

1. Diary System – डायरी सिस्टम क्या है?

Diary System ek aisa system hai jisme aap apna **daily routine, important tasks, goals, aur events** likhte ho. Iska use productivity aur focus banaye rakhne ke liye hota hai.

कैसे काम करता है:

- **Morning me plan karo:** Subah uthkar aaj ka plan likho.
- **Time-blocking karo:** Har kaam ke liye fix time set karo.
- **Task priority likho:** Kaun sa kaam pehle karna hai, ye likho.
- **Review at night:** Raat ko check karo ki kya complete hua, kya pending hai.

फायदा:

- Mind clear hota hai
- Focus badhta hai
- Time waste nahi hota
- Discipline develop hota hai

(U) 2. ABCDE Time Management Technique

Yeh technique tasks ko unki **importance aur urgency** ke basis par categories mein divide karti hai:

Category	Meaning	Example
A	Very Important (na kiya to consequences)	Boss meeting, deadline
B	Important but not urgent	Personal development, training
C	Nice to do (kar sakte ho, chaha to skip bhi kar sakte ho)	Social media, coffee with friend
D	Delegate (doosre se karwa sakte ho)	Email replies, admin work
E	Eliminate (waste of time)	Unnecessary scrolling, gossip

कैसे लागू करें:

1. Apne saare tasks likho
2. Har task ko ABCDE label do
3. Pehle **A category** ke kaam karo
4. **B aur C** baad mein
5. **D delegate** karo
6. **E eliminate** karo

3. 4-P Time Management Technique

Yeh technique productivity ko 4 important "P" ke around organize karti hai:

P	Meaning	Kya karta hai
Prioritize	Sabse pehle important kaam choose karo	Focus banaye rakhne mein help karta hai
Plan	Kaise, kab, kahan karna hai – uska plan banao	Time waste hone se bachaata hai
Perform	Distraction se bachkar action lo	Execution strong banata hai
Perfect	Process ko better banao, analyze karo	Time management mein mastery laata hai

कैसे इस्तेमाल करें:

1. **Prioritize:** Daily 3-5 important tasks choose karo.
2. **Plan:** Calendar ya diary mein time slot fix karo.
3. **Perform:** Ek time pe ek task complete karo (No multitasking).
4. **Perfect:** Raat me review karo, kya achha kiya kya sudharo.



4. Moonshot Planning Technique – मूनशॉट प्लानिंग टेक्निक

Moonshot Technique ek aisi planning method hai jisme hum impossible jaise lagne wale **bade aur bold goals** set karte hain. Yeh technique innovation, disruption aur extraordinary achievements ke liye hoti hai.

विचारधारा:

- "Shoot for the moon. Even if you miss, you'll land among the stars."
- Chhoti soch se bahar niklo – bada socho, 100x socho.
- Yeh technique Google X jaise innovation labs use karti hain.



कैसे अपनाएं:

1. Aisa socho – **अगर failure ka koi dar nahi hota**, toh tum kya karte?
2. Ek **bold, measurable aur high-impact goal** set karo.
3. Us goal ko **chhote-chhote milestones** mein tod do.
4. Jo mindset, tool aur team chahiye, uska setup karo.
5. Har mahine **progress track** karo aur adapt karo.



Example:

- Normal Goal: 1,000 students ko 1 saal mein cloud-ready banana.
- **Moonshot Goal:** 1 लाख students ko 1 saal mein cloud-ready banana.



लाभ:

- Innovation badhta hai
- Limitations break hoti hain
- Vision aur team dono strong hote hain