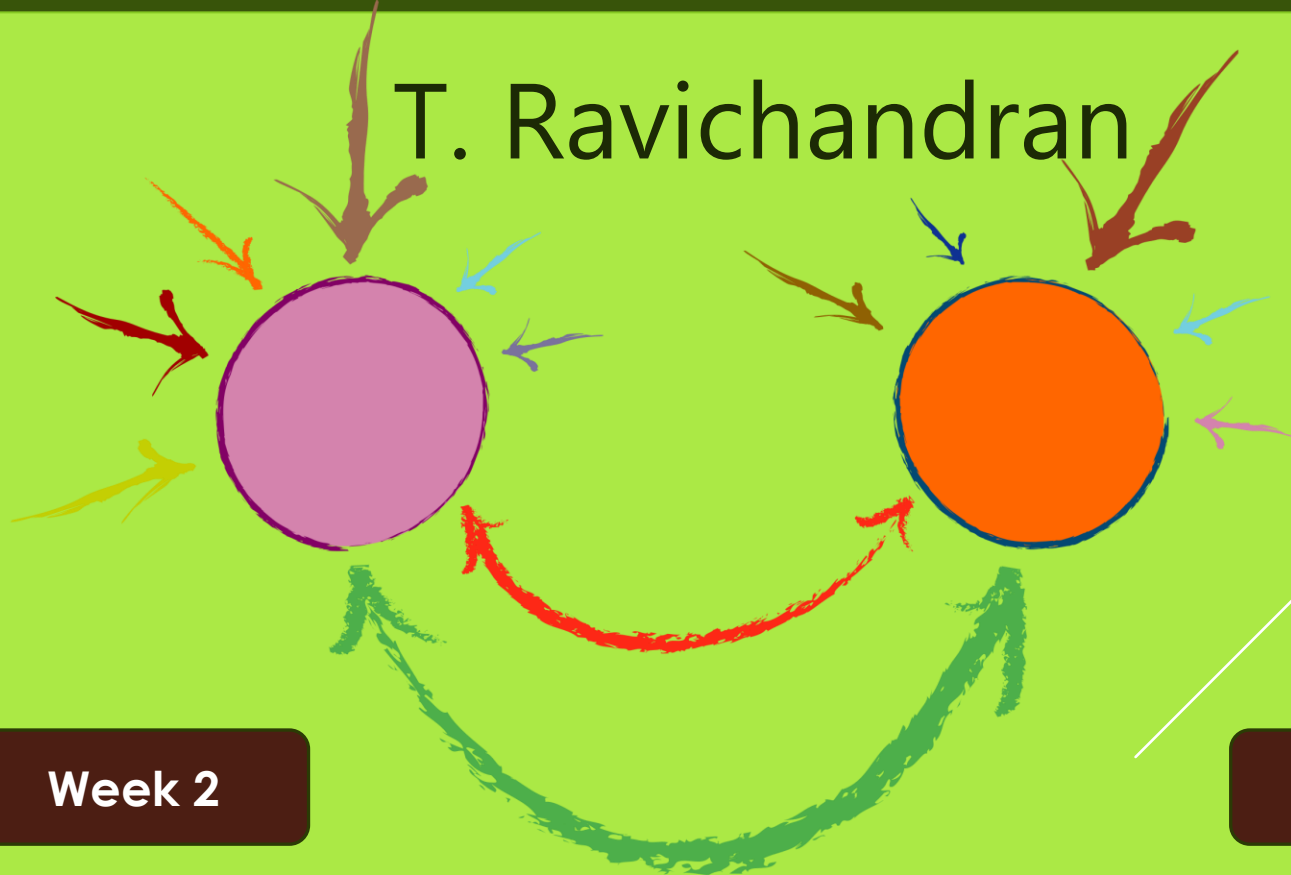


# ENHANCING SOFT SKILLS AND PERSONALITY

T. Ravichandran



Week 2

Unit 2

Managing  
Time-2: Using  
Time Efficiently

Lesson  
7



# Using Time Efficiently

Implies that you make the most of your time by doing activities of high value and ensure that the time gets utilised in a productive manner.

*In reality, we cannot manage time, we can only manage ourselves, our habits, our perceptions and our relationship with time!*

## PLAN FOR YOUR LIFETIME

- Whether it is education, career or relationships, plan for your lifetime.
- Real education is a life-long learning.
- Choose your learning path that will keep you stimulated throughout.
- In terms of your career, decide where would you like to retire from?
- At what position would you retire?
- *To reach that position and place, what should you be doing at the age of 20, 30, 40, 50?*

## BREAK YOUR LIFEPLAN INTO REALITISTICALLY ACHIEVABLE GOALS

- Identify your merits and limitations. Have a realistic assessment of the possibilities of making things happen if you work with what you have.
- *Should you not change your strategies, work in a different manner, imbibe new and different sets of skills if you want different results?*



# Using Time Efficiently

People resist managing time by deluding themselves into the belief that they do not want to be slaves of time. **But liberation comes only by efficient management of time!**

**WRITE YOUR GOALS:** Goals will become achievable only if they get written/typed in a paper (diary, planner, to-do list). You can even write them on your bathroom wall, mirror or table.

Top achievers have actually spelt out their goals at a young age and kept on visualising them and strived with constancy of purpose to achieve them.

**PRIORITISE YOUR ACTIVITIES:** While making a life-time planner, it is important to arrange your activities /work to do on a daily, weekly, monthly and yearly basis.

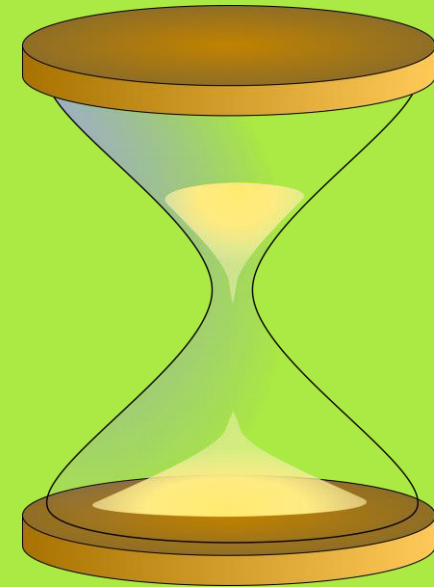
**STICK TO YOUR ACTIVITIES:** Once you have prioritised, you should stick to your activities and completely avoid distractions of all kinds!

**STOP LEAKAGE OF TIME:** At least try to minimize distractions and interruptions!



# Time Leakage

- Allowing others to Interrupt (telephone calls, visits)
- Not delegating work
- Taking plenty of time to decide trivial things
- Working with inadequate information
- Lacking in a clear sense of priority
- Lack of proper planning
- Unrealistic and rigid planning
- Getting stressed and tired
- Embarrassed to say “no”
- Disorganized surroundings (table, room)
- Not keeping things in their places and searching for them
- Getting distracted by WhatsApp, Facebook, E-mail notifiers  
{Remove all notifiers, even the silent/vibratory ones!}



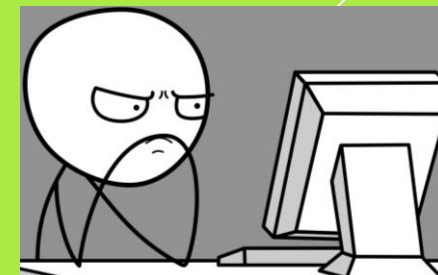


# Saving Time By Managing E-Mails



- Keep specific time for checking mails, especially when your energy level will be low.
- Use spam and other filters to sort mails according to subjects.
- Delete mails on the basis of subject itself.
- Act immediately once you open a mail.
- Keeping the mail for second checking wastes your time doubly.
- Create Folders and file them after checking them.
- Keep the inbox clear.
- Efficient E-mail Management is indicated by a clear inbox.
- Clear inbox gives a feeling of a feeling of peace, calm and mental satisfaction.
- Don't use inbox as a reminder list. Create a Pending/Waiting Folder.

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# Other Time Cancers!



- Our own lazy mind-set and immediate pleasure seeking thoughts. {you need to focus on the immense satisfaction you will derive by accomplishing a job as per your priority and efficiently in time}
- Tendency to leave it for the next day {postponement—next lesson}
- Believing that one works well under pressure.
- Thinking that nobody is in a rush, why should I do it in time?
- Wanting to know the end results, before starting {not starting}
- Escapist tendency—running away from any tight schedule {foolishly believing that one is freeing oneself!}
- Watching TV or surfing on the net excessively.
- Self-sacrificing helping tendency.  
Finding others job more important than one's own!



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# Give Due Regard to Your DEADLINES!

- The unknown deadline that God has set for us is not clear! While the ultimate deadline that will put an end to all your work is your death, there are other unforeseen events that can force you to reduce your work pace. E.g. Job retrenchment, accident that makes one inadequate for the job, ill-health, natural calamity.
- Hence, it is important that one works with a great sense of urgency as if anything tumultuous can happen at the next moment and jeopardise the planned schedule.
- Good planners finish a job before the deadline. They keep some time for last minute revision or improvements.
- Bad planners often miss deadlines and regret over lost opportunities.





# Convert Time-Stealers into Time-Gifters!



- Time gets stolen from you in long periods of inactivity due to travelling, waiting for events, standing up in queues, etc.
- Brain Tracy calls them as “gifts of time”! As you could use them as extra time for your activities.
- Keep some work available for filling in these “gifts of time”.  
On a long drive, you can listen to an audio book.  
While on a journey, you can write an article, finish a report, edit a paper, reread an important document.
- Make use of a laptop, a diary or simply carry some loose sheets.
- Schedule informal meetings, phone calls during this time.
- Often the best productivity happens in unusual circumstances that generate out of the box thinking and foster creativity.



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# Finding the Time!



- Saying “no time” or “busy” only indicates that one does not want to spend time in those activities.
- Our actions reveal our priorities even if we claim we have no priorities!
- R. Ian Seymour, *Maximise Your Potential*: “when people say they can’t find the time, what they’re actually saying, is that whatever it is, it’s not really important enough for them, (at that moment) to actually find the time.” “The fact is, we all prioritise our time, albeit sometimes unwittingly.” (165)
- He proves this point by making a person who finds doing an additional boring job for an hour for 28 days impossible but agrees to do once he is offered £10,000 cash at the end of 28 days!
- However, we should also make the right priorities!

# Steven Covey's Model



**Urgent**

**Not Urgent**

**Important**

**I**

**ACTIVITIES:**

**Crises**

**Pressing problems**

**Deadline-driven projects**

**II**

**ACTIVITIES:**

**Prevention**

**Relationship building**

**Recreation**

**New opportunities**

**Not Important**

**III**

**ACTIVITIES:**

**Interruptions**

**Some phone calls**

**Some mail**

**Some meetings**

**Popular activities**

**IV**

**ACTIVITIES:**

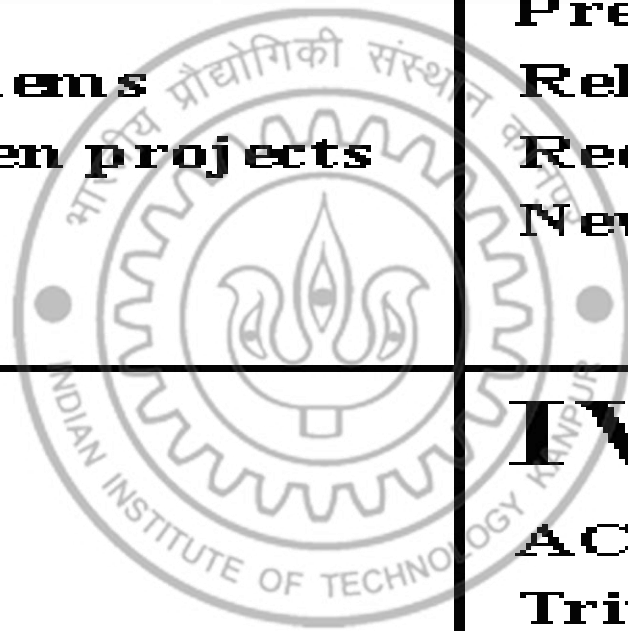
**Trivia**

**Some mail**

**Some phone calls**

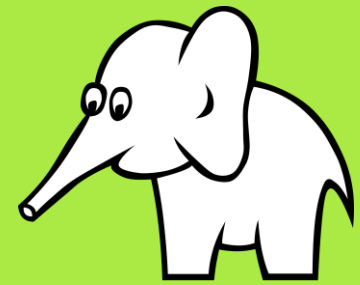
**Time wasters**

**Pleasure activities**



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# PARETO PRINCIPLE



- ▶ Named after the Italian economist Vilfredo Pareto, who noted that 80% of the property in Italy was owned by 20% people.
- ▶ Joseph M. Juran called it 80/20 rule and suggested that in business 80% sales come from 20% of clients.

In terms of productivity:

- ▶ 80% of your outputs depend on 20 percent of your activities.
- ▶ 80% of your problems can be attributed to 20% of causes.
- ▶ Prioritize your 20% happiness determinants and avoid your 80% dissatisfaction causes.



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# Take Time . . .

**zzz...**



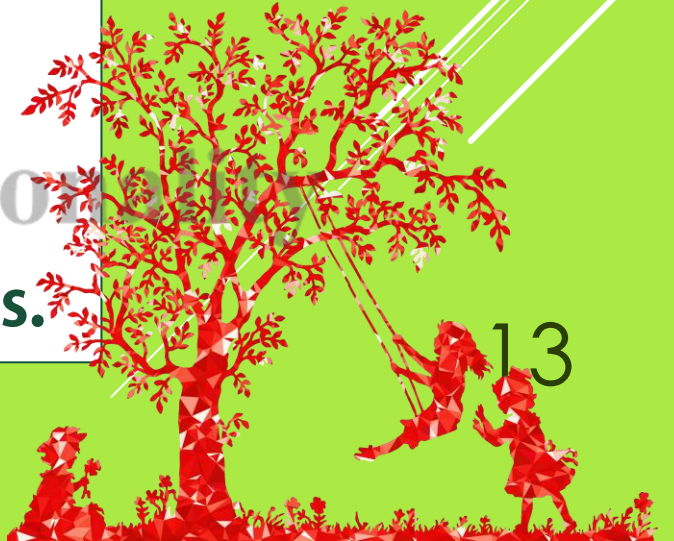
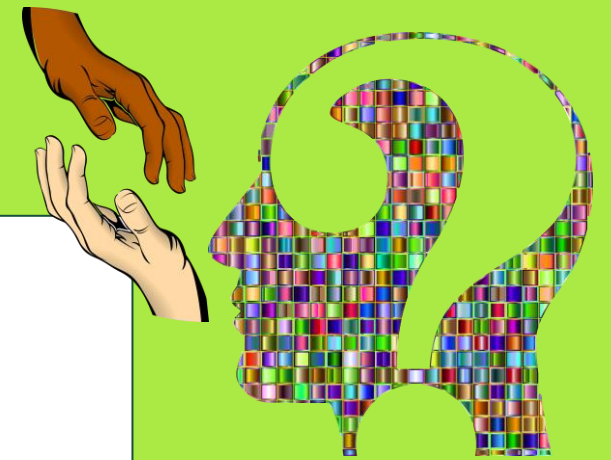
**Take time to think;  
it is the source of power.**

**Take time to read;  
it is the foundation of wisdom.**

**Take time to play;  
it is the secret of staying young.**

**Take time to be quiet;  
it is the opportunity to see God.**

**Take time to be aware;  
it is the opportunity to help others.**





**Take time to love and be loved;  
it is God's greatest gift.**

**Take time to laugh;  
it is the music of the soul.**

**Take time to be friendly;  
it is the road to happiness.**

**Take time to dream;  
it is what the future is made of.**

**Take time to pray;  
it is the greatest power on earth.**



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