

TAKE CHARGE OF YOUR TIME

by Ankur Warikoo

3 key concepts

- 1) Time is an allocation
- 2) Time is energy
- 3) Time is money

① TIME IS AN ALLOCATION

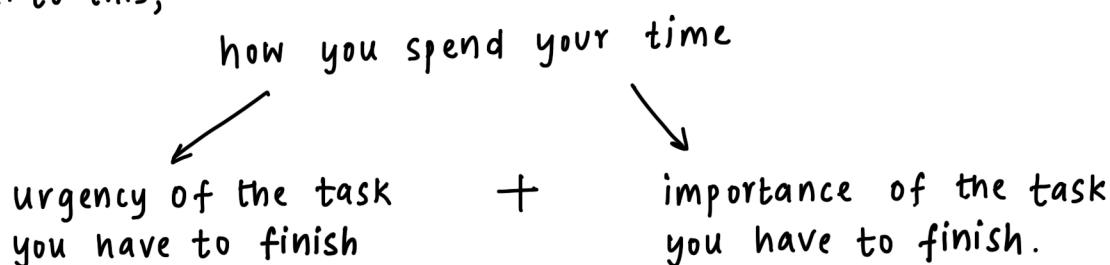
→ Everyone has the same amt. of time

DON'T ASK - How much time do I have? ✗
 instead, ASK - Where do I spend my time? ✓
 ↗ how do I allocate my time?

BOOK recommendation — The 7 Habits of Highly Effective People
 by Stephan R. Covey

* Urgent - Important framework (U-I Framework) of looking at Time

Acc. to this,



U - I Matrix → P.T.O.

U-I Matrix

Want? →

	(N, Y) SCHEDULE IT	(Y, Y) DO IT RIGHT NOW
importance Y N	(N, N) DROP IT	(Y, N) LET SOMEONE ELSE DO IT FOR YOU

N Y
urgent

→ Problems

Neither urgent nor imp. = Drop it → Guilty

Not urgent but imp. = Schedule it →

Questions / Thoughts.

is it necessary to schedule even if the work doesn't take a lot of time?

SOLN

MY ADDITION TO THE U-I MATRIX (adding a 3rd section to it)

	(N, Y) SCHEDULE IT	(Y, Y) DO IT RIGHT NOW
importance Y N	(N, N) DROP IT	(Y, N) LET SOMEONE ELSE DO IT FOR YOU

N Y
urgent

time taken
N/Y

ask yourself is it taking a lot of time?

Y - Yes, a lot of time

N - No, not a lot of time

Cont.

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Possible cases -

<u>urgent</u>	<u>important</u>	<u>lots of time taken</u>	<u>example</u>
N	N	N	LG for 5 mins
N	N	Y	watching shows
N	Y	N	calling your parents
N	Y	Y	exercise / read
Y	N	N	calling a plumber
Y	N	Y	meetings/online class:(
Y	Y	N	quick work call
Y	Y	Y	anything that needs your attention — crisis

- spend time on these 8 categories w/o feeling guilty
- important for us as humans
- NOTE: measure your time in each of these cases
 - maintain an hourly log
 - schedule everything
 - understand where you're spending your time
 - ↓
this is important to understand because time is energy.
- Recording time would help you to know in which section of the matrix you spend most of your time.
- this will help you give time to things "you" consider important in your life because time is energy.

- Your time allocation should

NOT BE A GOAL BUT A RESULT OF A PROCESS



You should give time to tasks not because you want to; it is a continuous process of trial where you keep measuring your time & ask yourself -

"DID I ACHIEVE , WHAT I WANTED TO ACHIEVE TODAY"



if you felt happy, if you felt content at the end of the day

think about how your time allocation looked that day

⇒ Doing this process in a disciplined manner over a period of time , you find — TIME ALLOCATION THAT WORKS FOR YOU.

② TIME IS ENERGY

you don't have the energy to do something

it means

you don't have the time

→ 4 Types of energy

- (1) Physical energy — energy within your body from a physical perspective
 - determined by the quality of sleep, food intake, fitness levels

(2) Emotional Energy - determined by how confident you are ; self control , empathy levels

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(3) Mental Energy - do you speak +ve to yourself , can you console yourself , do you look forward to do things

(4) Spiritual Energy - do you have integrity , are you honest to yourself

→ these 4 energies make who you are

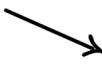
→ how you spend your time determines your energy levels

→ Your time management schedule doesn't matter ; what matters is if you have the right energy to execute upon it , if you have set yourself for all the things you want to do .



That is why it is important to -

Recognise that whether you're building or sucking up your energy .



determined by how you spend your time

Your task - optimising your energy levels around the most important things you want to achieve during the day .

When you're high on energy → schedule the most imp. tasks then when your energy is the lowest → not urgent , unimportant tasks

→ When you think of time as energy



you realize & pay attention to how you allocate your time



aligning your tasks with your energy levels determines how much you achieve in a day.



automatically determines your next cycle of energy levels & tasks you allocate time to.



gets you to achieve what matters & is imp. to you.

③ TIME AS MONEY

→ time is valuable ; money is often used to measure it

→ gone time doesn't come back

e.g.) ₹50,000/month ; you work 22 days × 8 hrs each day

$$\Rightarrow \underline{\text{hourly rate}} = ₹285/\text{hr}$$



It is important because of 2 reasons-

① Opportunity Cost

Cost of giving up one opportunity for doing another task.

→ every single moment you spend away from what you could do to inc. the value of your time you essentially dec. the value of your time.

② Actual Cost

Cost from time spent from doing a task that can be done with the help of automatic tools.

- successful people don't spend time doing things that are not worth their time.
- time is valuable - it's not just money
 - ↓
 - when you realize this - you start to **carefully spend your time**
- It is imp. to constantly increase the value of your time.
- recognize that value is attached to your time & your job is to **keep increasing its value as you grow.**

SUMMARY

- important concepts -
 - (1) time is an allocation
 - (2) time is energy
 - (3) time is money
- time is not unlimited ; it is the only thing that you can never get back. It **decreases rapidly.**
- start thinking about time in months or years ; & not in mins, seconds.
- **take control of your time**, don't let external factors take it away from you.