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| cid:image002.jpg@01D3A981.0647A3F0  Take a Break!  Have a Learning Byte! | **Theme : Time And Work Management** | | | |
| With the growth of buisness and technology, 24 hours seems no longer enough for most people.The Golden Key to effective Time Management is to get *More done in Less Time*. | | | | |
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| **Fill in the timeline with the task you wish to complete by what time and then begin working on it. This self audit mechanisim helps you track and monitor your time and efficiency.** | |  | **Create Time Blocks (Also called Time Boxing) for the most important tasks for a day. Set up a reminder to start and end that task within the Time Box you have scheduled for yourself. Always keep your 3 next actions in mind.** | |
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| **Give 50% of your time to activities or appointments that will bring you results. The pareto principle states that 80% of your results depend on 20% of your most critical tasks.** | |  | **There are both static as well as dynamic priorities. Events that happen and people who need things from you. Always keep a buffer during planning.** | |
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| **Distractions are self created. Develop concentration and focus by Mindfulness – being in the moment. Focus on when your energy is high and get your maximum output during the periods.** | |  | **Strike a Balance between being a perfectionist and taking short cuts. There will always be many ways to do a task – ask youself what works for you – and how much time do you have. Quality work is a result of pushing yourself just enough while giving yourself breathing space and staying motivated.** | |
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| **Time Management is …..** | | | | |