

TIME

by,
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“It's not that we have little time, but more that we waste a good deal of it.

SENECA



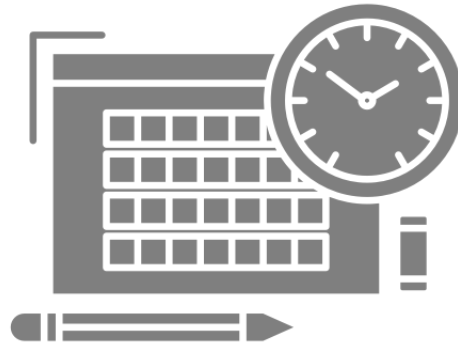
timecamp
know your time



TIME



Buffer Time



Focus Time



Free Time

Buffer Time

- **The time in which we work in our life/business**
- All the complementary works in life is meant to be done in this time.
- Examples
 - Answering Calls or Calling
 - Responding emails, messages

Focus Time

- **Time in which we work on our life/business**
- All the important work of the life is meant to be done in this time
- In this time you work on your passion which you want to make your profession
- Developing skills, making strategies and plans to improve yourself and your profession are the most important work do be performed in this time

Free Time

- **Time in which we work on our interest/hobbies**
- In this time we must strictly free our body and mind with the works of buffer or focus time
- Following your passions, developing a new habit, spending time with family, resting, exercising and so on are some of the works that must be done in this time



Examples



Student/Employee

Buffer Time

- Checking Emails from Institute
- Replying to calls, mails
- Checking for assignments
- Improving your LinkedIn, GitHub, etc. profiles
- Mailing or Messaging any important stuffs.

Focus Time

- Completing Assignments
- Improving your skills
- Planning your day or week
- Completing all your responsibilities
- Upgrading your interest into your career

Free Time

- Following other passions
- Developing new habit
- Texting and chatting with friends & family
- Resting, exercising, and so on
- Time for family & friends



Entrepreneur/Businessman

Buffer Time

- Checking Emails from Clients
- Replying to calls, mails
- Handling firm's social media profiles
- Posting job/internship openings

Focus Time

- Improving your skills
- Planning strategies for your business
- Completing the works of clients
- Working on upgrading your products/services

Free Time

- Following other passions
- Developing new habit
- Handling your social media account
- Resting, exercising, and so on
- Time for family & friends

Clarification on Buffer and Free time works

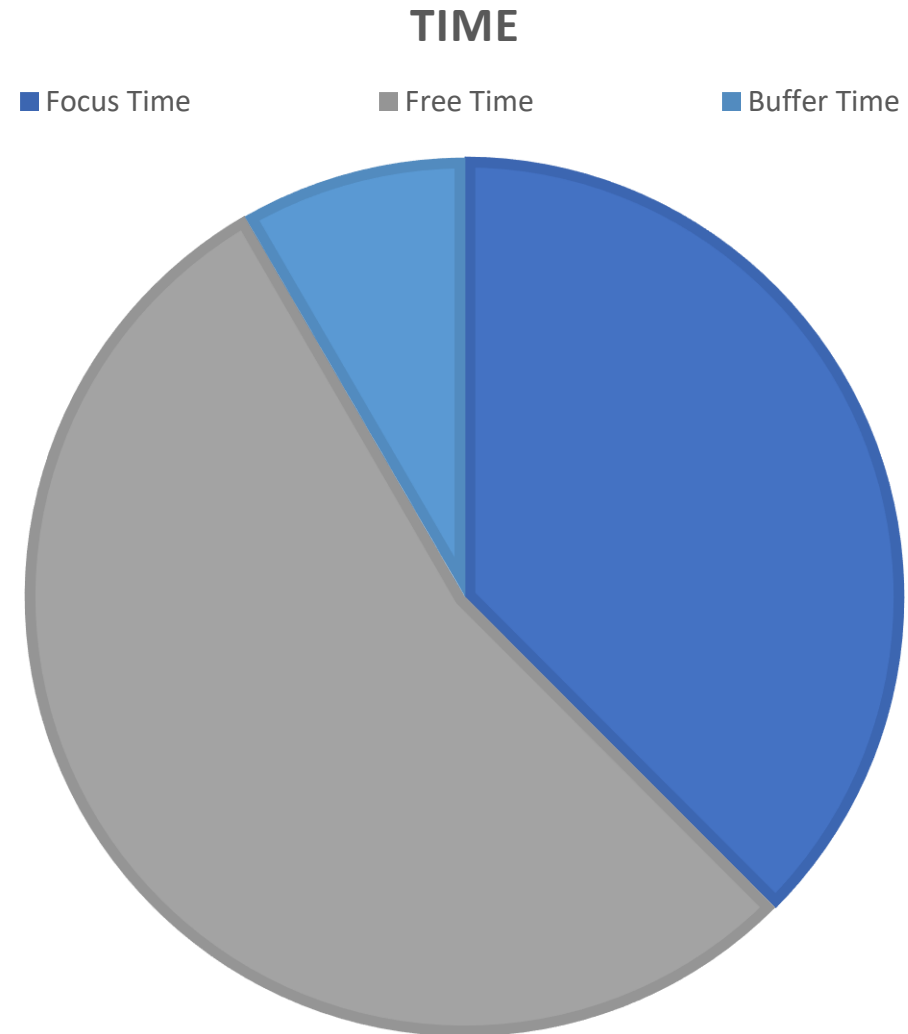
Buffer Time

- Complementary works related to our career has to be done in this time
- Examples:
 - Handling profiles of LinkedIn, GitHub and so on (for students/employees)
 - Responding to organizational mails, calls and messages
 - Handling firm's social media accounts (for businessmen/entrepreneurs)

Free time

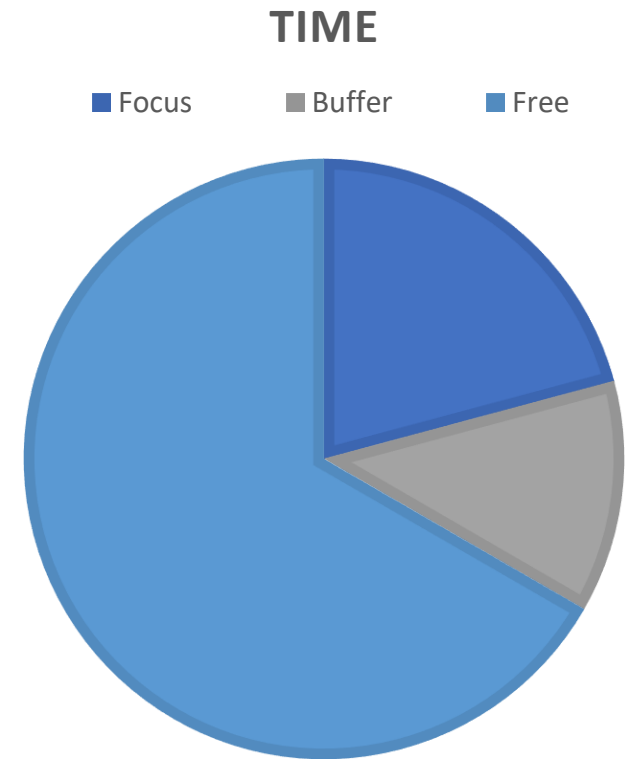
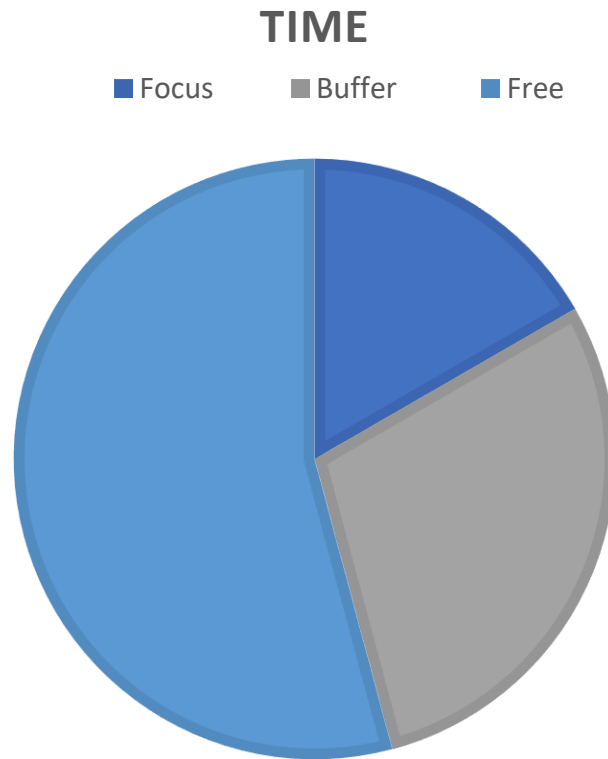
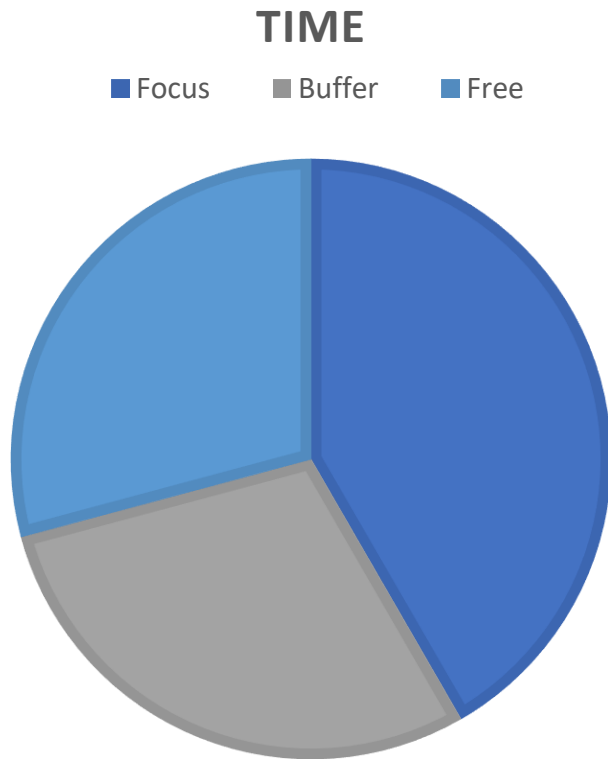
- Works which have completely out of our profession must be done in this time
- Examples:
 - Handling profiles of Instagram, Facebook and so on (for students/employees)
 - Calling, texting and spending time with our family and friends
 - Handling personal social media accounts (for businessmen/entrepreneurs)

Good Time Management ✓



NOTE:
Free time includes Sleeping

Bad Time Management X



NOTE:
Free time includes Sleeping



We just have
24 hours
In a Day

End of Presentation

Thank You
