

## SESSION – 1

It seems that there is never enough time in a day. But, since we all get the same 24 hours, how is it that some people achieve so much more than others? The answer lies in good time management.

### What is “Time Management?”

“Time management” refers to the way that you organize and plan how long you spend on specific activities especially to increase effectiveness, efficiency of productivity.

### ☞ PRIORITIZATION (FIRST THINGS FIRST)

- Prioritization is nothing but doing ‘first things first’ on a priority basis.
- Prioritizing skills are your ability to see what tasks are more important at each moment and give those tasks more of your attention, energy, and time.
- You focus on what is important at the expense of lower value activities.

### Activity – 1: Time Management Questionnaire

Answer “Yes” or “No” to the following questions:

1. \_\_\_\_ Have you estimated how many hours you need to study this semester?
2. \_\_\_\_ Do you tend to complete your assignments on time?
3. \_\_\_\_ Have you estimated how long it takes to read one chapter in each of your textbooks?
4. \_\_\_\_ Do you begin working on long-term assignments at the beginning of the semester?
5. \_\_\_\_ Do you make lists of things to do in your head, rather than on paper?
6. \_\_\_\_ Do you participate in social activities even when you know you should be studying?
7. \_\_\_\_ Do you schedule time to study for exams?
8. \_\_\_\_ Do you have a job that requires more than 20 hours a week?
9. \_\_\_\_ Do you know exactly what tasks you are going to do when you sit down to study?
10. \_\_\_\_ Do you do the assignments of your favourite class first?

Scoring & its interpretations would be given by the Trainer.

### Time Matrix

The Spent Time Matrix is an important tool that will help you make better use of your time. By understanding the implications of being within any one of the quadrants, you will be able to avoid the pitfalls of inefficient use of time and will assist you in prioritizing your tasks.

#### Spent Time Matrix

	Urgent	Not Urgent
Important	<b>Q1</b> Crisis Deadlines	<b>Q2</b> Prevention Relationship Building Planning Recreation
Not Important	<b>Q3</b> Interruptions Some Meetings Popular Activities	<b>Q4</b> Pleasant Activities Busy Work Time Wasters Trivia

<b>Quadrant 1</b> Quadrant 1 brings: <ul style="list-style-type: none"> <li>• Stress &amp; Burnout</li> <li>• Crisis management</li> <li>• Fire-fighting</li> <li>• Focus on the immediate</li> </ul>	<b>Quadrant 2</b> Quadrant 2 brings: <ul style="list-style-type: none"> <li>• Vision</li> <li>• Perspective</li> <li>• Balance</li> <li>• Discipline</li> <li>• Control</li> </ul>
<b>Quadrant 3</b> Quadrant 3 brings: <ul style="list-style-type: none"> <li>• Short term focus</li> <li>• Low value on goals</li> <li>• Lack of control</li> <li>• Shallow relationships</li> </ul>	<b>Quadrants 3 &amp; 4</b> Cycling between Quadrants 3 & 4 brings <ul style="list-style-type: none"> <li>• Total irresponsibility</li> <li>• High dependency on others for basics</li> </ul>



## Activity - 2

Identify which quadrant you are currently in. Is it the most productive? What factors cause you to be in this particular quadrant?

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## Activity - 3

Do you find it easy to say 'no'? What are your main challenges?

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## Activity - 4

How is 'no' regarded by your Friends & Family?

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"It took us five days to figure out how to finish our project two days early. That's why we're three days late."

## Activity - 5

### "Where Does the Time Go?" Worksheet

#### Self-Assessment Exercise:

*Estimate the number of hours you spend on each task:*

- Number of hours of sleep each night \_\_\_ x 7 = \_\_\_
- Number of hours spent on grooming each day \_\_\_ x 7 = \_\_\_
- Number of hours for meals/snacks  
(including preparation/clean-up time) \_\_\_ x 7 = \_\_\_
- Travel time to and from campus \_\_\_ x 7 = \_\_\_
- Number of hours per week for regular activities  
(volunteer work, intramurals, church, clubs, etc.) = \_\_\_ x 7 = \_\_\_
- Number of hours per day for errands, etc. \_\_\_ x 7 = \_\_\_
- Number of hours of work per week = \_\_\_ x 7 = \_\_\_
- Number of hours of class per week = \_\_\_ x 7 = \_\_\_
- Number of hours with friends per week for }  
Social parties, going out, etc. = \_\_\_ x 7 = \_\_\_
- Number of hours spent on TV and computer \_\_\_ x 7 = \_\_\_

Total =

—

168.0 hours in a week

- \_\_\_ hours of activities

= \_\_\_ hours to study

These estimations allow you to calculate the approximate amount of time you have to study during the week. Is this enough? This is your time to look at how you might reorganize your time to allow for more/less study time during the week.

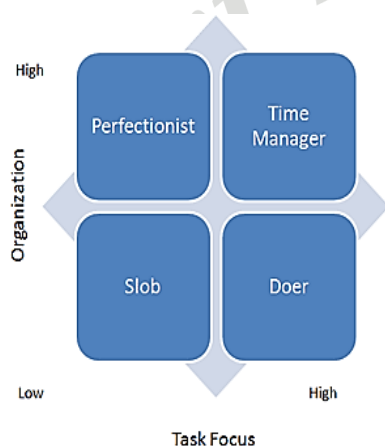
**“By labor we can find food and water, but all of our labor will not find for us another hour.”**

- By effectively managing our time, we can avoid a stressed and less productive workplace and avoid cramming work and family and other personal needs into finite hours.
- Just as we spend so much effort managing money, we need to spend equivalent effort managing time.

## Time Management Allows you

- Eliminate wastage.
- Be prepared for meetings.
- Reduce excessive workloads.
- Monitor project progress.
- Allocate resources appropriate to a task's importance.
- Ensure that long-term projects are not neglected.
- Plan each day, week, month or quarter efficiently.

## Time management model



This matrix has four types of people when it comes to time management:

**Perfectionists** will often spend too much time arranging their priorities, but do not focus on the task at hand.

**Slobs** are always in disarray because they fail to prioritize and do not focus on the task at hand.

**Doers** focus on a task they are performing, but often fail to accomplish the important ones because they fail to prioritize.

**Time Managers** both prioritize their tasks so that they know which ones need accomplished first and always focus on the task at hand.

## GOAL SETTING

*“The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach.” - Benjamin E Mays*

## Introduction

Whether we like it or not, goal setting is an integral and important aspect of all our lives. For some of us, this is a conscious process, however for many others it is an unconscious act that has very little direction or purpose. Some people may even be surprised to learn that they are actually setting goals on a daily basis. If you reflect back on your day, you will realize that you are actually setting and achieving an immeasurable amount of goals as you progress throughout your day. Some are relatively small and seemingly insignificant such as deciding what you will eat for lunch, while others are more important and relevant to your future endeavors.

There is in fact a method and process to goal setting that allows for greater clarity, focus and brings out the natural resources of motivation buried deep within you. This session will delve into some detail about the benefits of goal setting and how it can literally transform your life.

## What & Why do you need to have goals?

- What .....
  - An event that will help you set direction and stay focused
  - This can be either in the short or long term
- Why.....
  - It gives you a sense of purpose
  - It motivates you towards success
  - It helps to build self esteem & confidence

## How to set Goals?

- Setting a goal is the easy part....
  - Follow up and see it to its logical end is the challenge
- How to overcome this challenge?
  - Goal setting can be a science with the right strategies to meet the final end



**SMART Tip!**

A useful way of making goals more powerful is to use the SMART mnemonic. SMART stands for:

**S**pecific

**M**easurable

**A**ttainable

**R**elevant

**T**ime-bound

For example, instead of having "to get a high paying job" as a goal, it is more powerful to say "to get a job in the software industry with a pay of Rs.5 lakh p.a. by December 31, 2016."

Obviously, this will only be attainable if a lot of preparation has been completed beforehand!

## How to set & reach SMART goals?

- **Make Your Goals 'SPECIFIC'**
  - To know that your goals are specific
- Ask these questions :-
  - **Who** will help you reach this goal
  - **What** is it you want to achieve in specific terms.



- **When** will you start and reach your goal
- **How** will you make it happen
- **Make Your Goals 'MEASURABLE'**
  - Need to monitor your progress
  - Check if milestones set have been met
- **Make Your Goals 'ATTAINABLE'**
  - Your goal should not be too big
  - Ask yourself a question if you have all the resources to make it happen
  - Does this map to what you want to achieve in life – larger goal
  - Goal must be realistic
- **Make Your Goals 'RELEVANT'**
  - Choose a goal that fits you
  - It should set you up for success
  - Ask yourself the question why do I want to achieve this
- **Make Your Goals 'TIMELY'**
  - Deadline for a goal is imperative to know if you are on track
  - Accountability and responsibility to meet the target

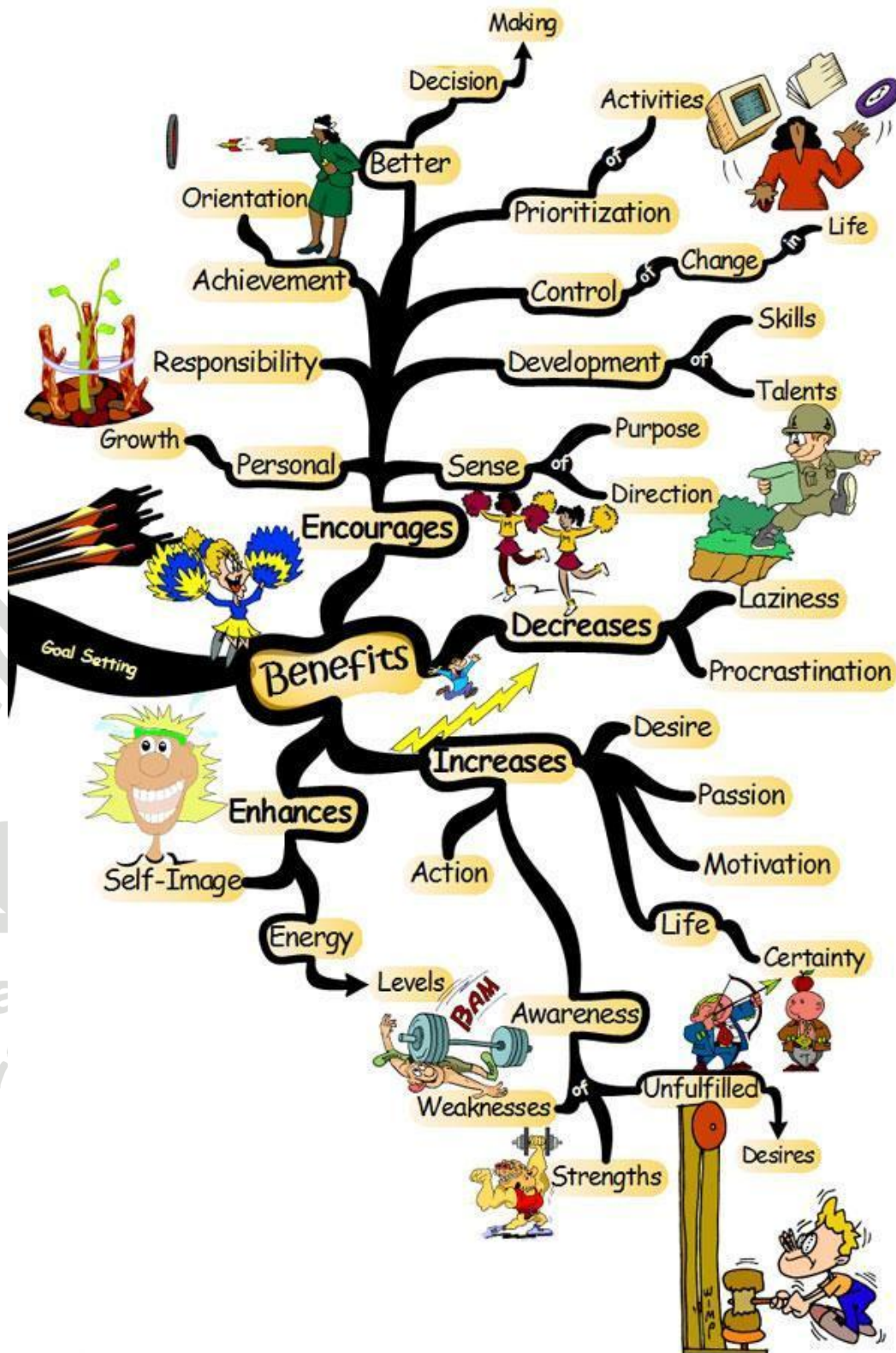
Smart move to success

**SMART**

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## Benefits of Goal Setting



## Goal Setting Encourages

### Personal Growth

The moment you begin setting goals, you will immediately feel a shift and transformation within your mind. You are seeing your future with greater clarity than ever before, and are forced to think in new, unique and creative ways that will move and propel you forward. You may also come to a realization of the essential skills that you must now learn and master in order to achieve these goals. This will further encourage you to pursue new avenues of self-education and personal growth.

### Responsibility

Setting goals brings with it a set of responsibilities. Once you start setting clear, defined and passionate goals, you will likewise come to acknowledge that you – and you alone – are now fully responsible for your life. Responsibility brings with it a greater clarity of thought, it encourages better decision making and forces one to take smarter actions in directions that will bring long-term happiness and fulfillment.

### Achievement Orientation

Whether large or small – without goals we tend to become lazy and scattered in thought and action. What goals do is that they focus you on a specific aspect or area of your life. This focus directs your mind towards the achievement and attainment of this goal in the most efficient and effective manner possible. As a result, all of your choices, decisions, behaviours, habits, and actions are now directed and focused upon this one objective, thus creating an **Achievement Oriented Attitude**.

### Better Decision Making

Without focus or direction we become very scattered in our thinking and hesitant when making everyday actions and decisions. However, once you set and clarify your goals – following this Smart Goal Setting process – you will find that your decision making almost immediately improves and helps you to further clarify what you want and what is most important in your life.

### Prioritization of Activities

Setting goals and making effective decisions requires the process of prioritization. Goal setting naturally enhances your ability to prioritize your activities and tasks in ways that focus you on areas that are most important to your long-term objectives. Prioritization in turn leads to effective time management.

### Control of the Changes in Your Life

Without our own personal goals, we are naturally swayed by other people's decisions, actions, opinions and behaviors; and by the circumstances of the environment within which we live, play and work. Even though it is impossible to control everything that affects our life, we can however gain some form of sanity by directing aspects of our life in ways that will bring a sense of purpose and intention. Instead of being flung around by other people's ever changing decisions, behaviours and perspectives, you will now have control and will make your own decisions based on the goals that will have the greatest personal and professional impact on your life.

### Development of Skills and Talents

Goals provide us with great clarity and insight in a number of very interesting ways. One of the insights that you are likely to gain – once you begin setting goals – is the need to develop your skills and talents in specific areas of your life. Setting goals has an interesting way of unveiling neglected areas of our lives that need to be attended to and expanded upon. It is only through the process of goal setting that you will come to an understanding of the skills and talents you must work on developing in order to experience the exhilaration and satisfaction of experiencing the achievement of your goals in the moment.



## Sense of Purpose and Direction

Goal setting will provide you with a sense of purpose, while directing your decisions and actions in ways that will help you to accomplish and obtain this purpose. If you've ever read a biography about an achievement oriented person, then you would've probably come to a realization of their deep and inspiring purpose that drove and propelled their behavior forward on a daily basis. Without it, they would be nothing. However with it, they probably accomplished what others would have deemed to be quite impossible and improbable.

## The Essential Rules of Goal Setting

Some essential rules that you must follow when setting and laying out your personal goals are:

### Positively Written

Your goals **must be written** in a positive manner. This means writing them out in a way that focuses your mind on **what you want**, and not on **what you don't want**.

### Having Personal Benefit

Your goals must be of personal benefit to you. This means that each goal you set must help or assist you in ways that will benefit your long-term satisfaction and fulfillment. Many people fall into the trap of trying to achieve goals that are set for them by other people. If you belong in this category of goal setters, you will never develop your full capacity of motivation, unless you personally take responsibility for your goals and align them in ways that will benefit you.

### Preserves Current Life Benefits

Another goal setting trap, is when people set goals that remove them so far from their current life's pleasures and benefits, that the goal becomes painful and somewhat de-motivating. Your goals must naturally preserve your current life benefits – to some extent – if you are to find the ongoing motivation to pursue them down the long road.

### Desirable

You must desire to accomplish your goals in the deepest and most passionate manner. Without desire, you will simply struggle to find the motivation to pursue your goals when problems, obstacles and challenges get in your way.

### Challenging

If your goals are not appropriately challenging then you will simply become bored and will not find the passion within yourself to pursue them long-term. For a goal to be challenging, this means that it is **just outside your reach**. However, it is still very attainable if you put consistent work and effort into bringing this goal to fruition.

### In Everyone's Best Interests

Your goals must essentially be in the best interest of everyone who will be influenced by its attainment. If your goals do not support the interests of all, then you are walking on thin ice and will face many challenges along your journey towards the attainment of these objectives.

## Steps for Goal Setting

All of these steps are not necessary in order to set effective and smart goals, however each step of the process effectively takes you on a journey that will help you to gain clarity, motivation and confidence that will assist in setting you along the right path.

## Mind Map for Goal Setting

- Mind Mapping creates a graphical representation of your thoughts on a single page making use of images, colour and most importantly associations between ideas.
- Create a Mind Map and put it on your wall and you will be able to see all the elements of your goal at a glance and remember them.

Writing out your goals daily is an effective means of keeping them at the forefront of your mind at all times.

## Create Goal Reminders

It is easy for us to lose focus when things tend to get a little hectic and out of hand throughout the day. At these times it is important to get back to basics, and to focus upon the process of achieving your goals. This is best accomplished when you have creative goal reminders you can refer to throughout the day. You could

- create a collage poster of your goals comprising of magazine pictures and words that represent these passionate objectives
- create a Mind Map of your goals
- put your goals down on flash cards that you carry around with you on a daily basis
- create a countdown to the day when you will successfully achieve all your goals
- repeat affirmations to keep you focused on the achievement of your objectives.

## Study People, Topics, Skills Related to Your Goals

Take the time to learn new skills associated to your goals, study interesting goal related topics and associate with people who have had experience in attaining the goals you are striving for.

## Find Support from Others

Support from other people can come in many ways. First and foremost everyone and anyone who is serious about attaining their goals should arrange for an **Accountability Partner**. This is in essence a person who regularly checks up on you to see how you are progressing with your goals, tasks and objectives. Another effective area of support is to find a **Mentor**. This is effectively someone who has achieved a certain amount of success in the field of endeavor that you are aiming for. Utilize them as a sounding board for ideas, and as a means of learning from their experiences and mistakes.

## Take Small, Consistent & Flexible Actions

Small, consistent and flexible actions are important keys that will help you beat off procrastination. Create small daily actions and tasks that will consistently keep you moving forward towards your goals. And maintain flexibility in thinking to allow for a change in direction if unexpected circumstances, people or obstacles cross your path – as they inevitably will.

## Measure Your Progress

By regularly measuring the progress you make towards your goals will help you to stay motivated and on track. However, be careful not to measure your progress just for the sake of seeing how quickly you can achieve your goals and objectives. The process of measuring should effectively incorporate an analysis of the progress you are making through your daily and weekly actions. Identify trends, lapses, mistakes, victories, oversights, and other information that will provide the feedback you need to keep you focused and moving forward.

## 9 Strategies to meet goals

1. Create a plan
  - Setting the goal is just the first step.
  - Know where you're going
  - What resources you'll need,
  - Who can help

&

## **Last but not the least**

- What is your Plan B if Plan A throws up a monkey
2. Start Small
    - Focus on one goal at a time
    - Use a small goal that you know you can do each day
  3. Write it down
    - Give yourself a deadline
    - Write down your goal to stay committed & focused
  4. Be Specific
    - Use of words like 'some, more never always etc will lead to the option of escaping from meeting the goal
    - Detail the goal in measureable events to stay in control
  5. Give allowance for failure
    - Persistence will help to overcome the slip
    - Keep at it till you achieve the target set
  6. Track your progress
    - Use tools to track failures
    - Checklist will help
    - Do not try to fool yourself
  7. Reward your success
    - Negatives always raises its ugly head
    - It is important to reward yourself when you get back on track
  8. Have a support system
    - Collaboration is the new mantra at the work place
    - Find a buddy to help you stay on track

## **Make the commitment.**

Remind yourself always that you can do it

Keep a visual of your goal

## **Tools to track goals**

- To do list
- Calendar /diary
- Tracking sheet
  - Monitoring sheet in SG
- Reminders using post- it
  - Use the color codes stickys
- Reviews and Assessments

## **Types of Goals**

- Goals may be personal or professional
  - Broad categories are :
- Improvement goals:
  - Things that we want to change or make better



- Achievement goals:
  - Things that we want to accomplish
- Financial goals:
  - Things that we want to acquire

## 7 Keys traits to achieve Goals

1. Desire
    - It all starts with a dream, a desire to have or accomplish something.
  2. Belief
    - In order to accomplish or acquire something, you must possess the beliefs that it is achievable and worth pursuing
  3. Knowledge
    - To acquire the knowledge and information that you will need, to accomplish or achieve whatever it is you are attempting
  4. Opportunity
    - Is this something that you can do now? If not, when?
  5. Vision
    - Write a statement or goal when it is visible for you every moment.
    - This will work as a constant reminder
  6. Planning
    - Trace your milestones to the smallest unit – maybe everyday schedules
  7. Commitment
    - Stick to it, no matter what.
    - You must be prepared to do "whatever it takes"(without hurting anyone) to accomplish your goal.
- Motto: "I will not give up, no matter how many obstacles I encounter, or how much pain I endure, because these things are nothing compared to my desire to succeed."

### ACTIVITY 1 → CAREER AND INTERMEDIATE GOALS



20 min

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My major job objective or career goal:

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The following intermediate goals are focused on the next \_\_\_\_\_ months:



# TIME MANAGEMENT

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Education/Training Goals	Action Steps
Occupational Goals	Action Steps
Personal Health/Wellness Goals	Action Steps

What do I need to achieve my job goal?

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Where am I now?

Obstacles	Solutions

Whether we like it or not, goal setting is undoubtedly a critical and fundamentally important aspect of all our lives. Without it, we will tend to be pulled by the seas and winds of change that will take us down unexpected currents – that may very well lead to many years of misery and unhappiness. However, if we **choose** to take control of the sails and harness the power of the winds to direct us towards a destination of our own choosing; then our futures is well within our hands!

## SESSION – 2

### 🌀 MONITORING

#### Introduction

- Managing time effectively is a skill we all need to consider developing.

#### In this session:

- We will analyse how you currently manage your time and looks at ways in which you might be able to make more efficient use of your time.
- Recognize your Time wasters and extenders
- Tools to learn to Organize and Prioritize tasks

#### How to find more time in a day??

- Eliminate your time wasters and compress your time extenders
  - An example for time waster is “you entertaining another person’s request when you have incomplete tasks”.
  - Another example for time extender is “extending the conversation on a call with a friend after having discussed about some clarifications required in a lesson or a topic”.

#### Managing Time Effectively

- Put your goals in writing
- Plan your day and week
- Schedule realistically.
- Maintain a diary or reminders.
- Confirm in advance your time plan to those who are in any way involved in your activity plan.
- Effectively managing yourself and your resources by:
  - Planning
  - Monitoring
  - Evaluating

## Self-Assessment

- What study goals have you done this week?
- If you didn't achieve them why not?
- What do you hope to do the rest of the week?
- What have you done to get organised?
  - ✓ Environment
  - ✓ Routine
  - ✓ Notes
  - ✓ Mind
- Discuss the various techniques or things you do to help manage your time and resources
  - What works?
  - What doesn't work?

## ACTIVITY 2 → PRODUCTIVITY ANALYSIS



15 min

### Personal Productivity: How Productive am I?

What is your present productivity compared with your personal potential?

Unless you are familiar with productivity and are used to measuring it, you will find this question quite difficult to answer. To make it easy, match a number to each statement below.

Assessment of Personal Productivity		
5 = Always	4 = Frequently	3 = Sometimes
2 = Seldom	1 = Never	
		Marks
1.01	I get 7 hours sleep a night.	
1.02	I spend 3 hours on personal needs (eating, showering, etc.)	
1.03	I spend at least 3 hours a day with my family/friends.	
1.04	I use 1 hour a day for personal development.	
1.05	I spend a maximum of 2 hours per day travelling.	
1.06	I spend a maximum of 1 hour per day on the phone.	
1.07	I spend a maximum of 1 hour watching television.	
1.08	I return all calls the same day.	
1.09	I spend some time everyday revising the day's lessons.	
1.10	I read up in advance the topic to be covered in class the next day.	
1.11	I read at least 1 educational book per month outside the syllabus.	
1.12	I learn and understand my subjects instead of mugging.	
1.13	I plan my day every day.	
1.14	I plan my week every week.	
1.15	I prioritise the work I have to do and stick to it.	
1.16	I spend at least 10% of my time in planning.	
1.17	I take notes systematically in class.	
1.18	I browse for latest news and updates in my field.	
1.19	I complete and submit all my assignments and reports in time.	
1.20	I actively look for better ways of doing things.	
		%

If you scored more than 80 per cent, your personal productivity is unusually high and with little effort you could reach 100 per cent. Keep it up! If you scored less than 80 per cent, this lesson will help you to improve your personal productivity, and, in addition, will help you to:

- ✓ Make more efficient use of your time
- ✓ Reduce your personal stress
- ✓ Improve your study habits
- ✓ Improve your personal life
- ✓ Enhance your prospects for the future – be it getting a job or other opportunities.

## ACTIVITY 3 → DATA ENTRY



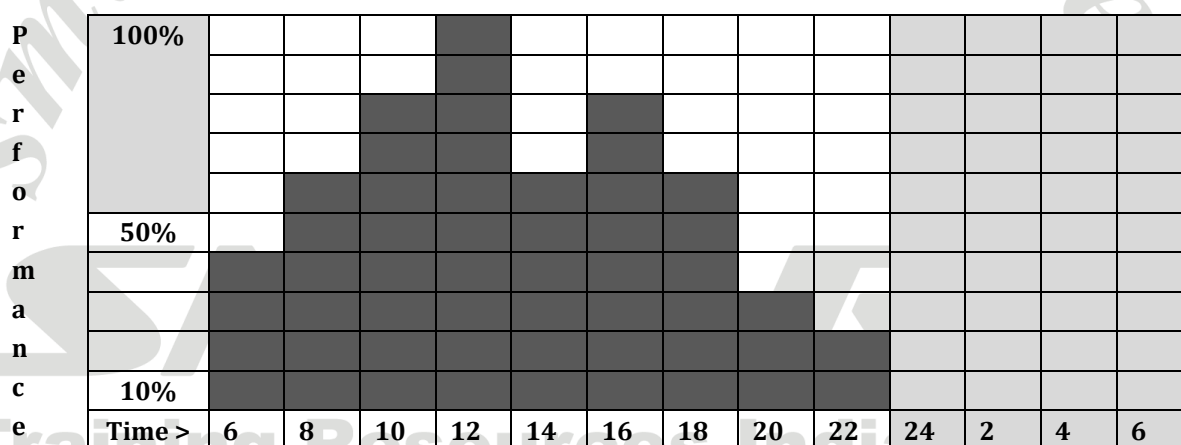
20 min

### Performance Curves and Biorhythms

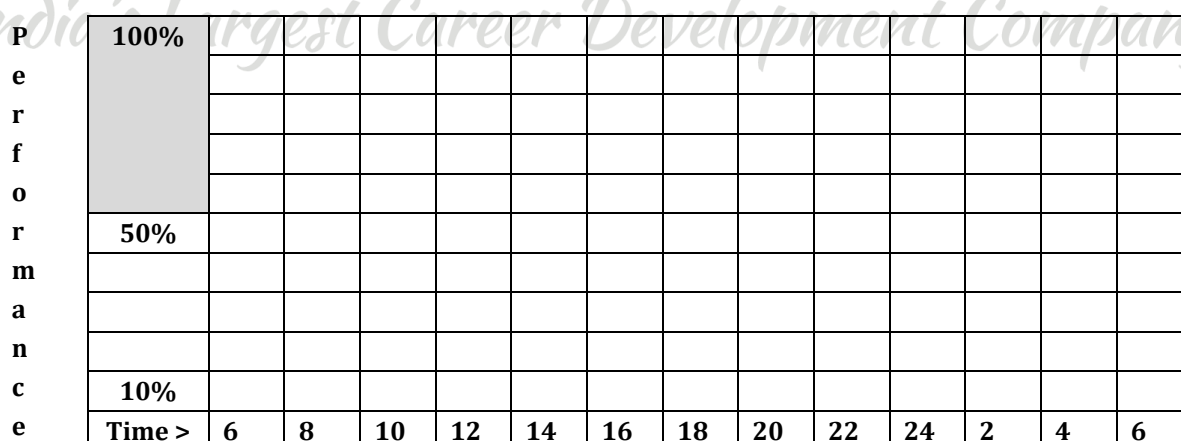
“The early bird catches the worm” – English Proverb

During the day, everybody's performance potential is subject to fluctuation. This fluctuation manifests itself in a natural rhythm which varies a little from person to person but is generally predictable. The following activities will help you to assess when you have most energy and therefore are at your most productive.

This graph shows the pattern of energy levels for a person who gets up early, works steadily more effectively with increasing energy until the middle of the day. There is a drop in energy levels after lunch, another increase in energy followed by a slowing down period up to "bedtime".



2.01 Complete the graph based on your own daily energy levels.



Look at these statements. Do they match your experience?

- ☒ The maximum performance level usually occurs in the morning.
- ☒ In the afternoon, the well-known after-lunch period of inactivity begins.
- ☒ After a second high-performance phase in the evening, the performance curve drops continuously until it reaches its lowest point a few hours after midnight.

A similar curve can be seen during a week. On what day are you at your most productive?

2.02 Draw a graph.

P e r f o r m a n c e	100%							
	50%							
	10%							
	Day >	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Study tip!



When's the best time of day for you to study? If possible, try to schedule your study periods at these times.

## Breaks and Performance

Working too long and too intensively is not worthwhile since concentration and performance ability get worse and mistakes appear. Don't consider breaks as a waste of time, but as a welcome opportunity to "recharge your batteries".

Medical studies have shown that the optimum recuperative value of breaks is realised after approximately one hour of work. The break should last 10 minutes at most, since the best effects of a break come only in the first ten minutes.

## ACTIVITY 4 → PLANNING



10 min

## Implications for Planning your Work

Now that you have analysed your energy levels and personal productivity levels for an hour, a day and a week, decide if the following statements are true or false (T/F). Briefly explain your answers.

		T/F
3.01	You should leave all your important work until the end of the week.	F <input checked="" type="checkbox"/>
	Your energy levels are probably low at the end of the week. It's difficult to remain focused and strong all week. If possible do the most important work earlier in the week. <input checked="" type="checkbox"/>	



3.02	It's a good idea to study a new subject just after lunch.	
3.03	If you have an important report to write, you should work on it until it's finished.	
3.04	Last minute cramming is ineffective.	
3.05	Extra-curricular activities are a drain on your time and best avoided.	

Study tip!



To help you study well, write a study plan. Try to study at regular times. Write down when you will study and what you will study. Try to keep to the plan. If circumstances change the plan, then modify accordingly and keep to the new plan. Don't be too ambitious; give yourself plenty of time to study well.

Also keep a Study Log – each time you study note down:

- when you started
- when you finished
- what you learned
- anything that was difficult
- anything that was really easy

Finally, try to find a quiet place where you can study and keep your study materials.

## ACTIVITY 5 → ACTION PLAN 10 min

Look at these comments from action planning and fill the gaps with the words in the box.

	set aside	prioritise	targets	put off	organise
4.01	You really must <u>organise</u> yourself right from the start.				
4.02	It's easy to _____ work until tomorrow. If you plan a study programme, try to stick to it.				

4.03	Plan your study the way you plan your work. You need to _____ your study tasks.
4.04	I work best early in the day so I always try to _____ some time in the mornings to get important work done.
4.05	I usually set myself _____ either for a week or for a day. Make them achievable, don't set unrealistic goals.

Take some time to think about how you will organise your time to fit this study programme into your schedule. Firstly, think about how much time you can devote to studying. Then decide on which days you can set aside time. You should also decide how much time per day you will be able to study.

Make some notes below.

## ACTIVITY 6 → REACTIVE/PROACTIVE PLANNING



20 min

Having looked at biorhythms, you should see why it is a good idea to plan what you do and **when** you do it.

Some people, though, plan reactively and some plan proactively. Planning reactively means you react or respond to situations and plan accordingly. Planning proactively means planning ahead, anticipating situations before they happen and making plans to deal with whatever happens.

Decide whether each statement is related to a **reactive** or **proactive** type of planning. Follow the example.

		Reactive / Proactive
5.01	You draw up project plans and timelines at the beginning of a project, plan regular review meetings and put them in your diary.	<b>Proactive</b> ✓
5.02	A problem comes up, so you call an emergency meeting at short-notice.	
5.03	A customer complains about a product, so you get the product fully tested.	
5.04	You launch a new product you think will work and only then get feedback from customers.	
5.05	At work, you immediately try to deal with everything that comes up.	
5.06	A customer complains about a product, so you check to see how many other complaints there have been about the product, if any.	
5.07	You organise a focus group with customers to identify their needs and then decide what type of new product you could launch.	
5.08	Things are busy, so you have a "Things to do Today" list and focus on the highest priority tasks.	

Are you a reactive or proactive planner?

Apply the above concepts to your everyday life and find out where you do proactive or reactive planning.

# TIME MANAGEMENT

HSSTS401\_411\_501\_0817

Decide whether the following statements are true or false (T/F).

		T/F
5.09	A proactive planner is likely to be less stressed at work than a reactive planner.	
5.10	Proactive planning can actually save you time in the long-run because it helps you use time more efficiently and effectively.	
5.11	A reactive planner controls their workload but a proactive planner is controlled by their workload.	
5.12	A proactive planner is usually more productive than a reactive planner.	
5.13	Other people find it difficult to work with reactive planners because reactive planners often interrupt the work of others.	
5.14	A proactive planner usually makes more mistakes than a reactive planner.	
5.15	Proactive planners usually get promoted more quickly than reactive planners.	

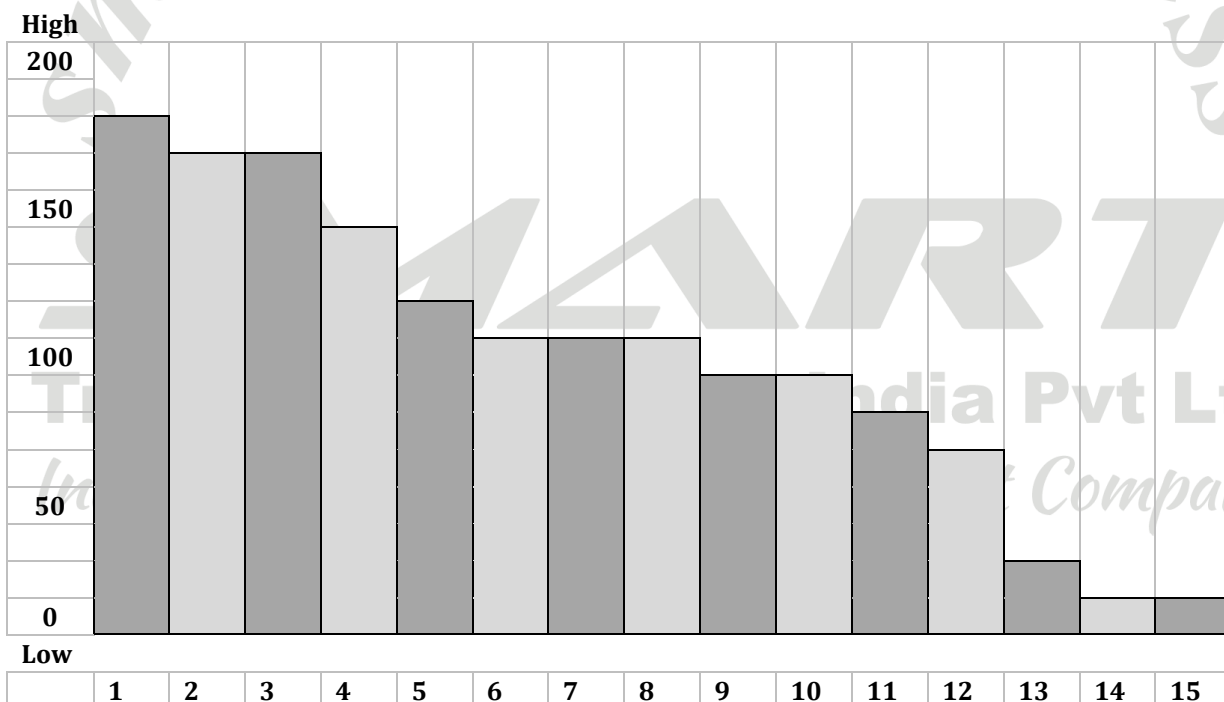
## ACTIVITY 7 → TIME CHART



10 min

## TOP 15 TIME THIEVES

In the chart below, list down and rank your Time Thieves i.e. the biggest distractions that eat away your time.



## ACTIVITY 8 → VOCABULARY



15 min

Use the following time expressions to complete the sentences below. You may need to change some of the verbs into the correct form. The first one has been done for you.

# TIME MANAGEMENT

HSSTS401\_411\_501\_0817

take your time	waste time ✓	a matter of time	time after time
living on borrowed time	find time	time is on our side	have time
time frame	run out of time	timeout	spend time

7.01	You're <u>wasting my time</u> . This is so unimportant. ✓	7.07	You need to _____ for a social life as well.
7.02	This happens _____. It's becoming a bad habit.	7.08	I just don't _____ for this right now.
7.03	Sorry you've _____. Game over!	7.09	_____ more _____ on important issues. Prioritise your work.
7.04	We don't need to accept their offer yet. _____.	7.10	_____ don't hurry.
7.05	He'll agree eventually, it's just _____.	7.11	We're _____. We need to act fast.
7.06	OK, _____! We all need a break. Let's come back in 10 minutes.	7.12	What _____ are we talking about? A week? A month?

Now put the verbs in the correct boxes to complete the patterns in the table below.

7.13		time	doing	something
7.14				
7.15	have ✓	time	for	something
7.16				
7.17		someone's	time	
7.18				
7.19		time	to do	something
7.20	take ✓			

Study tip!



It is a good idea to record vocabulary patterns in this way rather than noting down single words. Try to write new words in full sentences too.

## Tools and tips to manage self

- Tools:
  - To do list
  - Diary or Calendar
  - Sticky notes
  - Reminders on mobile
- Tips :
  - Learn to prioritize work allocated
  - Stay focused and learn to say 'No' or push back with reasons

## Value of Time.....



To realize the value of **ONE YEAR**, ask a student who has failed a grade.



To realize the value of **ONE MONTH**, ask a mother who has given birth to a pre-mature baby.



To realize the value of **ONE WEEK**, ask an editor of a weekly newspaper.



To realize the value of **ONE DAY**, ask a daily wage laborer who has kids to feed.



To realize the value of **ONE HOUR**, ask the lovers who are waiting to meet.



To realize the value of **ONE MINUTE**, ask a person who has missed the train.



To realize the value of **ONE SECOND**, ask a person who has avoided an accident.



To realize the value of **ONE MILLI-SECOND**, ask the person who has won a silver medal in the Olympics.

## ACTIVITY 9 → ACTION PLAN



15 min

**'Time management is not about speed, but effectiveness.'**

**'You cannot manage time. The only thing you can manage is yourself.'**

Take some time now to note down some points that will help you become more effective at managing your time – or managing yourself!



## SESSION – 3

### 🌀 MULTITASKING & SCHEDULING

#### MULTITASKING

##### ACTIVITY 10 → MYTH OF MULTITASKING\*



20 min

Everybody talks about multitasking...the ability to do more than one thing at a time. The truth is, our brains work sequentially and we can only successfully do one thing at a time. Believe it or not, multitasking is a myth. What we are really doing when we think we are multitasking is switch-tasking. We are quickly moving from one task to another at a high rate of speed. And when we do this, it causes more errors and takes us longer. To give you a better idea of switch-tasking and the impact it makes on your efficiency, try this exercise.

**Multitasking is worse than a lie**

##### 1st Try

M.	
1.	

In the first row copy the phrase, multitasking is worse than a lie. For every letter you write in the M row, **switch** to the second row and write the corresponding number. (Example: M 1 u 2 l 3 t 4...) You will **write one letter and then one number**, till you complete the phrase.

Write down the **total time it takes you** to complete this: \_\_\_\_\_

**Multitasking is worse than a lie**

##### 2nd Try

M.	
1.	

This time copy the **entire** phrase, multitasking is worse than a lie, in the box on top. **Then** in the box below write the numbers 1-27.

Write down the total time it takes you to complete this activity: \_\_\_\_\_

Compare the time it took you to complete the 1<sup>st</sup> try and the 2<sup>nd</sup> try. Typically, a person will take twice as long to complete this exercise when switching between the letters and the numbers.

How do you think trying to multitask affects your life? \_\_\_\_\_

\*This activity adapted from *The Myth of Multitasking: How Doing It All Gets Nothing Done* by Dave Crenshaw

## ACTIVITY 11 → TEST YOUR FOCUS AND MULTI-TASKING ABILITIES



10 min

**Try this exercise to test your focus and multi-tasking abilities.** Three words have been combined to make the grid of letters below. How many times does each of these words appear...?

B	B	U	S	U	S	O	S
N	O	B	S	E	S	U	N
U	E	U	U	U	B	S	O
S	N	N	N	O	B	S	N
S	U	B	O	S	U	N	E
O	S	U	N	N	S	B	U
B	U	S	E	U	B	U	O
E	N	O	N	N	U	S	N

## SCHEDULING

- Scheduling is the art of planning your activities so that you can achieve your goals and priorities in the time you have available.
- Scheduling helps you think about what you want to achieve in a day, week or month, and it keeps you on track to accomplish your goals.

### The Importance of Scheduling

When Scheduling is done effectively, it helps you:

- Understand what you can realistically achieve with your time.
- Make sure you have enough time for essential tasks.
- Add contingency time for "the unexpected."
- Avoid taking on more than you can handle.
- Work steadily toward your personal and career goals.
- Have enough time for family and friends, exercise and hobbies.
- Achieve a good work-life balance.

### How to Schedule Your Time

- Always set a regular time to do your scheduling like – at the start of every week or month, for example.
- We can choose from different number of tools .
- A simple and easy way to keep a schedule is to use a pen and paper, organizing your time using a weekly planner.
- You can also use apps and software such as Google Calendar®, MS Outlook® and Business Calendar.
- Choose a scheduling tool that suits your requirement, your personal taste, and your budget.
- The most important thing when choosing your planner is that it lets you enter data easily, and allows you to view an appropriate span of time (day/week/month) in the level of detail that you need.

## Preparing a schedule

- Identify Available Time
- Schedule Essential Actions
- Schedule High-Priority Activities
- Schedule Contingency Time
- Schedule Discretionary Time
- Analyze Your Activities

## Schedule the tasks based on priority

	High Urgency	Low Urgency
High Importance	1. Do it now	2. Plan to do it
Low Importance	3. Resist giving it high priority	4. Time Wasters Busy Work

### 1. Term Schedule

- Make a four month term schedule:
  - ✓ Put it on the wall in order to see all important term dates (Assignments and exams) at a glance
- For assignments:
  - ✓ Record the due date, a completion date (aim for one week before it is due) and a starting date by estimating how long it will take to complete it
- For exams:
  - ✓ Record the exam date and the date you intend to begin studying for it
- Other:
  - ✓ Add other important commitments to your term calendar
- Review:
  - ✓ Look for congested periods indicating that you need to start some assignments earlier to avoid academic pile up
  - ✓ Remember to revise and update as required

### 2. Master Schedule

- Make a master schedule which is a template for a typical week in your term
  - ✓ Make a master schedule once a term
  - ✓ List all your weekly **fixed** activities
- **Activities included:**  
Sleep; Class; Labs; Meals; Spiritual Activities; Grocery; Shopping; TV; Volunteer work; Travel Time; Cleaning; Other Exercise; Recreation; Socializing; Personal Hygiene; Laundry
- **This schedule helps maintain balance and reveals how much time is available for study and other flexible activities**

## Weekly / Daily Schedule

### 3. Weekly Schedule

- Make a weekly schedule that adds details and allows you to plan your study time

### 4. Daily Schedule

- Make a daily schedule of your prioritized list of activities including the times for doing them, for the next day

## Timeboxing

### Maximizing Your Productivity

#### What is Timeboxing?

In time management, timeboxing allocates a fixed time period, called a time box, to each planned activity.

Many people approach their work one task at a time, and concentrate on each until they complete it, however long this takes. Timeboxing is different because it encourages you to focus on time instead of tasks. To use this **time-management** tool, you allocate a certain number of hours or days, called a "timebox," to each activity. You then use this time – and only this time – to complete the task.

Several project management approaches use timeboxing. It is also used for individual use to address personal tasks in a smaller time frame.

Example:

Say you think it will take you 120 minutes to reach your design goal for this afternoon. Break it down into six core 20-minute chunks and decide what you can realistically accomplish in each of those periods of time. The first 20 minutes might be devoted to brainstorming your "bigger picture" ideas before you move onto the next 20 which involve evaluating everything that you've done and developing a rough wireframe for continuing.



#### How to use Timeboxing to Schedule Your Day

Follow the steps below to organize your day with timeboxing.

First, estimate how long each item on your **To-Do List** or **Action Program** should take to complete, and allocate a set amount of time to each one. Don't forget to include breaks, and build in contingency time for unexpected requests or interruptions.

Then set a timer on your smartphone or computer to alert you to when you should move on to your next timebox.

Choose the length of time that works best for you. The **Pomodoro Technique** is useful here – it's a form of timeboxing that involves working for timed segments, usually of 25 minutes, followed by a short break. You might want to skip these rest periods if you're absorbed in a task, but try to avoid doing this too often, because they allow you to return to your work with more energy and enthusiasm.

If you don't finish your task within the allocated time, you might be tempted to continue until you reach your goal. However, make sure that you analyze what you've accomplished and review your progress at the end of each timebox. Ask yourself the following: did you complete your work? If not, why not? How will you schedule your tasks differently next time?



In a work environment, timeboxing is a simple and effective way to manage your own, and your team members', daily workload. For yourself, this ensures that you don't spend too long on a task that isn't worth the effort. For team members, it helps to ensure that they don't over-engineer solutions, and that they don't, unintentionally, blow the budget you have available for the work.

## LEARNING CONSOLIDATION

In this session you have:

- ✓ assessed your own productivity in relation to managing your time
- ✓ explored the concept of reactive and proactive planning
- ✓ looked at the causes of time loss
- ✓ understood implication of multi-tasking
- ✓ worked on vocabulary development, specifically related to 'time' expressions
- ✓ written your own time management actionplan

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