

### ■ **2.3. TIME MANAGEMENT**

We all have heard the saying “time is money” and that phrase is essentially true. Unfortunately, time doesn’t always equal money. Time is continually passing but that doesn’t mean you are continually making money, this depends on how you manage your time and what you do with it.

**Time management** is a broad subject taking control over many different areas, from our day to day actions to our long term goals.

Time management refers to increase in productivity, effectiveness and efficiency.

Time management is a set of skills and use tools and techniques to aid you when accomplishing tasks, projects or are working towards goals and deadlines.

Time management is about effective scheduling of time, goal setting, prioritizing and choosing what to do and what not to do, delegating tasks, analyzing and reviewing spent time, organizing workspace, keeping concentration and focus at work, motivating self to work towards a goal.

### **■ 2.3.1. Importance of Time Management**

Time management is not optional. It is something that everyone who wants to work virtually, practices time management to some degree ; the question is how well they do it and how it affects what they do. Time management must be seen as synonymous with self management ; it demands discipline, but discipline is reinforced by habit. Here are eight reasons, which explains why time management is important :

- 1. Time is limited.** Everyone gets the same amount of time each day and it's limited, therefore, it's important to manage the most of the time effectively, if someone wants to be more than average at the workplace.
- 2. Accomplish more with less effort.** By taking control of time, one can able to stay focused on the task at hand. This leads to higher efficiency.
- 3. Make better decisions.** There are many choices in life and often-times we are faced with many choices to choose from at the same time. When practicing good time management, we have more time to breathe ; this allows to determine which choices are the best to make. When we feel pressed for time and have to make a decision, we are more likely to jump to conclusions and not fully consider the different options ; this leads to poor decision making.
- 4. Be more successful.** Time management is the key to success ; it allows to take control of life rather than follow the flow of others. One can accomplish more, make better decisions and work more efficiently ; this leads to a more successful life.
- 5. Learn more.** When one can control time and work more efficiently, he will be able to learn more and increase his experience faster. This the reason why some students graduate earlier than others.
- 6. Reduce stress.** One of the main causes of stress is due to people feeling rushed. The phrase "I have so much to do and so little time to do it" is generally spoken with frustration, which leads to stress. With good time management, one knows how much time he has, how long it will take to get his task done, he accomplishes more and has more free time. This gives him more breathing room, which reduces the feeling of being rushed, which in turn leads to less frustration and stress.
- 7. Higher quality work.** We all need some free time to relax and unwind but, unfortunately, many of us do not get much free time because we are too busy trying to keep up with our daily activities and work load. By implementing time management skills, we are able to get more done in a shorter period of time leading to more free time.

## ■ 2.4. INTELLECTUAL DEVELOPMENT

Intellectual is defined as the ability to think, question and evaluate ; to acquire knowledge ; to process and use information ; to be creative and open to new ideas. These enable one to learn from life experience, make judgement, solve problem and cope with difficulties.

### ■ 2.4.1. Reading Skills

Reading is a tool of learning. It is the one of the most important skills. It makes a relation between writer and reader.

*“The way of increasing the knowledge base is called reading”.*

*“Reading is also a means of communication and of sharing information and ideas”.*

Readers use variety of reading strategies to assist with decoding (to translate symbols into sounds or visual representation of language) and comprehension.

**1. Systematic Reading :** The systematic reading method is completed in the following steps :

**(a) Survey (Simple View) :** This is not actually the reading of whole chapter. It involves reading only the chapter title, sub-titles, italicized terms, boldface type and introductory or summary sections.

**(b) Question :** Go to the first major heading. Anticipate what will be in that section. Using the interrogatives who, what, where, when and why, turn heading into a question. Then, write the question down.

**(c) Read :** Read the chapter section by section for the purpose of answering the question.

There are different types of reading skills.

**(i) Skimming :** Reading rapidly for the main points.

**(ii) Scanning :** Reading rapidly to find a specific piece of information.

**(iii) Extensive Reading :** Reading a longer text, often for pleasure with emphasis on overall meaning.

**(iv) Intensive Reading :** Reading a short text for detailed information.

**(d) Record :** In the reader's own words and without looking at the text, write down very short cue phrases. Think about the meaning, making certain what you write is noteworthy. Use key words, key phrases or numbering systems for parts of your answer.

**(e) Recite :** Cover your answer and recite it from memory.

**(f) Repeat :** Repeat steps 2, 3, 4 and 5 for each section in the entire chapter.

**(g) Review :** Recite all answers from memory. If you can't recite all of the answers from memory, keep studying until you can. Then, go to question number two.

**2. Skimming :** Skimming is a method used to quickly gather the most important information or gist. An individual that is skimming is not actually reading the material very carefully. It is just searching for the main idea of each paragraph. It is not essential to understand each word, when skimming.

Examples of skimming :

- (a) The newspaper (quickly to get the general news of the day).
- (b) Magazines (quickly to discover which articles you would like to read in more detail).
- (c) Business and travel brochures (quickly to get information).

**3. Scanning :** Scanning is a method used to find a particular piece of information. Scanning is not reading the material, it is just searching the material for a particular information quickly. Use scanning on schedules, meeting plans etc. in order to find the specific details that are required.

Examples of scanning :

- (a) "What's on TV" section of the newspaper.
- (b) Train/Airplane schedule.
- (c) A conference guide.

**4. Extensive Reading :** Extensive reading is used to obtain a general understanding of a subject and includes reading longer texts for pleasure, as well as business books. Use extensive reading skills to improve your general knowledge of business procedures.

Examples of extensive reading :

- (a) The latest marketing strategy book.
- (b) A novel you read before going to bed.
- (c) Magazine articles that interest you.

**5. Intensive Reading :** Intensive reading is used on shorter texts in order to extract specific information. It includes very close and accurate reading for details. Use intensive reading skills to grasp the details of a specific situation. In this case, it is important that you understand each word, number or fact.

### ■ 2.4.3. Listening Skills

People probably spend more time in listening than any other kind of skill. Like other skills, listening takes practice. Listening is so important that many top employers provide listening skills training to their employees. This is not surprising when you consider that good listening skills can lead to better customer satisfaction, greater productivity with fewer mistakes, increased sharing of information that in turn can lead to more creative and innovative work. Many successful leaders and entrepreneurs credit their success to effective listening skills.

#### What does listening means ?

Real listening is an active process that has three basic steps :

- (a) Hearing
- (b) Understanding
- (c) Judging.

**(a) Hearing :** Hearing means listening enough to catch what the speaker is saying. For example, listening a report on leopards and the speaker mentioned that no two are alike.

**(b) Understanding :** The next part of listening happens when you take what you have heard and understand it in your own way. Let's go back to that report on leopards. When you hear that no two are alike, think about what that might mean. You might think, "Maybe this means that the pattern of stripes is different for each leopard."

**(c) Judging :** After you are sure you understand what the speaker has said, think about whether it makes sense. Do you believe what you have heard ? You might think, "How could the stripes be different for every leopard ? But then again, the fingerprints are different for every person. I think this seems believable."

#### Tips for being a Good Listener

- (a) Give your full attention on the person who is speaking. Don't look out and in the room.
- (b) Make sure listeners mind is focused, too. It can be easy to let the mind wander, if listener thinks that he knows what the person is going to say next, but he might be wrong ! If listener feels his mind wandering, change the position of the body and try to concentrate on the speaker's words.
- (c) Let the speaker finish before you begin to talk. Speakers appreciate having the chance to say everything they would like to say without being interrupted.