# Time Management

Thu. 07.10.2021

**Why do you need to devote time to time management?**

To accommodate writing to Jacob, find out time to help Jacob with network marketing, to fulfil promises made to AC Brothers people, to finish value investing lessons to Ashu & also to compensate loss of two sittings yesterday due to festival and loss of one sitting on Tue. 05.10.

**What are the lessons:**

First lesson: I should leave some white space in calendar. How much that white space should be is a matter of thought but there should be some white space.

**Process:**

First, numbered all the sheets within time budget excel sheet 🡪 created separate project sheet in excel for different projects. Here is the list.

Sheets:

1. Account Heads; 1A: Time Budget
2. Educational projects; 2A: IBM, 2B: CS50L; 2C: Intl. Inv. Law
3. Week Numbers
4. Calendar
5. Projects Monitor.

Educational projects:

1. LLB-S5
2. LLB-S6
3. CS50L.
4. Leiden-II.
5. Leiden-III
6. CS50AI
7. Intl. Inv. Law.
8. IBM: AI for all.

Second, looked at sheet #2 listing all educational projects with their deadline and selected Leiden-II with deadline of 18.10; gave it priority, postponed sittings devoted to CS50L and CS50AI to finish it on time.

Third, looked at calendar to find out which projects have margin. Found that CS50L which is having sittings in morning has margin as well as CS50AI 🡪 It was frustrating like coding but first tackled CS50L and the completion date shifted from 22.10 to 27.10

Fourth, I looked at CS50AI, this project will now be 5-sittings or 10-hours late.

Fifth, I’m looking at the projects I need to accommodate immediately:

## Network marketing: Jacob.

The first question is: should I really accommodate this project from the angle of 48 laws of power: half the mastery of power lies in NOT doing things. The answer is: Yes.

The next question is: how much time should I budget? And, what’s the basis of that calculation?

I feel, I should limit myself to making of strategy and then monitoring it. At least for the time being. So far as my doing network marketing personally is concerned that should wait – till its turn comes; till I have accomplished higher ranking priorities.

And, so far as making of this strategy is concerned I feel before 31.12.2021 I should allocate between maximum 10 hours.

I should wait till 18.10 and then allocate these hours ASAP; let me allocate 4 hours in the month of Oct. Right now LLB classes are finishing on 24.11 and there is margin in that. I am allocating two slots of these classes: 19.10 and 21.10

## AC Brothers People:

Let’s now come to AC Brothers people. I think right now I need to invest just one hour looking at the file and then phone people during break. Let me see when I can find out that one hour.

Well! I feel, I should block that time for tomorrow. 6-7 p.m.

## Ashu-Value Investing

First, let’s estimate the total amount of time that would be needed.

I feel, in total, 10 sittings of 2-hours each would be sufficient.

Now, let me see when I can invest the first two sittings:

## More Projects:

* BGI-CG Sparks
* Vikram-Checking term insurance plan
* Vikram-English
* Vikram-Cousin-Agriculture

Hi,

Thank you so much for your interest in my project. Kindly allow me 3-4 days to make my decision. This is an important decision for me and as such I NEED a little time.

In the meantime, let me tell you more about me and the project.

My name is Ramesh Chand Aggarwal. I’m an advocate and working towards leveraging technology to make justice accessible to poor people. I did one course on LegalTech from Spain. Then I did a course, “Computer Science for Lawyers” from Harvard and right now I’m enrolled in the next course from Harvard which builds upon the first course that I did: CS50AI – CS50’s Introduction to Artificial Intelligence with Python.

If we work together, we shall work together till 31.12.2021; the course deadline.

Basically, since this course builds on what I learned about Python in the previous course I was revising my knowledge of Python and coding being what it is, when I get stuck I get stuck. Recently my 11 hours got wasted because of a small syntax error, not putting inverted commas correctly in a code. When I get stuck, I would need you to help me learn where I am going wrong.

I will be in touch and as I said would make the decision in next 3-4 days.

Thank you once again for your interest.

Ramesh