Time Management| Saturday Review

Date Started: Saturday, 21 March 2020

# Weekly Update:

1. Sat. 14.03.2020:
2. Sat. 27.06.2020: Present. MBA Assignment deadline 30.06.2020
3. Sat. 04.07: Absent
4. Sat. 11.07: Present
5. Sat. 18.07: Postponed Sun. 19.07: Present
6. Sat. 25.07: Present
7. Sat. 31.07: Present
8. Sat. 08.08: Present
9. Sat. 15.08: Present
10. Sat. 22.08: Present
11. Sat. 29.08: Present
12. Sat. 05.09: Present
13. Sat. 12.09: Present
14. Sat. 19.09: Absent: Mother’s death
15. Sat. 26.09: Absent
16. Sat. 03.10: Absent
17. Sat. 10.10: Present
18. Sat. 17.10: Present
19. Sat. 24.10: Present
20. Sat. 31.10: Present
21. Sat. 07.11: Present [Sun. 08.11.]
22. Sat. 14.11: Absent [Deepawali]
23. Sat. 21.11: Present
24. Sat. 28.11: Present
25. Sat. 05.12: Present

# Learning Curve

## Sat. 21.03.2020

* Downloaded 6 books from pdf drive. 102-107
* On YouTube, used “Webinar on Time Management” in search engine and found many interesting seminars.

## Sun. 22.03.2020

* Yesterday I implemented one idea which added 250-500 hours per year. Even if I take the figure as 250 hours per year, over 10 years it comes to 2500 hours. The idea was: I chose a specific activity for commuting time: Education. I further made it very specific by choosing “Operations Management” course book to begin with. I spend 2-hours one way on weekdays and 3-hours one way on weekends. I decided that on weekdays even if do focused study for half an hour one way, I will be adding one hour per day and even if I stop there it will be 250-hours per year.
  + Till now use of commuting time depended on spur of the moment emotions. It ranged from just idling away time to reading *anything* that I fancied: story book, magazine, some other book. It took all confusion away.
* I’ve also limited time to favourite activities. Vision-2062 is limited to one hour, only in morning time. 1000-hours have to be blocked for bucket filling activities and protected. Till 06.04.2020, maximum 4-hours, 10-2 can be devoted to Income Plan 2020-2021, 4-hours must go to bucket filling/billable hours.
* You Tube Videos: “Webinar on Time Management”
  + [1]Time Management Training Webinar, Charles Thompson, Duration 15.22
  + <https://www.youtube.com/watch?v=xwxAuC-wBz4>
  + [2] Tactics for time management and organizational skills, Marie L. Radford, Rutgers School of Communication and Information, ALCTS, Association for Library Collection and Technical Services, Dec 2, 2015, Twitter #alctsce Duration: 1.02.18
  + <https://www.youtube.com/watch?v=mn3zCG_To5s>