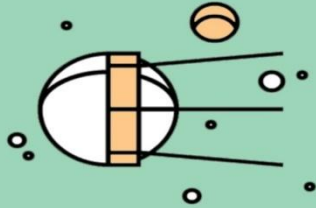


IMAGINE



EXPLORE



LEARN



THINK



KNOW

Time Management

- **Time management** is the process of **planning** and exercising **conscious** control of time spent on specific activities, especially to increase **effectiveness**, **efficiency**, and **productivity**.
- It involves a juggling act of various demands upon a person relating to **work**, **social life**, **family**, **hobbies**, **personal interests** and **commitments** with the finiteness of time.
- Using time effectively gives the person "**choice**" on spending/managing activities at their own time and urgency.

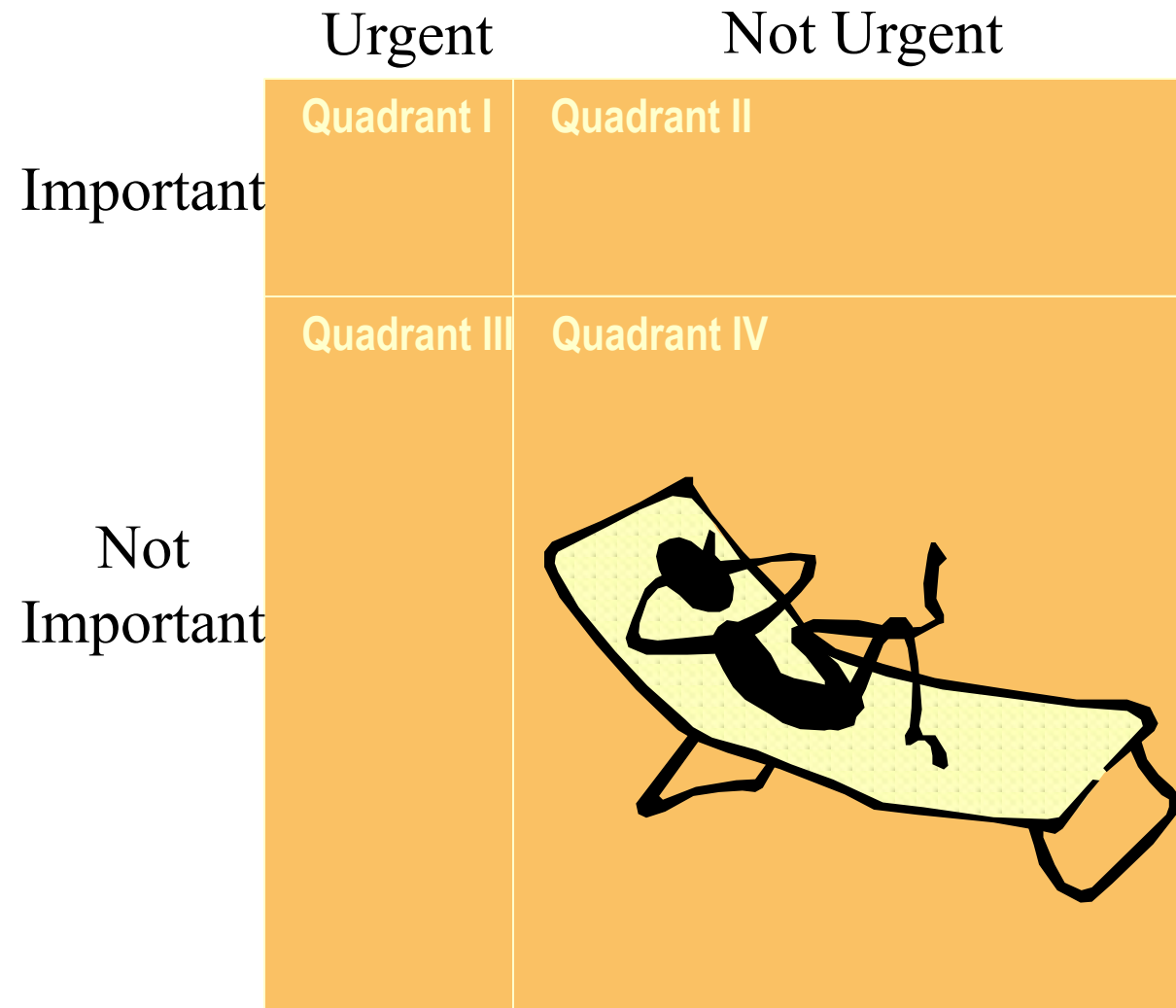


Time Management Matrix

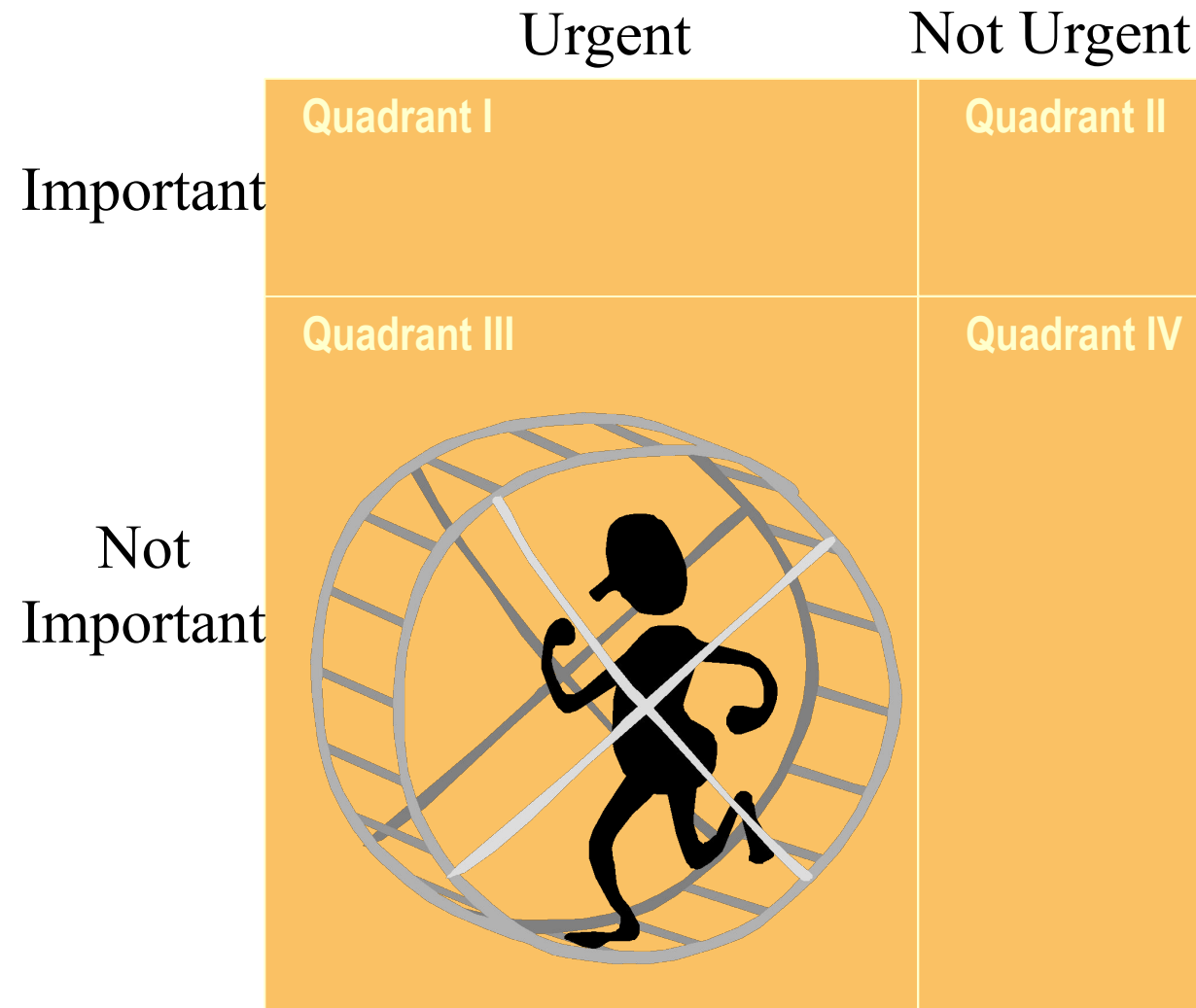
	Urgent	Not Urgent
Important	Quadrant I Crises, projects, accidents, etc.	Quadrant II Planning, exercise, relationships, etc.
Not Important	Quadrant III Phone calls, visitors, small talk, etc.	Quadrant IV Daydreaming, TV, procrastination, etc.

Tool to prioritize daily task

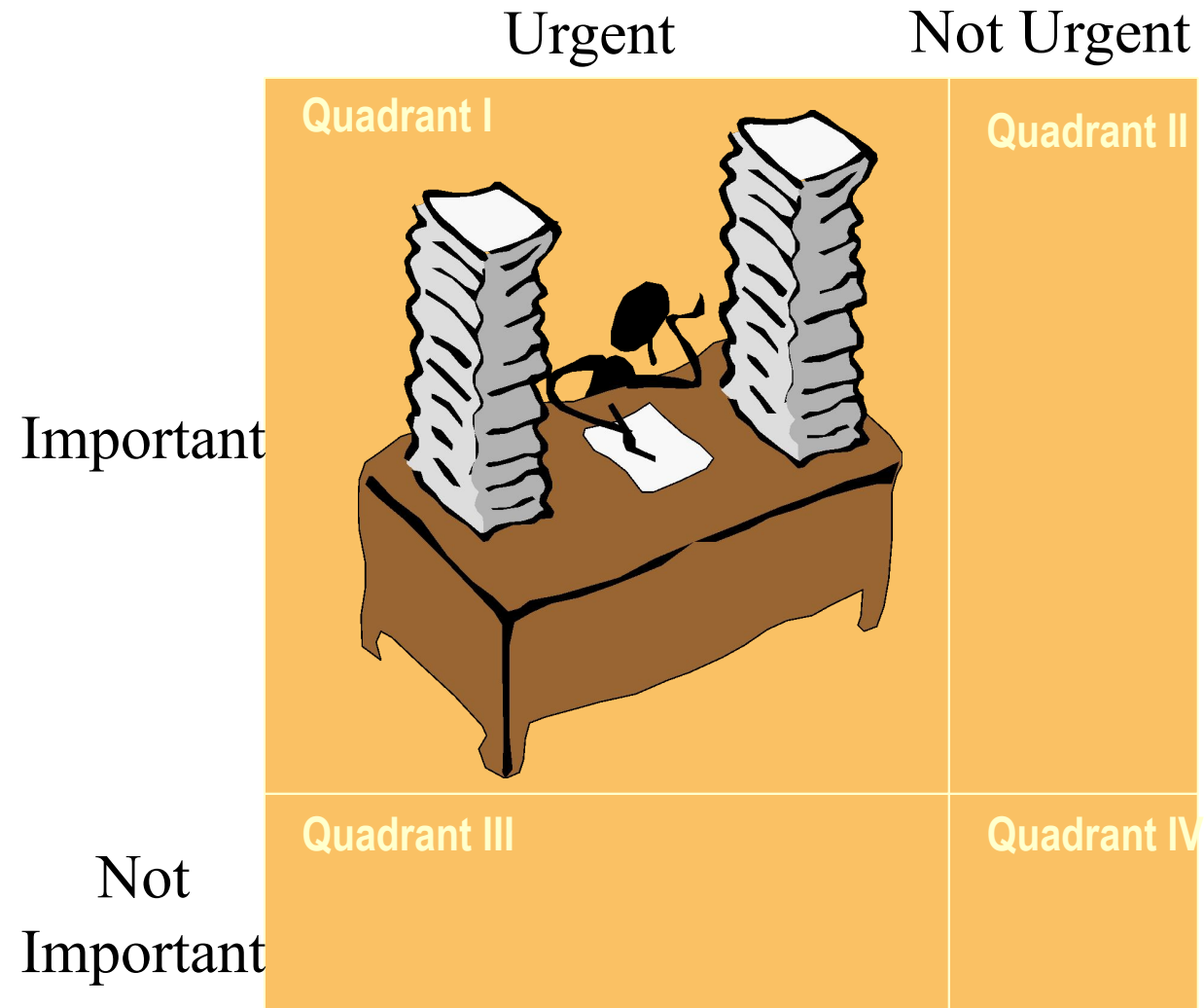
Aspiring to mediocrity

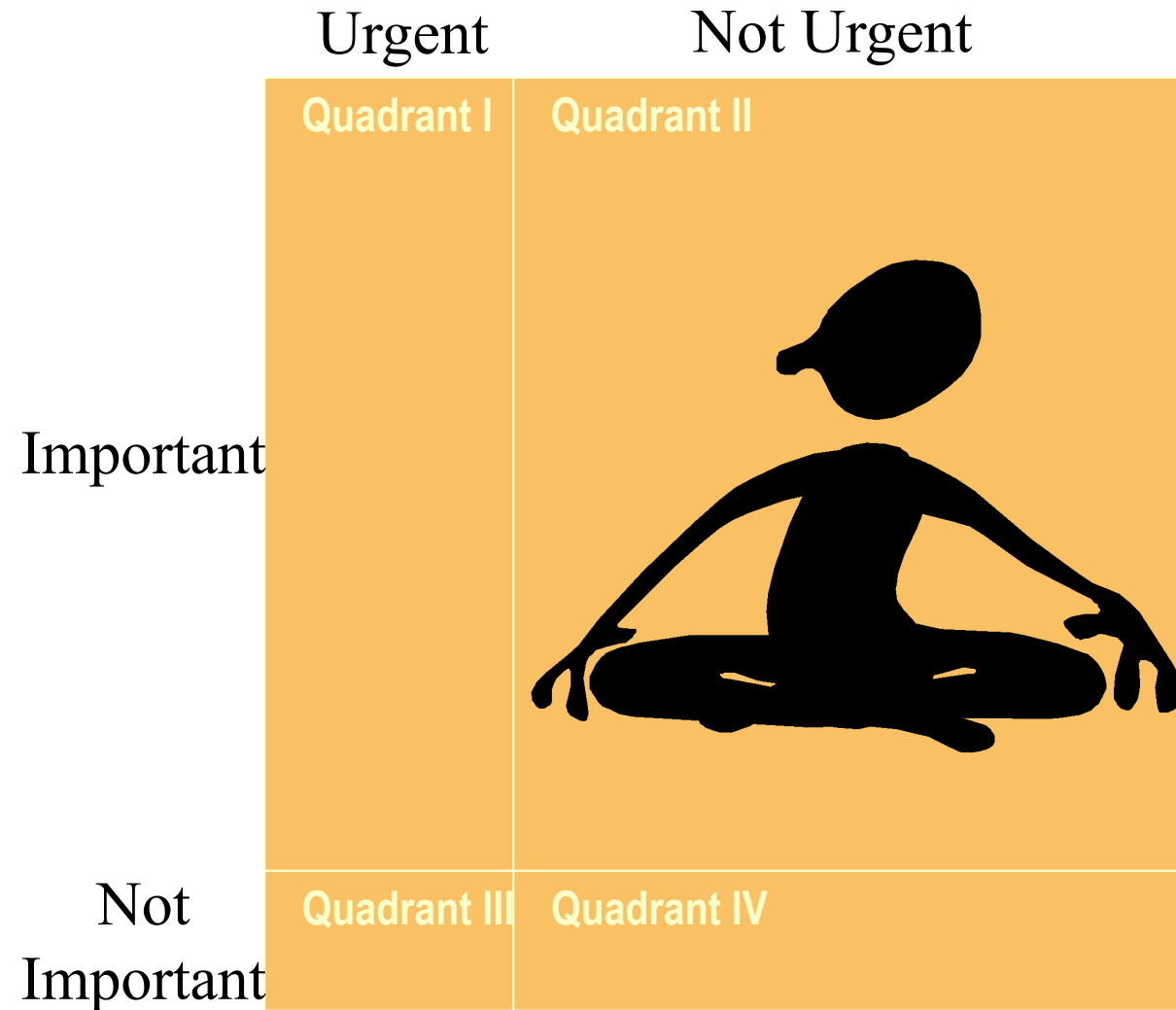


Busy going nowhere



Struggling to stay ahead





Self Activity – Prioritize Activities using the TM Matrix

Each of you write down your schedule as per the following activities

- Wake up and morning cleansing
- Exercise : Gym, yoga, pranayama
- Eating
- Studies in college
- Sports, Games
- Entertainment
- Studies at Home/ Hostel
- Sleep
- Social

		Urgent	Not Urgent
Important	Important	Quadrant I Crises, projects, accidents, etc.	Quadrant II Planning, exercise, relationships, etc.
	Not Important	Quadrant III Phone calls, visitors, small talk, etc.	Quadrant IV Daydreaming, TV, procrastination, etc.

- Lack of planning
- Incorrect priorities or goals
- Time Waste - Ineffective use of time
- Procrastination

- Don't know where to start.
- To avoid an unpleasant task.
- We're afraid to fail - perfectionism
- Just do not want to do
- Someone else will do it.

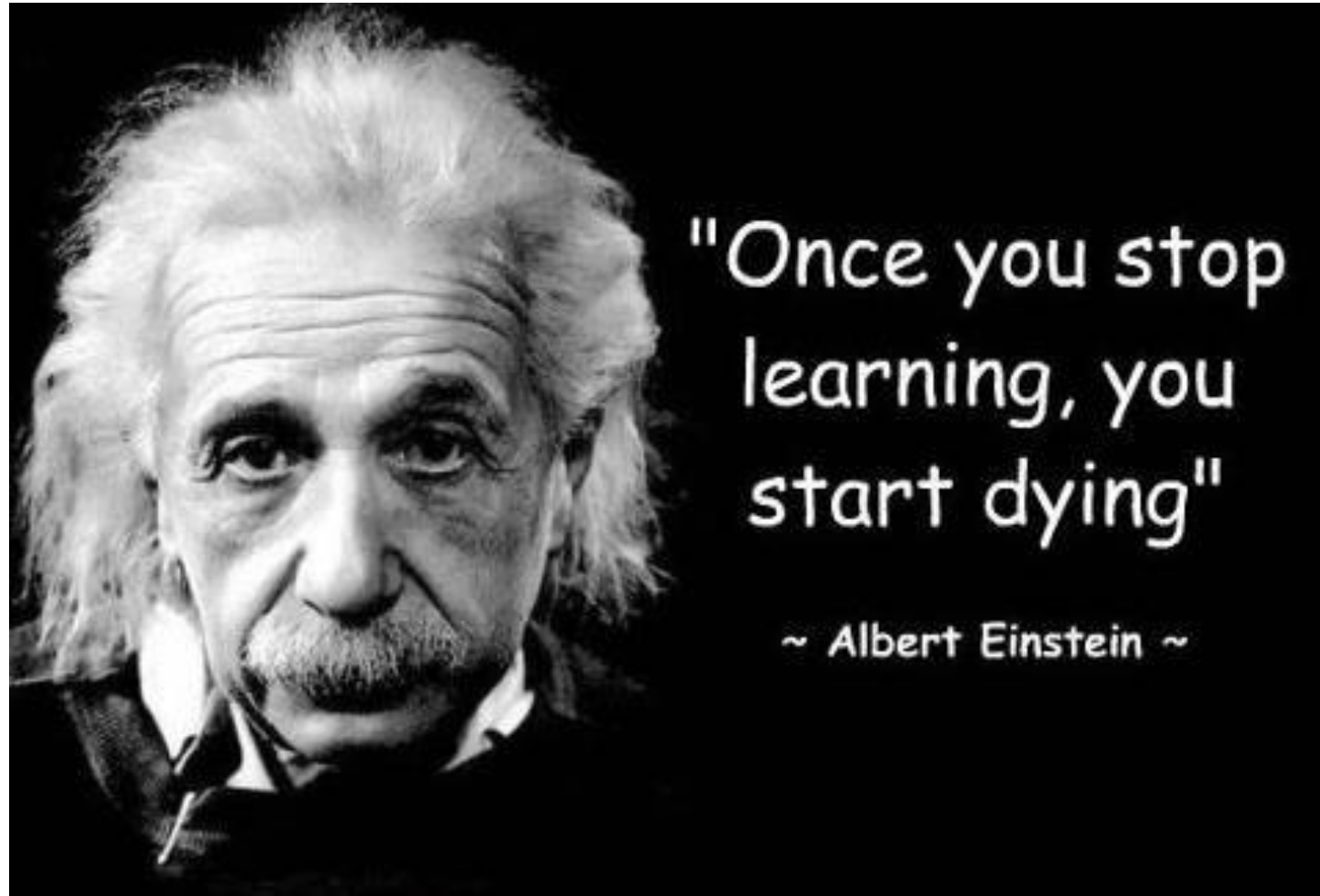
- Start Something – Anything
“In creating, the hardest part is to begin.”
- Anonymous
- Remember - You *do not* work best under pressure
- Break it up
- Make a list of things you’ve been meaning to do and start doing them
- Learn to say “no” appropriately

- The difference between a Goal and a Dream is the written word
- Goals are time bound
- Goals provide clear focal points for action
- Goals improve communication by promoting mutual agreement on expectation

- A time waster is anything that prohibits us from reaching our goals most effectively
- How do you waste your time? - Activity

Self Activity: Barriers to Learning







Do the best
you can until you know better.
Then when you know better, do better.

~ Maya Angelou

ALL THE BEST