Time Management

KNOW

THINK

LEARN

EXPLORE

IMAGINE

- **Time management** is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.

- It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time.

- Using time effectively gives the person "choice" on spending/managing activities at their own time and urgency.
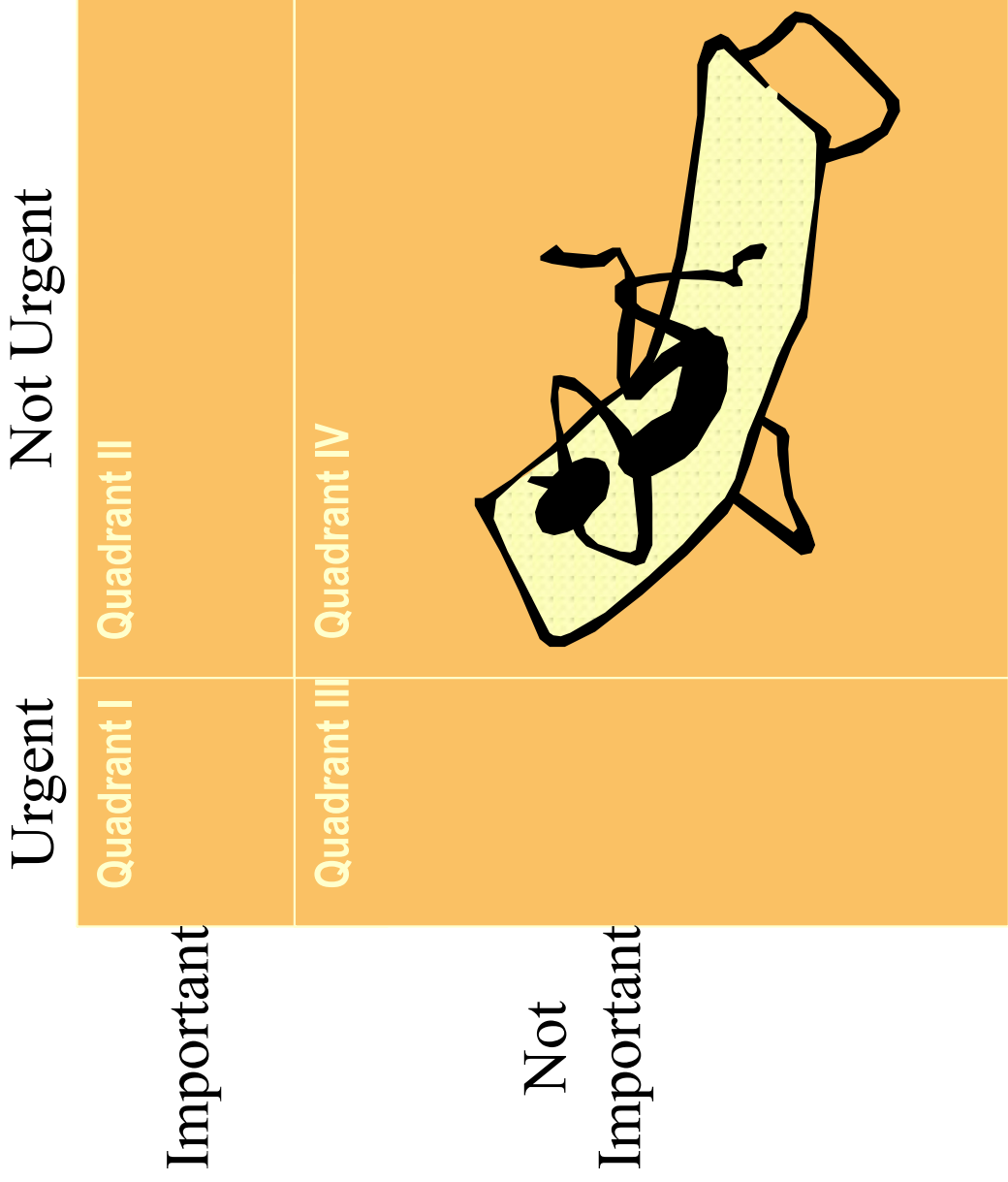
Time Management Matrix

Tool to prioritize

	Urgent	Not Urgent
Important	**Quadrant I** Crises, projects, accidents, etc.	**Quadrant II** Planning, exercise, relationships, etc.
Not Important	**Quadrant III** Phone calls, visitors, small talk, etc.	**Quadrant IV** Daydreaming, TV, procrastination, etc.

	Urgent	Not Urgent
Important	Quadrant I	Quadrant II
Not Important	Quadrant III	Quadrant IV

Busy going nowhere
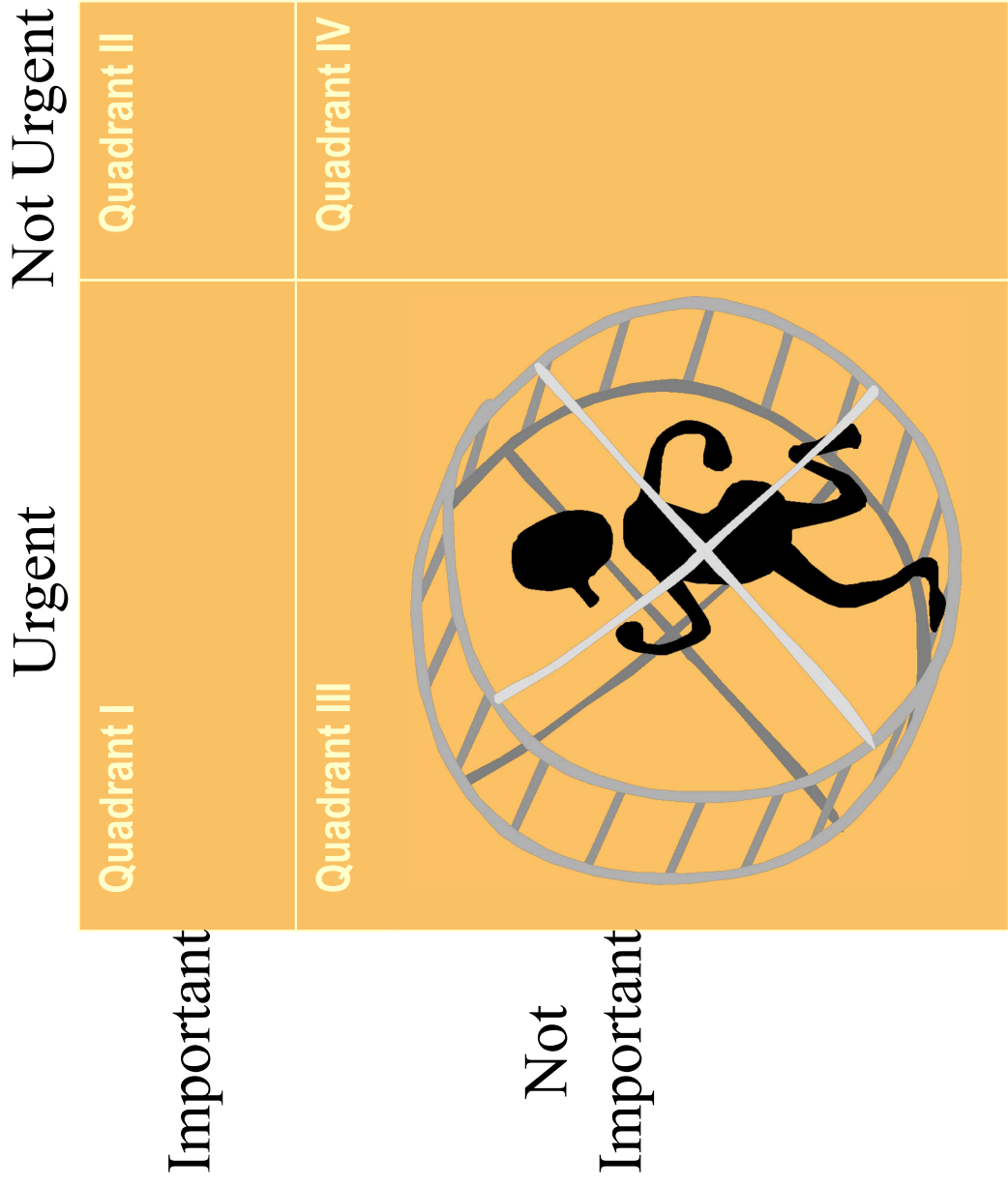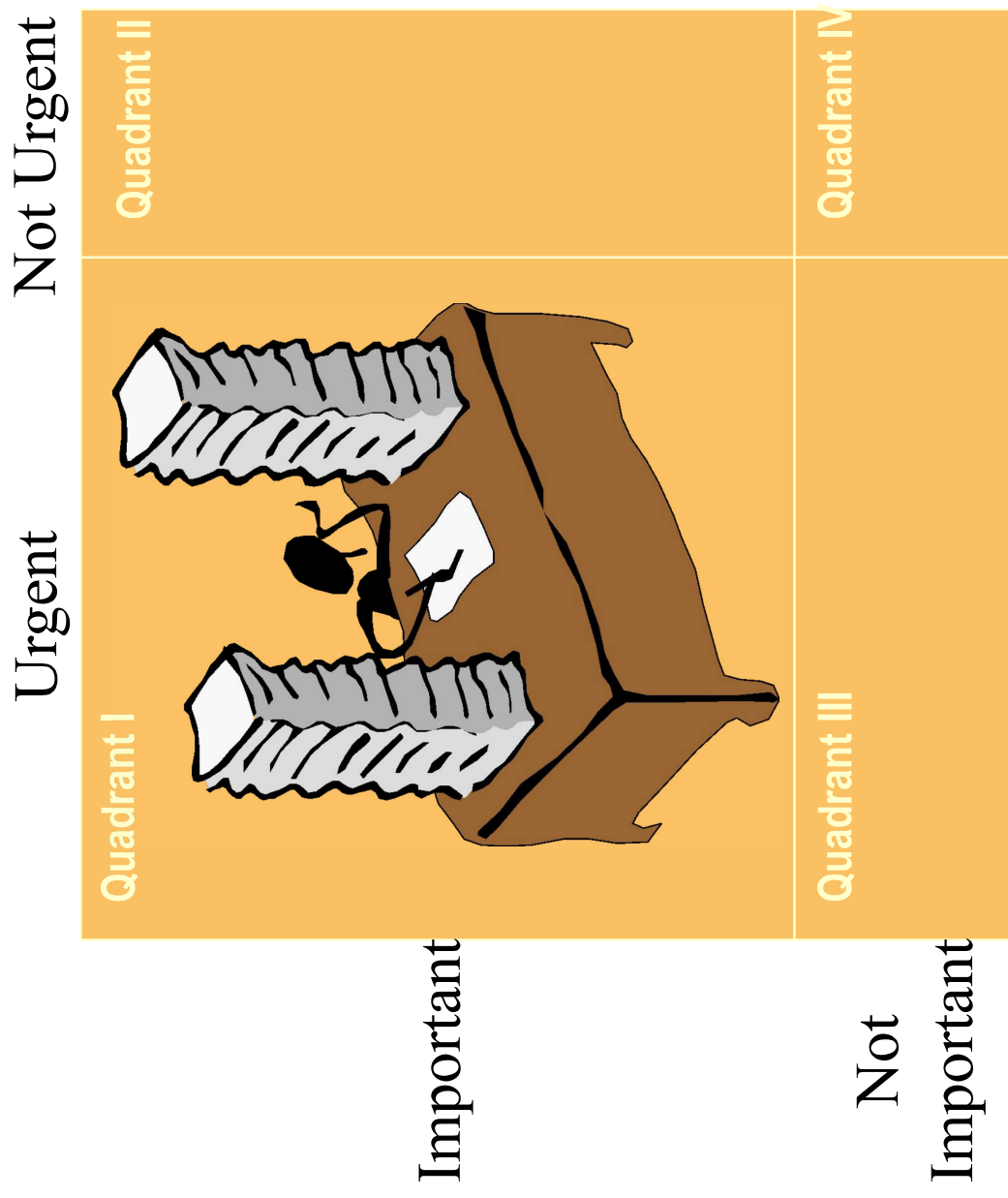
Urgent | Not Urgent

Quadrant I | Quadrant II

Important

Quadrant III | Quadrant IV

Not
Important

Urgent — Not Urgent

Important

Not Important

Quadrant I

Quadrant II

Quadrant III

Quadrant IV

Calm and in control

	Urgent	Not Urgent
Important	Quadrant I	Quadrant II
Not Important	Quadrant III	Quadrant IV
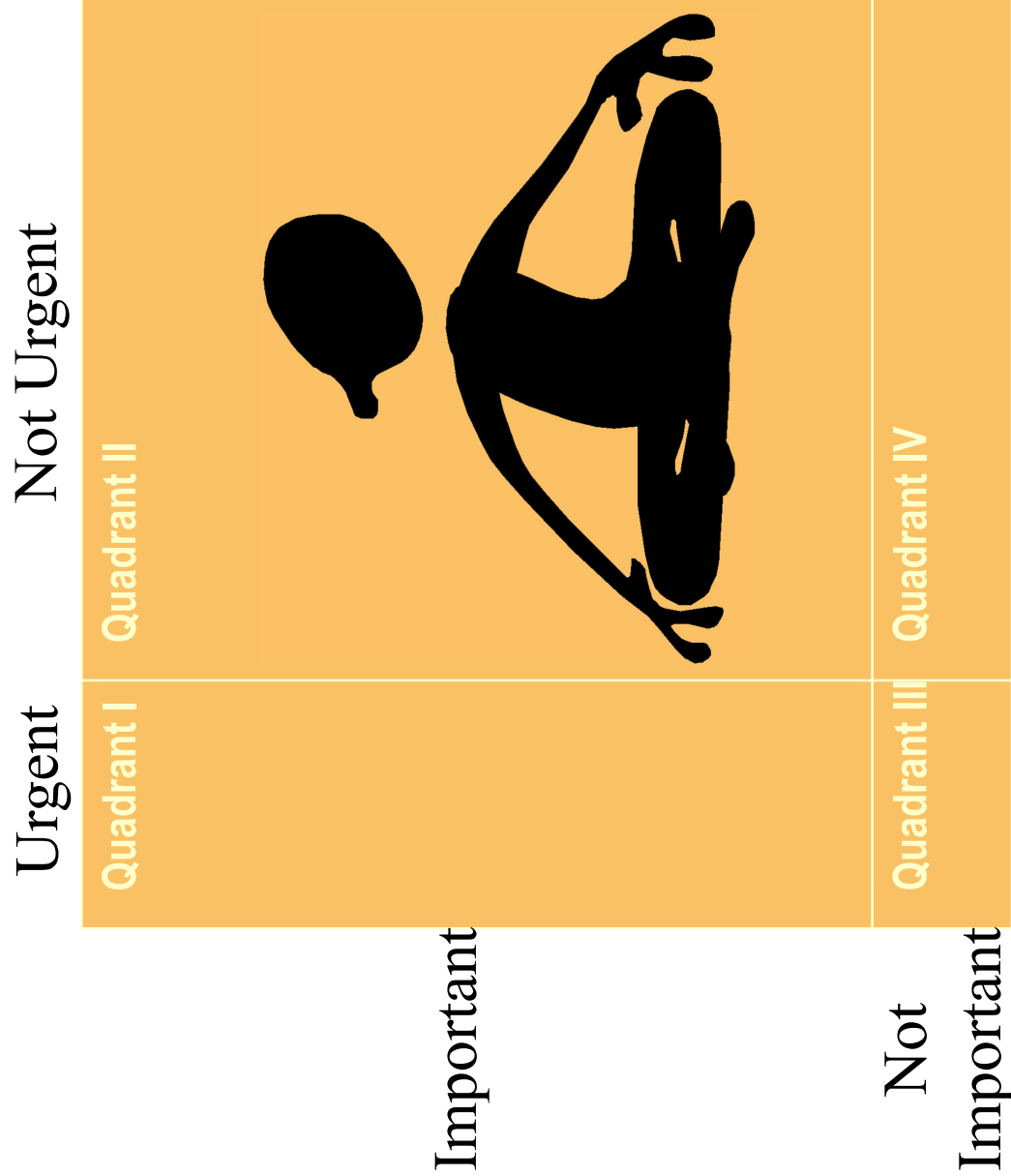
Each of you write down your schedule as per the following activities

- Wake up and morning cleansing
- Exercise : Gym, yoga, pranayama
- Eating
- Studies in college
- Sports, Games
- Entertainment
- Studies at Home/ Hostel
- Sleep
- Social

	Urgent
Important	**Quadrant I** Crises, projects, accidents, etc.
Not Important	**Quadrant III** Phone calls, visito... small talk, etc.

Time Management Issues

- Lack of planning
- Incorrect priorities or goals
- Time Waste - Ineffective use of time
- Procrastination

Why do we procrastinate?

- Don't know where to start.

- To avoid an unpleasant task.

- We're afraid to fail - perfectionism

- Just do not want to do

- Someone else will do it.

Procrastination Solutions

- Start Something – Anything

  "In creating, the hardest part is to begin."

  - Anonymous

- Remember - You *do not* work best under pressure

- Break it up

- Make a list of things you've been meaning to do a start doing them
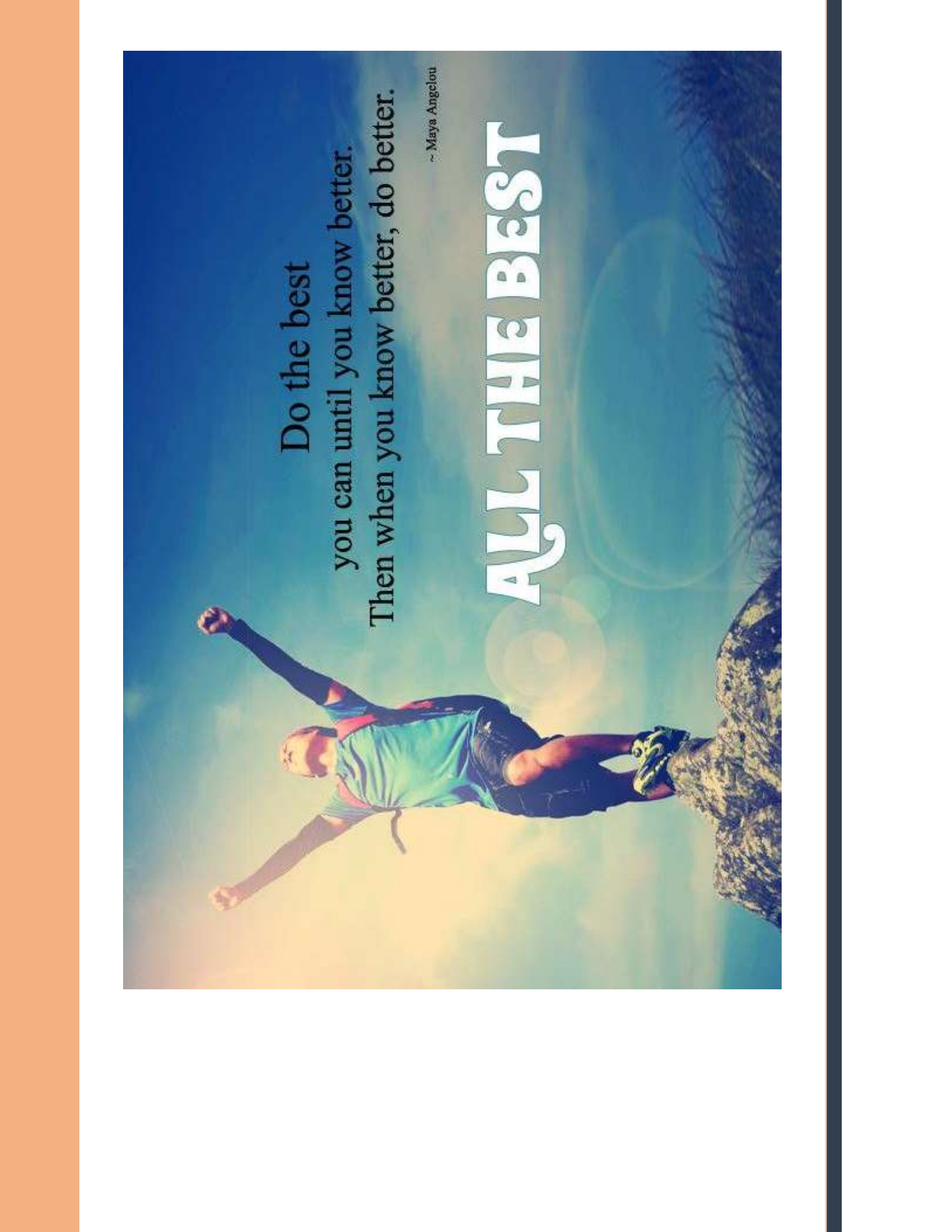
- Learn to say "no" appropriately

Goal Setting

- The difference between a Goal and a Dre[am]
  - the written word
- Goals are time bound
- Goals provide clear focal points for actio[n]
- Goals improve communication by prom[oting]
  - mutual agreement on expectation

Time Wasters

- A time waster is anything that prohibits us from reaching our goals most effectively

- How do you waste your time? - Activity

How to overcome?	Barriers to Learning
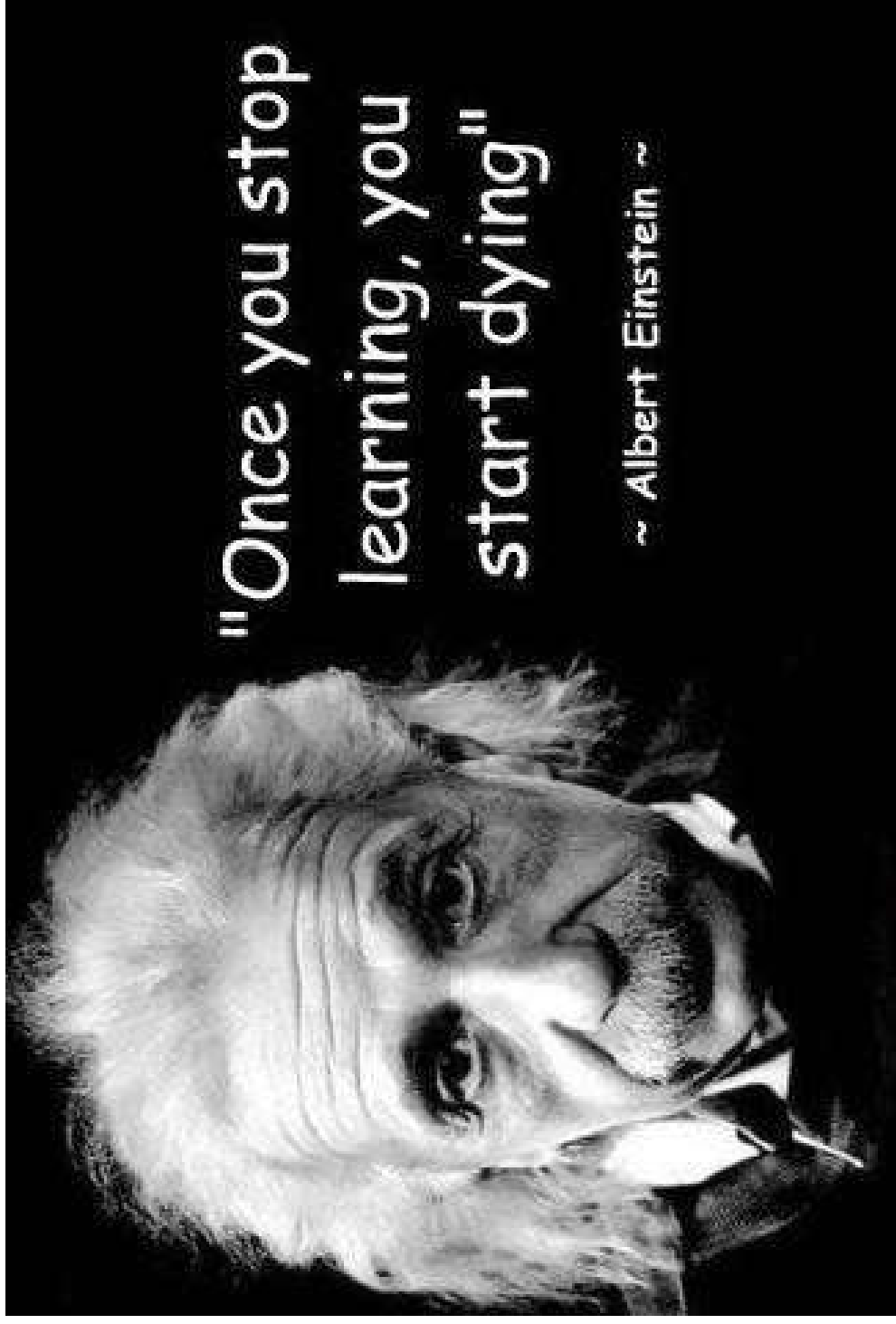
"Once you stop learning, you start dying"

~ Albert Einstein ~

Do the best
you can until you know better.
Then when you know better, do better.

~ Maya Angelou

ALL THE BEST