

CHAPTER 3

TIME MANAGEMENT

“Time is free but it is remarkable

You cannot win it, you can use it,

You can spent it, once you lose it

Never get it back in your life”

The thing which never stops in the cosmos is TIME. Once time passes out never come back to your hands. Never lose the opportunities and save your time by using it in genuine aspects of life. Every pulse change into seconds, seconds into minutes and minutes converted into hours while 24 hours constitute a new day.

So always thankful to God for giving life for one more day. Those who are sincere about time and respect it time also respect them. Today if you utilize the time, in future other will be waiting to get your time.

Now the question arises, how to utilize time, what deeds cause wastage of time?

Is there any smart way to deal with time?

Daily time management?

How time plays a vital role in life?

And many other questions arise in our mind with respect to time.

Each and every person in-universe moving fastly as time moves and wants to touch the peak and depth of success as the Himalayas and the ocean.

Most of the people criticize and observes bad qualities in others instead of focusing their virtues. Such people don't want to listen to other, from here the beginning of wastage of time occurs, instead of focusing on our goals we bother about the achievement of others by thinking more and more about other success. Even though we have no connections to that person, dear friends, by doing so nothing is productive to us but killing our time by thinking about them.

It is true to do what your mind wants and in what you are interested but also listen to others what he/she has their view on that perspective to the given topic.

Another thing where we are wasting our time is more common nowadays on social networking sites like Facebook, WhatsApp and Instagram and the great wasting of time is during chatting with your friends,

THE MELANGE OF SUCCESS

lover so-called girlfriend and many more. Which cause destruction in your life and divert you from your track. These are the things which gave you short term happiness, joy, enjoyment, harmony, satisfaction they only kill your time, dream and take you far away from success, which is not only concern to you but also to your parents. Later in the topic “Dejection the losing of focus” we cover in detail.

Many people have the habit of writing while listening to it as also somehow wastage of time. Because if we are writing something at that time we should also visualize the theme of that what we are writing instead of engaging ourselves simultaneously in our other things of amusement because when we focus on one thing at a time it will remain in our mind for long forget everything what is going on around us. Let it will be well illustrated by the example of the Harry Potter series in which every movie of duration of three hours. So for watching full series, you need 8*3 hours which means a person uses to waste a whole day by leaving everything behind like a meal, health, academics, cross talk to parents so dear friends never waste your precious time for such stupid things. You can adjust 2 to 3 hours but can't compromises to whole days.

USE YOUR PRECIOUS TIME

Now let us move to the thing how to use your time precisely and smartly. In other words, you can say smart ways of doing work and utilizing the time.

- **The very first thing to make sure the once you involve yourself in any work neither quit nor see backward because the time In which you reach at mid-point of work in same time you might be reach you destination so moves forward.**
- **Always try to do secondary work while going through the primary one. Initially you will feel free from some problem and pain while doing it but finally by practicing it again and again you become habitual of doing it, so from such experiences you will also learn how to save time.**

But how?

When you are eating, walking, writing always thought about some pending work and revise your previous works minds by yourself. If we talk about student perspective they can revise formulae, things taught in the classroom, solving particular questions.

Try to think about other necessary deeds and works which are genuine. Actually, the mind is quite flexible the way you direct it, it moves in the same direction and the same working process proceeds. Most people are fond of listening to the song, you can do so while bathing, makeup, dressing and other free time.

“Almighty” the great Iswar or Allah always give time to show your talent, but the thing is that you should be well comprehended and aware of the opportunities which got offered. First, understand it, take genuine time and move forward some decision required very little time for responding to it. How you use that opportunity will make you different from others.

We always instill one thing in our mind “God put every person in your life for a reason but remove them after a short span of time for your better result”.

THE MELANGE OF SUCCESS

Even we have seen in our daily life, some people have better life full of everything they required like money, car, bungalow, beautiful wife everything that they desire from God while some of the school and college classmates and we not at good platform deprived of such life and struggle for it. Now, what is the region behind it?

RIGHT WORK AT RIGHT TIME

Obviously, the answer is very simple they manage their life on the concept of “Right work at the right time”. No one is going to motivate you frequently, no one guide you, and no one shows you different option and solution of a problem but the one person who can solve all the query that none else but yourself. Just think if you went out foreign for some job or higher studies whom you will find to help you. Only your soul will be within you who help you. So have faith in yourself and be firm determined personality “Shakespeare the great poet was the one who was self-secured, self-motivated, self-determined, self-protected, self-enjoyed be like him. Give proper time to motivate yourself when your mind needs it. One your timing is miss you lose half of the battle.

GRAB YOUR OPPORTUNITY ON TIME

Better ways of utilizing the time you should go through some books, where well illustration is given. Also read to successful personality how they manage time. How they become so rich and unique identity in-universe. Mostly it is found waking try to understand the value because time is the only thing that no one predicts about it until it happens. Never wait for chance and time when your turn comes moves forward get what you deserve. The world is too fast if you wait others will grasp the opportunity. If time moves too far and it is impossible to grab it again. One time passes it never repeats itself, so open your mind, heart, eyes, ears and live.

JUDGE YOURSELF AT EVERY NIGHT

Before sleeping at night prepare your next day schedule and judge your whole day working. Daily we must give 10 minutes before start up the day just after taking both for scheduling “today” the present-day write on the paper and before sleeping at night you should judge yourself how much work you have finished and gets an internal satisfaction. It will also increase your efficiency level. You can use a whiteboard to prepare your schedule and analyze your to-do list.

KEY POINTS FOR TIME MANAGEMENT

1. BE ORGANIZED

The clear message so far is that good organization is the key to becoming a successful student. You have to believe that when you approach the study with an organized and planned strategy you will feel that it requires less effort. And the burden is reduced for the coming years. The organization of time means

THE MELANGE OF SUCCESS

there should be a proper slot that must be divided for every task/work/topic/subject. It is too easy to sound for doing so but difficult to follow.

The best approach to utilize time, breaks your goals up into three different types:

Short, medium and long-term. A great way for students to describe them would be as daily, weekly and long term goals. You can record these in your study planner, with daily goals being quite detailed and long term goals being more general and giving you an overall understanding of your work.

Daily plans can hold a day by day account of assignments and areas of study. The best time to prepare your study plan is in the evening time when you have finished studying and know what needs to be done the following day, so make a to-do list or list of short-term goals for the next day.

Your weekly plan can be used to give you an overall plan for the week, a list of approaching tests and tasks to be achieved over the seven days.

Your term calendar gives you a broad view of your semester and helps you to plan ahead. Use this to mark all school assignments, tests, and activities (along with due dates) so that you can remember everything in a timely.

2. HOW TO ACCESS TIME

Monitor what you do on a daily basis and make a note of how much time you spend doing it. You might be surprised by how much time you actually waste throughout the day when compared to the actual amount of work you get done.

Remember to keep track of mundane tasks, like making breakfast, cleaning the house, showering, etc. Once you have figured out what you do each day and how much time you spend doing it, write it into a notebook. Putting all of this information into one place and seeing it on one page will allow you to identify patterns how and where you have wasted your time and potential.

Be comprehensive and clear when making entries into notebook. Don't conflate separate events into one entry, don't overlook minor tasks, and be sure to write out exact times when accessing how your day breaks down.

It can be helpful to categorize certain types of activities. For example, write household chores in blue, work activities in red and leisure activities in black. This will help you visualize how your time is being spent. When you see things in a different color, it will give some symbol for you.

3. SET YOUR PRIORITY

The objective of time management is to allocate time wisely, so you can achieve your goals. If you wanted to be an Olympic swimmer or ice skater, you would have to practice several hours a day for years. In the same way, to be a top student you must have a good idea of the study requirements. Even though each subject places different demands on you "reading, writing, research, experiments, assignments, essays,

projects, papers, presentations, tests, and exams “by prioritizing, you will increase your chances of success. For each subject, decide how to complete all required tasks, over a weekly, monthly, and yearly basis. This advance planning will increase your awareness, making it less likely for you to squander time away meaninglessly.

4. A REALISTIC SCHEDULE

Remember, when it comes to studying, a realistic timetable is really important. A timetable that is too demanding will cause stress for you and work will pile up before you know it. So keep it simple and plan according to the time you have available – make sure don’t overload yourself. You will become a better, more productive as a result.

Take the following tips into consideration when putting together your timetable:

- **Do the groundwork! Spend time on planning and organizing yourself.**
- **Set SMART goals.**
- **Arrange your goal according to priority and allocation of time.**

5. DO NOT PROCRASTINATE

The best way to keep track of studies as a student is by avoiding procrastination. Once a student procrastinates, time is wasted and the work is again delayed. Whatever may be the task, it should be accomplished at the scheduled time.

6. POSTPONE UNNECESSARY ACTIVITY UNTIL THE WORK IS DONE

Postpone tasks or routines that can be put off until your school work is finished!

This can be the most difficult challenge of time management. As learners, we always meet unexpected opportunities that look appealing, then result in poor performance on a test, on paper, or in preparation for a task. Distracting activities will be more enjoyable later without the pressure of the test, assignment, etc. hanging over your head. Think in terms of pride of accomplishment. Instead of saying "no" learn to say "later".

What is one distraction that causes you to stop studying?

7. PLAN YOUR LEISURE

You are not a robot! Schedule some time to relax so you can rest and refresh your mind and body. This will enable you to study more effectively. Get enough sleep as well. A sleep-deprived student is not going to be able to perform at his or her best.

8 .REWARD YOURSELF

Everyone likes appreciation especially in front of our loved ones, don’t we? Most people approach changing their health habits from a position of "pain". They constantly nag themselves, berate themselves

THE MELANGE OF SUCCESS

and expect nothing but perfection, no matter how much progress is made. Tools of the trade are guilt, doubt, shame, and self-flogging. Instead of celebrating the 24 pounds they've lost, they see the six they still haven't lost. Sound familiar? To people used to beating themselves up, it may seem like the best way to get motivated. But consider this: if you attempted to motivate an employee like that, how long do you think they'd stick around? How successful would they be?

Let's do it differently this time. Try to approach your goals from a position of "possibilities". Find ways to use regular rewards to pat yourself on the back and give a word of encouragement. Instead of focusing on what you do wrong, try paying more attention to what you do right. While straight talk and brutal honesty are often good for getting your butt moving, for sustained motivation, the positive approach will keep you from burning out.

Rewards create a feeling of doing something you want to do, not just what you're forcing yourself to do. Even the smallest of rewards can work wonders as you travel from milestone to milestone, pound to pound, and mile to mile.

Here's how to set up a good rewards system:

Choose some benchmarks and reward levels. You can also reward yourself for levels of consistency.

Make the reward meaningful to you. As a reward, a new pair of shoes may not hold as much motivation as a simple night alone with a book. Then again, it might.

Choose two or three options from the Reward Roster below or come up with a few reward options of your own. It doesn't take much. Sometimes, the best rewards are those you can't buy.

A lot of small rewards, used for meeting smaller goals, are more effective than relying solely on the bigger rewards that require more work and more time.

Don't use food as a reward. Even good food. It's just too much of a slippery slope.

Figure out how you're going to celebrate reaching your health, fitness or nutrition goal. Involve other people, tell them about it. Create a celebration that you can anticipate and then keep it within sight all the time.

Be honest with yourself. Fudging the numbers mentally, or "borrowing" against the next reward hurts the cause of building a lifetime habit. Remember to keep your focus on building a habit not just figuring out how to get the reward.

Need to understand the value of time:

If we want to know the value of 1 year ask that student who wastes 1 year because he fails, to know the value of 1 month asks that women who give birth to an 8-month baby.

THE MELANGE OF SUCCESS

If you want to know the value of 1 week ask the editor of weekly publish newspaper. Value of 1 day well illustrated by man work daily to get food two times immediately. To know the value of 1 hour asks the great Alexander who ready to give half of his whole kingdom just to extend his life by 1 hour.

To know the value of 1 minute ask a man who comes out just before 1 minute ago when Taj Hotel being attacked by terrorists. To know the value of 1 second ask an athlete who loses gold medal and got a silver medal.