

# ENHANCING SOFT SKILLS AND PERSONALITY

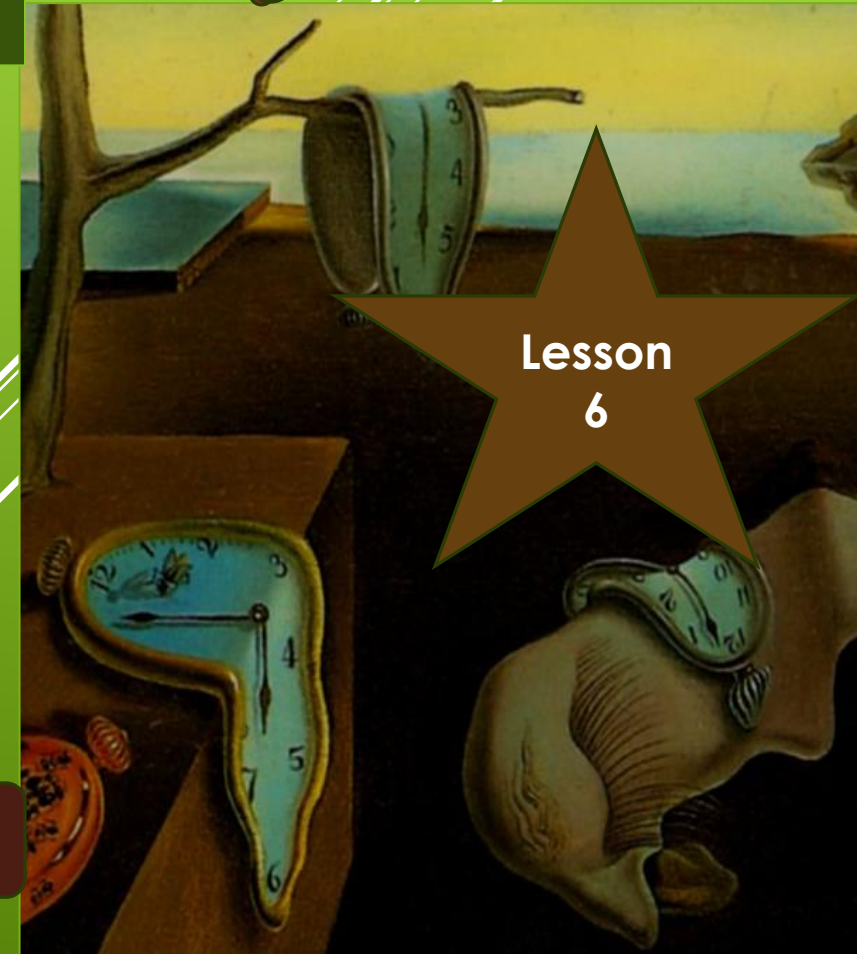
T. Ravichandran

**Managing Time-1:  
Importance of Time  
& Understanding  
Perceptions of Time**

**Week 2**

**Unit 1**

**Lesson  
6**





# Highlights

## OF THE LAST LESSON



- ❑ Discussed about the Secrets of Developing Growth Mindset.
- ❑ BE LIKE A BABY

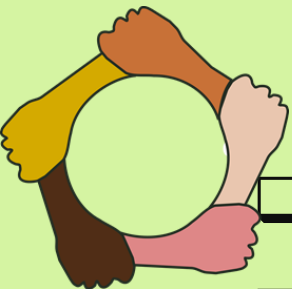
As babies we naturally had growth mind-sets  
Fixity came by internalising other's views on us.



- ❑ LEARN TO LIVE WITH CRITICAL PEOPLE (it's our critical partners who contribute to our growth mindset!)

- ❑ DO NOT BELIEVE IN NEGATIVE STEREOTYPES/DO NOT BE VULNERABLE TO STEREOTYPE THREATS

Succumbing to stereotype threat can undermine one's ability to perform.



- ❑ BELONG WHERE YOU NEED TO BE

- ❑ REMEMBER HAWTHORNE EFFECT!

Positive emotion and sense of belonging can work wonders!



What is TIME?

And how do you perceive time?

Is time constrained by a clock or watch or something that exists in our mind?

Is it FIXED or FLEXIBLE?

Salvador Dali's most famous painting *The Persistence of Memory* (1931), popularly known as "Clocks" is a Surrealist masterpiece that depicts melting clocks!

The clocks are not flat but bent out of shape and are melting in a desert.

Captures the relative and fickle nature of time.





**How do people perceive your personality in terms of time?**

**Do they see you as someone who is always late, cannot deliver in time, forgets appointments, keeps work piled up and always postpones and has lots of backlog work to do ...**



**OR someone who is always punctual, delivers before time, never misses an appointment, finishes work in time, and always plans ahead of time and gives contingency for new and challenging tasks?**



**Your attitude towards time reflects on your personality.**

**Soft skills will be of help only if they are integrated with a disciplined sense of use of time.**



**How do you act when you run out of time?**

**Are you cool, calm and collected or are you stressed? Distressed and depressed?**

**How do you react when you chase a deadline? Panic, afraid, sweat and let your pressure rise and get annoyed, irritated and shout at people for no valid reason?**

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**Time indeed is Money.**

**Time is your personality.**

**Your success and happiness depends much on the way you handle time.**

**Time is your life. When you lose control of time, your life too goes out of control.**

**Some people need calendar, planner, reminder, to keep track of time.**

**Some function efficiently even without any reminders.**

**Some become tensed when their plan gets interrupted or time gets hijacked by unplanned events.**

**People have either monochronic or polychronic sense of time.**

## Controlling Time



- 1. Take log of your time:**  
Note the way you spend your time in a day, week, month, year, over a period of your life.
- 2. Scrutinize time leakage:**  
Find out where you waste your time in unproductive activities. Minimise them initially. Eliminate them subsequently.
- 3. Create Time**  
Make time by removing time spent on unnecessary activities. Use it for those creative and productive activities that will uplift your life and career.



**Why is it some people do more things in less time and much more efficiently than others?**

**The secret of a successful entrepreneur is . . .  
he manages his time efficiently than others!**

**Do you know that the job that you struggle to accomplish can be done 10 times better than at least by 10 other people in this world?**



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## Synchronise the real clock with your biological clock



We all carry within us our biological clock that is based on the time, lunar cycle, season or year (which is also responsible for our psychological clock/mindset).

Each minute our heart beats 70 times on an average. Our moods and alertness and appetites follow a regular pattern (Craig Callender 7).

Circadian rhythm or biological time may slightly vary depending on individuals and their environments.

Rising early, working late night, taking nap in the afternoon ...

Identify your Peak Active Time (PAT)  
the time when you are most energetic and active

Salman Rushdie: writes novels in the morning

A. R. Rahman composes his music at night

## Timely Quotes . . .



**“Unfortunately, the clock is ticking, the hours are going by.  
The past increases, the future recedes.  
Possibilities decreasing, regrets mounting.”**

**— Haruki Murakami**

**Success is simple.  
Do what's right, the right way, at the right time.**

**— Arnold H. Glasow**

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# FOR FURTHER REFERENCE . . .

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