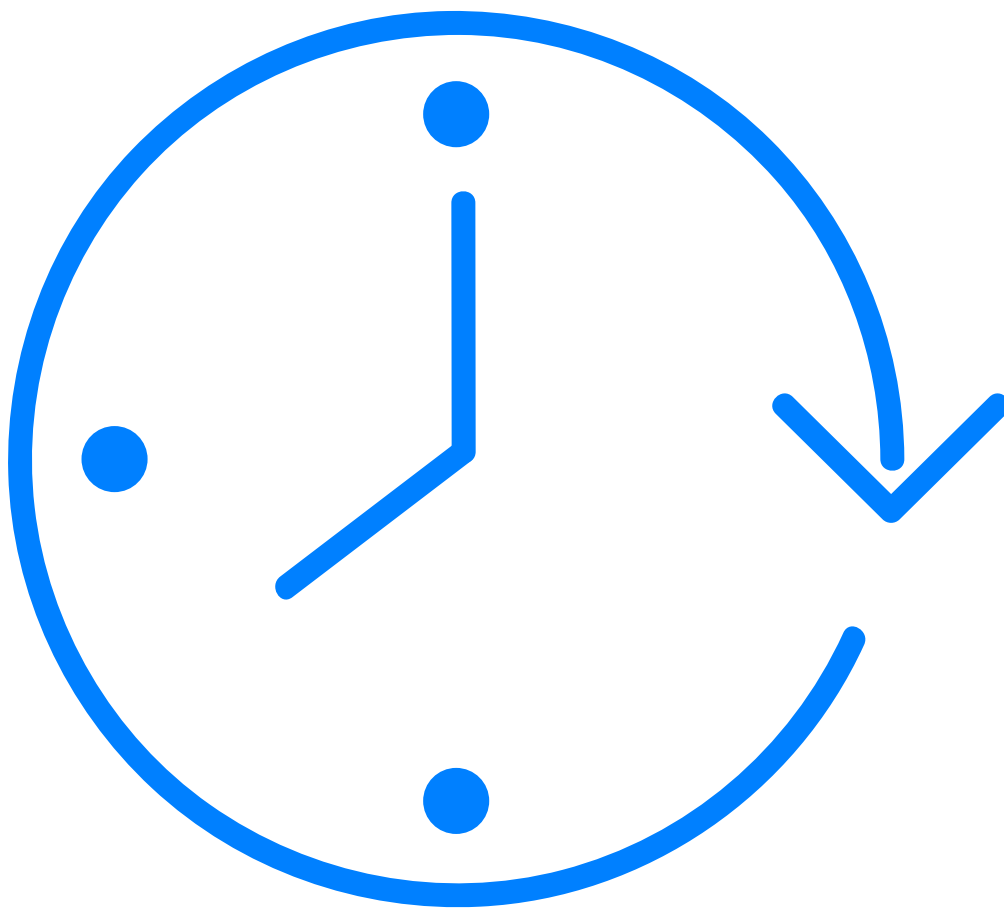


---

# PERSONAL EFFECTIVENESS AND TIME MANAGEMENT

---



Valuable tips and tools to increase  
personal effectiveness

**VIKRAM DHAR**

# Table of contents

<b>Chapter 1:</b>	<b>HOW TO CREATE 14 HOURS A WEEK FOR PERSONAL GROWTH</b>	<b>01</b>
<b>Chapter 2:</b>	<b>12 SECRETS SUCCESSFULL PEOPLE FOLLOW FOR TIME MANAGEMENT</b>	<b>07</b>
<b>Chapter 3:</b>	<b>TIME MANAGEMENT TOOLKIT A BLUEPRINT FOR MANAGING TIME BETTER</b>	<b>14</b>
<b>Chapter 4:</b>	<b>TIME MANAGEMENT WORKSHEET FOR EFFECTIVELY MANAGING YOUR WEEK</b>	<b>22</b>

# How to Create 14 Hours A Week For Personal Growth?

If you are on the path to success, then you already may be aware that it is based on the gravels of personal growth. Remove the gravels and you are looking at a difficult road that may be difficult to walk on. It may make your travel longer and it will tire you more. 'How to create 14 hours in a week for personal growth' provides a view into important things that can increase the speed towards Personal and Business Transformation. This is why personal growth is important for anyone who is aiming at success, and to create time, and devote time for it is equally important. Now the question is 'How could you aim for personal growth when you are trying hard to achieve your goals and you do not have any time for personal growth?' The answer is simple, you have to make time for it, so that you can succeed.

Give yourself 14-15 hours every week for personal growth and you will be a changed person living a life that is more fulfilling. The points mentioned are indicative and a good start to, 'How to create 14 hours in a week for personal growth' and can be expanded to include many others as well. Actions towards personal growth are amazing as taking actions towards Personal Growth improves your performance and that itself creates more time, which can be invested back for Personal Growth.

# 1. Physical Exercise:

Give yourself the chance to work out. Physical exercise is helpful in keeping the body active and helping the flow of blood to all parts of the body so that you feel fresh and rejuvenated. Choose an activity that you will enjoy. If you already have a hobby that involves physical activity then pursue it on a regular basis to keep yourself more active and increase your attention span for other activities.

Physical activities like aerobics, swimming, walking cycling or jogging are good for the health and they give you the chance to achieve more when it comes to the work you do. It is an important step towards self-development and personal growth. Give 30 minutes of the day, early morning being the best time, towards this physical activity that you choose. It is the best start for the day. Hire a personal coach if required to keep you on track, and hire a Life Coach to keep you motivated towards this behaviour change.

# 2. Learning:

We learn a lot when we work every day but when we talk about personal growth, we are talking about time that is dedicated specifically to learning. This is the part of your time when you must spend learning something that will help you achieve your goal. Allow yourself time to learn something every day. It can be in the form of a behaviour that you are trying to adapt, a new language that can help you converse better with your clients in different parts of the world or simply understanding the work or business you are doing more deeply, mastering your art on which your business depends. Spend 45 minutes to 60 minutes each day towards learning. Find the time (early morning or evenings) when you are more alert, and rested, and can

spend time to Master your craft. Once, you have identified that, make sure that you stick to the plan, and do it religiously every single day at the same time.

With the knowledge you get through these learnings every day, you will be able to resonate a confidence in your personality which will help you succeed easily, and will improve you in many ways and improve your overall performance in various areas of your life, both personal and professional. This results in overall efficiency and creation of more time.

### 3. Nutrition:

Your nutrition is important too. Very often we tend to forget it when we end up working too hard towards achieving our goals. However, if we want our energy levels to stay up, it is necessary for us to eat in a timely manner. When we do not eat properly, we will lack in energy and we may feel sluggish. The right meals and the right amount of food can give us the energy we need to be efficient throughout the day.

Good nutrition is important for personal growth. We must be able to take out time every day for proper meals so that we do not skip any of our meals and we eat in a timely manner. Proper nutrition helps you to feel fresh, work smartly, stay efficient during the day, and hence improves overall performance. Every morning, make sure you spend 30 minutes to plan your meals, and anticipate when you will be able to spend time to eat. Eating is not a chore, it is what provides your body the necessary fuel to stay energetic, and considering 'Mind and Body are part of the same system', you have to ensure that you are energetic so that your mind is alert and at peak performance through-

out the day.

## 4. Things that you love

Enjoy your life or else success may not taste as good. You must be able to take time for yourself and your loved ones so that you can grow successfully. Your personal growth is shaped by the people you love. While you must be able to give them time every day. Make sure that you take special time out for the people you love on the days of the week when you are off. You can do this by taking them out to a place they like or spending time with them together at the house.

When we do the things we love or when we are with the people we love, we are able to refresh ourselves and we are able to give better reason to our success. Our loved ones are one of the reason why we strive to achieve success so when you spend time with them it helps you grow emotionally so that you can make stronger decisions. Each week, allocate 3-4 hours for things that you love doing and with your family members. Plan this at the start of the week, so that this time is locked in your schedule, and you adjust other things around it.

## 5. Concentration

You must be able to concentrate on the things that you do so that you can perform better. If you are an athlete who has been working too hard but unable to perform like you expected then the thing that may be missing might be concentration. When you plan to grow and succeed you must be able to concentrate on your goals and the ambitions that you have. If you happen to fall slack and lose concentration on your goals then you may fall behind and your goals will get



further away from you.

Increase your concentration and if you happen to feel that you are unable to do it properly, then take time out every morning to include concentration exercises along with the physical activity that you perform. The concentration exercise can be simple brain training, yoga and guided meditation. Make sure that you train your brain to be in a resourceful state of concentration when required. Spend 30-40 minutes each day on this critical aspect of your wellbeing. Depending on the level of concentration you are aiming at and where you stand at this time, you can choose any of them to help you increase your concentration on the things you do so that you can be more productive.

## Conclusion

You will be able to manage this aspect of 'How to create 14 hours in a week for personal growth' only if you diligently practice staying on schedule to focus on things which play a big role in Personal Growth and wellbeing. Planning is an important part, and effectively planning at the beginning of the week helps to schedule personal growth items well in advance and helps in personal and business transformation. Work with your Life Coach to work on Behaviors that support your growth, how to get into resourceful states, creation of compelling goals in different areas of personal growth.



# **12 SECRETS SUCCESSFULL PEOPLE FOLLOW FOR TIME MANAGEMENT**

The essence of time is the most important factor in the making of a successful person. Since we are yet to invent the elusive time machine, managing time effectively is the only option we have to ensure success until we find a way of travelling back and forth in time. For now, time cannot be negotiated, it cannot be replaced and most important of all, once it is gone, it cannot come back. So living here and now, is important for anyone to be successful. The pricelessness of time makes it one of your most prized possessions every moment you live. Let us take a peek into the way (12 Secrets Successful People Follow For Time Management) in which successful people manage time.

## 1. Value Time

When Charles Darwin said, "A man who dares waste one hour of his time has not discovered the value of life", he was emphasizing on the importance of time and how it can make a huge difference in your life. When you begin to value every hour, every minute of your life, you learn to take control of your life and ensure that time does not beat you when it comes to being successful.

## 2. They Look For People Who Are Passionate About Work

Successful people have passionate people working under them. Their success relies on people who value time as well. Not only do they practice time management themselves, they ensure that their employees understand the importance of time and manage it effectively too.

## 3. Maintain discipline

“You may delay, but time will not”. Benjamin Franklin was quite right about the fact that no matter how much we try to delay things, time won't be waiting by our side to wait for us to act. Every minute, every second we delay, we lose out the chance for being productive. Procrastination is one of the most common things that the average person experiences in his day to day life. We allow time to casually slip by, as we continuously delay our pending work till it is too late. If we complete our work in a timely manner, we will be more productive and more successful.

## 4. Trashing The To-Do List

To-do lists are very handy when you want to show off how much you have been trying to do with time, but let us be truthful to ourselves, how often do we follow these lists to the point? The answer is the enthusiasm with which we create our lists gradually fades away as we try to live by them every day. We keep carrying over things from

our to-do lists till we pile up our tasks and finally give up on the lists. Calendars are known to be more effective. Set up your tasks on your calendar and you will not have to deal with all that stress from the tasks that keep piling up on your to-do lists. If you have been and can be disciplined about your 'to-do' list, as an aid to remember what has to be done on a particular day, continue to do that.

## 5. They Value Their Passion for Things

While time is of utmost importance, there is one thing that you may find holds more importance than everything else. It can be your family, a friend, a hobby or just walking home. This part of your life that you value the most must never be compromised because you did not have enough time for it. No matter how busy a day gets, you will always have more things to complete, but once the time passes by, you will not be able to relive beautiful moments with the people you value or doing the thing that you love. Do not let time rule over this thing that you value the most. Just like tech giant, Apple's CEO, Tim Cook says, "It's about finding your values and committing to them".

## 6. Task Delegation

The importance of delegating tasks makes people good leaders and successful in achieving their goals without losing time. When you effectively delegate tasks to people who will be able to complete it, you can do more within a time frame and you can do it more effectively too. Successful people understand how to delegate tasks to

ensure that they can get it done in time. They demonstrate leadership skills, and trust in people with whom they work.

## 7. Consistency

How consistent are you when it comes to your daily chores? Sometimes we get up early and at times we sleep too late and start our day late. This breaks the consistency and makes us unreliable. When we are consistent we are more reliable and hence more successful in achieving our goals in life. Stick to consistency in terms of managing your time. If you are a morning person, continue to manage your time by starting your day early; if you are a person who can get more things done during the night, then make sure that you follow what works best for you, as each person is unique.

## 8. Being healthy is important

Successful people value time and they make sure that things are completed in time so that they do not end up getting overworked and losing out on their health. A healthy body houses a healthy mind which in turn helps them think clear and act wisely.

## 9. They Honor Time For Others Too

Successful people value time for others too. When you look at time for others to be just as important as it is for you, you will find respect in the eyes of the people and they will count on you when it comes to punctuality. Being prompt is a great virtue of successful

people. This is the key secret among the others – '12 Secrets Successful People Follow For Time Management.

## 10. Staying refreshed and Energized

When did you think that skipping meals and staying up late could make you a millionaire? Time will not wait for you to have your meals and it will certainly not come back so that you can rest for some time. In your race for more, do not end up skipping meals because you will need that energy to help you through the rest of the day.

## 11. Don't Put Them Off For Later

You get a new mail. You check it and then mark it as unread again so that you can deal with it later. If this is your idea of dealing with things then you are not making use of time effectively. You will later open the mail again, read it, analyze it and ponder over the right response. Why delay the entire thing if you could have done it then and there?

## 12. Meticulousness

Shabby work doesn't really breed success. It is the meticulous manner in which successful people work that makes them take the top perch with the most graceful flight. Successful people are very careful with their tasks and they achieve every task in the most meticulous manner so that they do not lose on time and complete their work successfully.

' 12 Secrets Successful People Follow For Time Management' is not a one-time read, it has to be implemented, and followed on a daily basis, so that it gets hard wired in your sub-conscious mind and becomes your excellence. Every behavior is a pattern and it can be programmed to work every time.



# **TIME MANAGEMENT TOOLKIT**

## **A BLUEPRINT FOR MANAGING TIME BETTER**

Improving Time management does not happen overnight, more so, if people have never paid attention to what works for them. It needs a lot of getting used to, once people start and fine tune to see what works for them. People need to change their habits, get used to scheduling and train their brain to follow the methods of time management, so that they can manage time successfully, and are able to manage things on a regular basis that they have planned for themselves. Most of the times, people begin to follow something with great ardour but somewhere down the line, before they begin to reap the benefits, they give up. The reason most people give up is because they did not plan it right and did not understand the obstacles that they may come across.

The process of disciplining yourself to manage time successfully can be very tedious and it can make you uncomfortable too. While we are not talking about standing on the head to make time stop, for some people, something as simple as sticking to a schedule for a day can be difficult. To manage time better you must diligently follow your schedule and patiently continue to follow it till you start seeing the benefits of developing this habit. Well, somebody said, 'Good things take time'. Invest time in getting better at Time Management, by utilizing this Time Management Toolkit, A Blueprint for Managing Time Better.

## What is Your Routine?

To begin with, check the manner in which you spend time every day. Track your time for an entire week and write down what you do every 15-20 minutes. Check the time you spend sleeping, time that you spend procrastinating, time you spend on your mobile, laptops, any other gadgets. A week later you will know exactly how much time you spend doing nothing, how much time you spend on things that matter, and how much time you spend on things which don't matter in the long run.

Remember that everyone needs to enjoy and spend good time either playing, watching TV, listening music or doing anything that they love. This is not considered as a waste of time until you overdo it or miss something that is more important, because you were busy watching TV or playing games on your mobile. If you spent the entire day playing games on the computer when you had to complete an assessment or meet an important client then you may have to reconsider the amount of time you assign to it

## What Are Your Goals?

Once you know what you are doing with those precious 24 hours you get every day, the next step is to set the goals that you aim to achieve. Time Management Toolkit is required or Time Management is important if you have something to achieve, and that requires

your time to take actions towards your goals - some of these goals could be very well towards Time Management as well.

Write down your goals and be realistic about them. Write down short term and long term goals. Goals can play an important role when it comes to motivation. Achieving your goals will help you do better when it comes to following your schedule.

## What is Your Plan of Action?

Once you know the goals that you wish to achieve, you must write down a plan of action. Your plan of action will decide how you intend to achieve your goals.

Your plan of action will help you update your calendar to reflect the things that you want to achieve. While the plan of action is a rough guide to help you figure what you will be doing every day over a period of time to realize your goal, your calendar has to show more realistic data.

Set aside time every day to go through your schedule for the next day. Set your calendar by assigning tasks in intervals of 30 minutes so that you have a clear idea of what you are doing in the 24 hours that you have.

## Are you assigning the tasks wisely?

When you assign yourself tasks every 30 minutes for the next day, try to club tasks in a manner that will make you more efficient. When you make your calls and check you emails in the same chunk of time, you will be more productive because both of them are desk jobs and you can handle the two at the same time while you are at your desk. Try to club your desk jobs at the same period of time and once you move out of your desk, move on to the next work without putting your mind into the things that you left at the desk. Concentrate on the task you are doing at present.

## Are you Doing it Right?

Finally, you must have a way through which you can find out whether you are doing right or not. So give yourself 15 minutes every day to reflect on what you did the whole day and find out about the things you learnt and the mistakes you made. In the beginning, you may not be able to accomplish everything on your schedule. While this is not how you planned to move, there are times when some things come up and you will have days when the schedule may mess up because a task took longer than expected.

Since you are in the learning phase, you must figure out the reason why the task took so long and either look for ways to achieve it in a timely manner or give more time to the task in the future. This will help you achieve precision with your schedule over a period of time.

Once your schedule is more accurate you will have less worries about finishing a task to match your task because you will have assigned the right amount of time to complete it. However, give yourself time at the end of each day to reflect on the tasks you achieved that day.

This time of reflection helps you focus on your goals and it gives you a clear understanding of whether you are going at the right pace to achieve your goal or not. Check weekly performance and monthly goals to find out if your time management skills have started paying off.

## Balancing Your Goals and Life

Follow your tasks in a timely manner and make it a point to achieve the things in your schedule. Celebrate the achievement of goals and do not forget to enjoy life in the course of achieving your goals. While it is important to value time and to ensure that you work hard to become successful, a person who leaves his family and friends behind trying to clamber up to the top usually ends up being more disappointed than someone who values the people and things he/she loves and makes time for them too while he works hard as well to be successful.

# **TIME MANAGEMENT WORKSHEET FOR EFFECTIVELY MANAGING YOUR WEEK**



When you schedule things every day, you are in complete control of how you are going to lead your life. People are more effective when they work on schedule and do not allow life situations to start controlling what they should or should not do. There is hardly any other thing that dampens your goals and makes your dreams fade away than the fact that you do not have enough time. When you begin to feel that you are running out of time, you inadvertently allow time to control you instead of you controlling the things you should do in a timely manner.

This is why a time management worksheet is the need of the hour for people who would like to increase their effectiveness and manage time strategically so that they can be successful. When you begin a week with very little idea of where you will be headed by the time the week is over, you may end up aimlessly working towards a life without goals which can only be devastating if you are trying to be successful.

When we set goals, they must be short term goals and goals that show us the big picture. The ones that are short term help us stay motivated and focus on what we have to do next while the bigger goals help us keep in mind what exactly our short term goals are leading to. If our short term goals did not connect to the big picture, then all the efforts will be useless.

Every week, you must identify your short term goals and then connect how those goals are going to help you reach where you want to see yourself in say 3 or maybe 4 years. It helps you understand how you are doing week after week and it helps you find out where are your strengths and your areas of opportunity.

<b>Time</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							
24:00							
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							

This is how your weekly planner should look like. It should have everything fitting in these 24 hours per day. You do not get more or less time in a day. Time is invariable and it will always be fixed every day, what changes is your perspective to time. In this worksheet you must include the hours of sleep as well. Make sure you give time to important things that you do every day like cooking, eating, spending time with friends and family, watching TV or playing a sport.

Most of the times we think that these things do not require a routine and we end up giving too little or too much time to a particular thing. This is when we should stop and think how important it is to allocate an appropriate amount of time for the things we like to do and for those people who we value the most in our lives.

In this planner I have started the day at 8:00 am which is the average time when most of the people get up and begin the day, however, you may be starting it early if you enjoy a morning walk or early morning yoga or exercise. For those who begin their day early, you may want to move up the timing to reflect the time when you start your day.

I personally admire people who start their day early because they can do a lot more and they are able to achieve success more effectively because they start the day at a time which is ideal for our biological clock.

With the help of this worksheet you will be able to manage time effectively and your chances of being successful will increase. This will help you do better in life and you will find that you are enjoying the newfound control you will have over life and the situations it brings along.