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*INTRODUCTION*

Value of Time

If we call time as money then it will not be wrong. Suppose your one month earning is 40000. You work 25 days a month and 8 hours a day. Your one hour is getting worth Rs 200. Now suppose you want to buy a T-shirt. Its price is 1000 in Amazon and the same T-shirt is available for 500 in the shop. You go to the shop for 2 days by wasting 2-2 hours. Here according to you, this t-shirt cost you only 500, but if time is added to it, then this t-shirt cost you 1300. We waste too much time like this. Here you can say that you were not working at that time, but if you give this time to learn some new skill like digital marketing, stock market or writing a book (as I have written this book). Or in reading a book that would increase your knowledge, then surely your time would have been worth it too. Where you are now would have been farther than that if you would have used your time properly.

You need to understand where your time is going by giving time to your time, because the reason for not doing anything is because we do not have time, although we keep on doing useless things and we are also crappy for it. We do not feel it, but when it comes to learning something new, then the list of our whole tasks starts spinning in our mind and then we do not learn that new thing, This become the Major roadblock to our success.

If you have a goal that is very big and you work on it like breathing, then you can skip this book because one who is very serious about his work is knowingly and unknowingly following the methods mentioned in this book, he is making good use of his time.

This book covers how to maintain your productivity, avoid the habit of procrastination and choose the right tasks to use your time in the right things. Read and find new aspirations in life.

The entire methods of this book may not work for you, but some methods will definitely work.

Cheerful learning 😊

*PRODUCTIVITY MANAGEMENT*

We all want to complete our work soon. We all want that we should take minimum time for every work but many times either we do not have mood / energy or we are not able to penetrate / absorb that work in such a good way that we are able to do that work. Because of this, a lot of our time is spent doing very few things. In the end, we get upset with ourselves that we could not do anything and the whole time was also wasted. Here we will talk about filling more energy in ourselves to do more work in less time.

Completion of work

At the very beginning of your day, you should complete some difficult small task which you do not like to do.

Shyam did not like to get up early in the morning. But he wanted to fill himself up, so he used to wake up every day early in the morning. Then he did not even like to bring milk for his house. Still he would bring it. On the other hand, Ram was there, he also did not like to do the same work and he did not even do it.

When the productivity of both of them was looked at, Shyam's productivity was more than that of Ram. Shyam used to do his work in less time and was also more agile than Ram.

Complete any one work in the beginning of the day, it will make you feel like winning. You can make your bed for this, get up early in the morning or do such a small task that can be completed in a few minutes, such as a 5 minute exercise.

Remember! Decide to do only such a task which can be accomplished which is also very easy to do but remember it should not be such work to pass the time on social media. If you start doing time-wasting things in the morning, then your brain will try to get more of the happiness (dopamine) you got in the morning, so that you will feel less energy in yourself throughout the day.

Listening Songs

We should have a good list of songs that we can listen to make ourselves work according to the kind of work we want to do. Because according to a research, songs have the ability to control our expressions. Has capacity. Songs have the ability to connect our emotions to the material things of the world. We can change our mood in any way we want with the lyrics of the songs.

An uncle in our neighborhood listens to songs almost all day long. He listens to songs according to work. He has also kept a good playlist of songs. Then when they feel tired from their work or feel like not working, they listen to songs like “Ab Teri Bari hai”, “Ashayein” and “Kar Har Maidan Fateh” and when they feel sad they listen to the hymns of God. Because of listening to these songs, they do not have to fight with their emotions for not willing to do work. Whenever they want, they also change their mood according to their own accord. They tell that because of listening to songs, they can do any work well in a very short time, even they are able to do those things which they do not have a single mood. To do that work, energy comes to them because of listening to songs.

Remember the kind of work you do throughout the day and find the song that suits you best. Put the same type of song in your reminder at the time when you have to do the work. Now whenever you have to do your work, you will not have to force yourself to do that work. You will see that a new energy is already coming inside you to do that work.

*Don’t compromise on thinking*

Think about your past achievements

Well there are many reasons for happiness. Our success is one of those reasons and it is so beautiful that we remember things before and after that moment. These before and after things are as beautiful as that success. At that moment the people around and their words seem equally beautiful, right? Now what if we enjoy these beautiful moments? Make use of them and make them an effective remedy for you.

Whatever you did when you were successful. This may be the time when your job letter came, the day your result came and 90% of you came. There may also be some work that you completed that made you proud of you. Remember it, feel it too, because of which everything will start looking very beautiful for a while because that day was also very beautiful.

Recall 3 things what people said to you and just feel it. Like when you got good marks in 10th, your class teacher gave you a compliment and said that you have brought more good marks like this, mother must have said that now my son will definitely become a doctor now! And sweets will also be fed. Relatives who never appreciated would also have praised that day.

Whenever you feel like giving up any work or feel that it is not for me, I cannot do it now, then just remember these moments and immerse yourself in them and say that I can do it. I have done many such things before so I'll be able to do this too.

Think about your upcoming achievements

All the great people in the world who have done something big are remembered by the whole world. Everyone has done the work of their choice, that's why maybe they can go this far. That is why if you are not doing the work of your choice, then this method may not be useful for you.

Think about your dreams. In this colorful world, everyone is living only for their dreams, so maybe there is no need to tell it, yet I will tell it to remind you once; If someone has to get a big house for himself, then someone has to roam the whole world, while someone has to keep his loved ones happy and someone has to make such an invention so that the whole world remembers him and someone has to do something big for his country. Everyone has a world inside them. They do whatever they have to do to get that world. Still, something happens that stops them from doing that. Many times it is the talk of the people of the world, the achievements of other people, due to which they feel that they are ahead of them, so now I will not be able to do it, and many more that reasons that disappoint you. Here you are just going to get the things which are going to be pleasure in your future. Like a student preparing for UPSC has to work hard in preparation, has to study for 8-8 hours and has to stay away from home. There is very little chance of being successful here and there are many rivals too. He stays here only because of his dream. They work hard day and night only with the hope of their future achievements.

Whatever work you are doing here, think about whatsoever success you are going to get related to it. Connect that big success to the little things. Thinking if that work is good for you, then you will also feel good and will get a new energy to do work. By which you will be able to put your full attention on him again.

The ultimate goal should be kept in mind. By doing this you will never be disappointed and you will also willing working.

(But if the success associated with this work is not seeing that big or you are not getting the pleasure that you get in doing your favorite work. Then you do not do this work. You will be saved from doing such a work which was not as important for you, which is not going to give you that good results in the long-term. We will talk about it in the coming chapter but even then you are doing 20% ​​of the work giving 80% results.)

**Present moment**

We made ourselves happy with our past successes, convinced ourselves to work with our future successes too. But very often something happens that all these things seem to be useless. This often happens when we get into an argument with someone. When someone degrades, when someone speaks such things which makes one doubt himself, at that time these dreams and old successes seem to be just a name. The confidence in oneself is lost and the words spoken by the person in front keep swirling in the mind. Although they also said like this in anger, but at that time we feel bad, right! By the way, nothing feels good at this time and it takes more time for the mood to get right. Since we do not have to waste our time, we do not have to keep the mood bad for a long time, so to fix it quickly, we have to do what we do when our mood is fine. (You have to fool the mind.) You can talk to a friend of yours, the one who listens to you, likes to talk to you. You can also do the things that you often do when you are happy. As you often dance on the song kamariya when you are happy, then you can dance to that song and if you often eat pizza when you are happy, so you can also eat pizza. If you would have taken a selfie when you were happy, then you can also take a selfie.

You have to repeat everything that you do when you are happy. That work could be eating something or even talking to someone. By doing this your mind will feel that you are happy that is why you are doing this. With which you will also find yourself happy after a while.

**Prepare thoroughly & make deadlines**

Human beings always work in two ways- Whatever they like and whatever is necessary for them to do. They do the work they like before the completion of all the time and without any hesitation but when it comes to important work, which does not like to do and also has a lot of time. That work is completed till the last moment. If you try to do that work ahead of time, then it takes full time and also does not get good results. This often happens with our most important tasks. Here we should do something so that we do not even bother with this disliked work and get good results in less time.

Our brain does any work either at the last moment or when we force ourselves to do it or when everything is settled at once, there is no confusion in between. Here we have to make it feel like this is the last moment to make our mind work and everything has to be ensured in advance to avoid all the confusion.

I often decide to do a lot of work to keep myself busy or I decide to do only those little tasks in large quantities. After deciding, I also make complete preparations about how to do, what things will distract me in doing that work etc. Due to which my mind never feels that there is a lot of time now or I will do it later. Like my papers are about to come and I haven't studied anything yet. I do not even feel like studying. Now I have written whatever I want to study first. Like I want to study chemistry. It will take 2 months to finish it completely. Now divide it into 6 equal parts. Now I have come to know how much to study in 10 days. Now divided that too in half. Then I also decided how much to study in 1 day. Now, as much as I have to study in just 1 day, I have ensured that as much time as it will take, as well as the amount of part to be completed. Now I have cut half of that time as I have to study for 2 hours as much as I have decided to study, then half of that means that I have to study that part of 2 hours in 1 hour itself. What was to be studied here in 2 hours, now I have to complete it in 1 hour. Now by fixing a fixed time, like 5 o'clock in the evening, I have to study. At this time I took myself away from all the distracting things because as much as I had to study in 2 hours, now I have to study in only 1 hour. As soon as my 1 hour is over, then after taking a short break, now I complete whatever is left. For this, I do not need to think again to do study in half the time, because now it is only a little left and now my mind has become busy, so now there is no laziness in doing it.

Here my mind will feel that this is the end moment, so it will have to end soon and everything is also sure that now it cannot refuse to do work.

Whatever you have, which you do not feel like doing but are necessary, fix the amount of time it will take to complete them Now do half of it. Take it now fix the amount of work that will be done in 2 hours in a day and also fix a fixed time to do that work. Now try to do that two hour work in one hour. Obviously, 2 hours of work will not be done in one hour, so you can increase the time for this and now you do not need to halve the time again, because now you have set your mind on this work, try to do it again the next day in the same way in less time.

***PREVENTION FROM PROCRASTINATION***

When do we get lazy? Laziness comes only when we do all those things which we do not feel like doing. The things that we want to do, we do them without any laziness, even after refusing everyone! Whatever you have to do. Just like you have to go for a walk with your friends, you also have a lot of desire to go! At this time, no matter how big your work or no matter how much someone refuses you, you will still go. You will go to by arguing and even taking 2-4 slaps. On the other hand, you have to study and if someone turns on the TV, then you will start watching TV and leave studies. By the way, the habit of avoiding can be given up only because of self-discipline, some strong reason and more pleasure (dopamine) than that work in other works.

Nevertheless, here we will look at some ways in which we can do something so that we can avoid the habit of procrastinating our work. When we identify something, it is easy to leave it, like a thief is easy to catch after being identified.

We spend our whole day doing things that we ourselves do not even know that we are doing it. Here we are not doing anything by ourselves, we are just doing whatever we do in our day to day routine. (We are running on autopilot mode) To avoid this, to save yourself from doing something like this, you have to pay attention to yourself. You have to see in which things your time is being spent. You can write down everything of each hour whatever you have done to keep track to your time. (You have to do this for 7 day's)

**Guilt-free time**

First of all, write down all the tasks that waste your time, you feel that they are taking you away from your goal. It could be 3-4 things or even 10-15 things. Here you do not know about your family members, whom you spend all your time talking to, your friends with whom you spend hours and hours hanging out, it can also be a game. These can also be social media apps on which your finger goes without moving itself and then you do not know when the time has passed. After writing, make sure to have a time for them that only at that time you will do all those written tasks. You can name this time **guilt-free time**. You can repeat this time 2-3 times a day. This guilt-free time should be that time of your day when you do not feel that much energy in yourself, it can also be the time after your important work when you are completely exhausted.

Similarly, by making our important tasks easy, we can get our important work done by ourselves. We can also get the work done by ourselves by adding some favorite things to the important dislikes. For example, if you do not feel like going to school, make friends in school whom you can only meet in school. With this, even if you do not like going to school, you will still go to school to meet them, to be with them.

**Urge suffering**

In urge suffering, we do not want to do that work by ourselves, but our urge to do that work is so much that we are forced even by not being able to stop ourselves. These things are such that they give us happiness for a few moments, but after doing them we feel unsatisfied with ourselves. There are a few ways out of this by which you can save yourself from having to do these things.

Whatever such things are like last time. Which you do even if you don't want to do. Write them on a paper. After writing, now you are sure that these are your habits or such things, which you do without thinking about anything, even if you do not want to do.

If even after the above suggested methods, you are never going to do those things in the middle of any work. In this situation, make that work difficult.

Like you keep visiting Facebook all day without any reason, then you can logout or uninstall Facebook. So that when you feel like running it, you will have to download it first. Due to which you will find it difficult and you will not do it because our mind avoids doing every difficult task.

If your mind does not even feel without doing that work. So here too we can do this, but if we do not do that work then it keeps roaming in our mind throughout the day. Due to which it is right for us to do that work instead of not doing that work! Here you do that work but wait for a while. Like you play a game every day and if you do not play the game, then you are not able to concentrate your attention well in anything. In this situation, stop that work for a while. If you feel like playing any game now, do it 20 minutes late. With this, when you have a strong urge to play that game again, you will do that work for a while. So that after a while you will be able to do it only on guilt-free time.

**7-Second Rule**

You must have seen, whenever something happens immediately, in a moment where we do not have time to think and understand something, then we do that work even if we do not want to do that work Still do it. Here it happens because our brain has no time to say no. So that we can say no. Something sudden comes and goes. Like when a teacher comes to the class room, he does not give us the option whether you want to study today or not. It all happens so quickly that even we start reading directly. Teachers come, then we greet them, then immediately the books of their subjects come out and start reading. Here we do not have the option that we cannot speak. Similarly, you must have seen that when we have a fight with someone, then even those who did not want to speak are spoken. Because we don't have time to think and say something at that time.

Similarly, you also have to work with your mind. Consider yourself to be that teacher and your mind as a student. Here keep yourself away from all the things that are going to distract you and also make all the preparations that will save your attention from being distracted. After doing all this, suddenly our mind starts feeling like watching 1 video of YouTube. To avoid this, you have to count from 7 to 1 and start doing that work immediately. This will not give your mind time to say no and you will be able to do your work without distraction for a while. (You can also remove yourself from the above-mentioned habit of procrastination)

**2-minutes Rule**

Many times we do not have time to think and understand something, due to which we take any decision as we have seen in the 7 second rule. Before doing any work, if we stop ourselves for 2 minutes and ask ourselves what is necessary? Or we are doing this simply because of our intense desire. By the way, we often do any work without thinking anything, even before we say something, we should make sure from ourselves once whether what we are saying is correct!

Before doing any work here, we have to wait for 2 minutes and ask, is it necessary? Or just a strong desire? Now if that work is necessary, then you usually do it. But if that work is a strong desire, then first of all try not to do it, if you are not able to do that work then there is no need to do the steps mentioned further. But if you do not do that, then it starts spinning in your mind, then write it on a paper. By doing this, that thing will stop roaming in your mind. But still you are not able to concentrate in your other work, then do that work. But remember, take only 5 minutes to do this. After that count 7654321 and go back to your work.

Whenever I reach to roam on YouTube without any work, at first I watch 2-3 short videos, nothing comes to my mind, then suddenly the thing hits that hey! I am seeing this in vain. Then remembering this, I think that this is not necessary for me at all! Then I go to my desk to read and start reading by counting 7654321 and start memorizing whatever I want to read in a loud voice. At this time my brain does not think that it likes to watch shorts on YouTube because I do not give it time to think, here first I immediately started doing that work, then after a while my mind thinks that before that Counting from 7 to 1 went straight to work, due to which he did not get time to think anything. (Whenever I remember that this work is not necessary for me, I never do it for 5 more minutes, because when we start doing that work again after speaking 5 minutes more, then our mind feels like leaving that work. Does not do that work and our mind starts feeling necessary due to which we stop ourselves from doing that work that day, but when we do that work the next day, we can't leave it again and then all our time is wasted.

When it comes to speaking to our friend while studying, doing some important work in our mind, and we start decorating that thing, we start thinking about how we will speak that thing to our friend. Like I thought this time we will gift a teddy to our friend on his birthday. Then I remember that it was given even on the last birthday. Then we think that I ask my other friend what he is giving, now he starts calling him to know what he is giving, then while talking to him, do all our necessary things in the process of preparing for the friend's birthday. Forget work.

To avoid this, when you have that thought, first of all let it go without paying attention to it. If still it is roaming in your mind, then write it in a copy. And then count 7654321 and get on with your work. But still that thing is going on in your mind, then call your friend and talk for only 5 minutes, then start returning to your studies. Now you will be able to do your work well without getting distracted.

***PRIORITISATION***

Only a few people in this whole world know about the purpose of their life. Perhaps that is why some of those people are also an inspiration to the whole world. If we come to know about the right purpose of our life and the right steps to achieve that purpose, then we can do something very good and very big. We often know that what is the purpose of our life, but we do not know how to achieve it! Here are some ways to get the same which will help you to identify it clearly.

We will not talk about the purpose of our life here. We know very well that our future is shaped by our everyday habits. We will not even talk about habit forming here. We will talk here about how to choose the right thing for habits, it will be your habit and those important things which give you good results in future.

Here we can also choose our tasks in the right way by a four quadrant rule but we will not talk about that because it is given on YouTube which you can easily go and see. This will save your time.

Have you ever been bitten by a snake? Maybe not. But has a mosquito bitten you? They always bite. The big things in our lives or the things we do sometimes don't affect us as much as the things we do every day. We always take decisions for big things/habits after thinking very carefully. But the things we do every day, we keep doing them without thinking much whether they are right or wrong. Here we will go through some ways to choose these habits so that we can get good results in the long run. Simultaneously, we will talk about the return on investment of time. We should do any work by staying alert. Being conscious here means that we should do such things which are definitely worthy in return for our time. Because we are doing such things every day, which we have been doing already or are doing those things, due to which we are not doing anything special in our life. By not doing these things, we can save a lot of our time. To know whether the work you are doing is actually useful or not, you have to remember two things. One ROI (return on investment) the other 3 times the why. These methods will not only help you to choose the right work but also get the right reason for doing any work. (Here we should also take the decision according to the situation.)

**ROI & 3 Why**

Harry, Jack and David were three friends. Harry was a boy who was angry about everything and worried about small things and was not even conscious of his work. Harry used to get into arguments the most and instead of resolving that debate, he used to waste all his time thinking about it all day long. Harry himself was responsible for not being able to do anything in his life because of this nature. Harry didn't even have big dreams. Jack was intelligent, he did not argue on everything and was also aware of his future. Because of Jack being aware of his future, if anyone asked him to do anything, he used to do it. Without giving any thought, he used to do such things which did not give him the results he had invested in his time. Because of his habit of not arguing, he used to save his time but he too could not achieve as much as David in his future.

David's qualities were similar to these two but a little different, he was angry like Harry but he was mindful of things going on in his future as well as in his present. He knew very well to put his time in the right place. Whenever David had an argument with someone, he did not waste his time being angry with him and went to the person with whom he had a fight, either compromise or make friendship. David didn't mind being friends with someone or being angry with someone, but he did so to save his time. (Here David measured the reward in return for his time and he found that the time he took to get angry was less than going to settle the fight, so he decided to settle the fight)

David now writes down a list of all the things he used to do during his day - reading English newspapers, watching English videos, learning about the stock market, playing games, talking to a special friend, studying, exercising Doing, Reading Bhagvat gita, Listening to Audio Books and Reading Books. Here David was doing all this because he was aware of his future but David should not do some things and some two similar things which are not giving him the same results at this time because time was limited for him. David uses two methods to sort his work here. The first - asks itself the answer of why three times and the second - return on investment (ROI).

Now one by one he started sorting all his works.

Reading English newspapers - why¹ so that he could understand English, why² so that he could speak, why³ could he speak so that he could give interviews.

Watching English videos - Why¹ to understand English, Why² to understand so that he can speak, and Why³ to speak so that he can give interview. Here, for learning English, both the tasks are same but it takes 55 minutes to read a newspaper, 30 minutes to watch a video of the same newspaper in English. Here the return on investment for the time spent reading the newspaper is less than the time spent watching the video, so David stopped reading the newspaper. (David knows that how to read English.) And increased the viewing time of the video to 45 minutes

Learning about stock market - why¹ to learn so that I can become rich by investing money. Right now David does not have money, so he decided to do it later.

Playing Games - Why¹ to play games that make the mind feel good. Why² feel good so that the stress of the day disappears. Why³ stress has to be removed so that one can concentrate well on his primary goal. Here it can even become a bad habit.

Talking to a special friend or spending time with someone close – Why¹ to do which makes the mind feel good. Why² feel good so that the stress of the day disappears. Why³ stress has to be removed so that one can concentrate well on his primary goal.

There will be more investment of time in the habit of playing games than talking to a friend; So David decided to do the work of talking to a special friend here.

(If David had played the game with someone close to him, he could have done both of these things together but he is playing the game alone here).

Studying and exercising were necessary for David, so he could not refuse to do them, so he would do them.

David loved to read the Bhagavad Gita, read books and listen to books, so he did not want to replace them with any other work. However, he used to reduce the time of reading books, read Gita in it and listen to audio books while walking in the evening while having food.

David chooses his daily tasks in advance, in the same way he chooses the tasks that come suddenly in the day in the same way. As we have seen, staying angry would waste more time, so he thought it right to settle the dispute. David now makes four lists of ABCD to perform these tasks. In this, he keeps in his list A– studies, watching English videos and exercising. Listening audio book, reading Bhagvat Gita and talking to friend in List B. Keeps learning the stock market in List C. He also had some bad habits which he kept in List D.

Many of the tasks that you have to do throughout the day will be such that you remain in autopilot mode and some such tasks do not get the same result as the amount of time you give (ROI). In these two works which are the same or any such work which after giving you the right amount of time does not seem to be profitable in return, ask yourself how much profit will it give me? If the profit of one work is more than the other, then you must do another work.

Of all the tasks that you do throughout the day, do those tasks first, which are getting more return for the investment of time. For this, you can divide your tasks ABCD into four lists. Here in list A, put those tasks which are necessary and urgent for you, such tasks, which you need to do now. Put those tasks in list B that are important to you but are not immediate. Put those tasks in list C that you need to do and don't need to do right now! (This might be knowing about the stock market.) And Put those tasks in list D that waste your time that you don't want to do.

Now first of the day, complete your list of class A, then class B, then when both of these are done, then go to C. Remember, fill your ABC list so much that you do not have time left for D.

***TIME ASSET***

We often face the paucity of time. We also think that I wish! If we had just two more hours a day, we could have done something more, something bigger in our life. But it is not possible for this to happen. Because everyone has only the same 24 hours, but then we have some such ways that you will not be able to increase your time but will definitely do many things in the same time.

**Start saying NO**

You should learn the art of saying No. You have to say no countless things to do one thing. It is difficult for us to say no. When we say no to people, then people start feeling selfish / mean on the other hand, when we say yes to people, we are saying no to ourselves, we are saying no to our goals.

Many times you are saying yes to such things which are not of our use or things which can happen even in your absence. When you say yes to such things, then it is clear that your goal is not that important for you. We should say no, not only to others but also to ourselves! To do things that are not so important to us. (We've seen how to find these things in the previous chapter.)

A man who was neither dear to everyone nor himself was happy. He was not everyone's favorite because whenever anyone asked him to do any work, he used to do it immediately, so everyone started thinking of him as a useless man who was always available, so no one gave him that much respect. He also used to be sad because of the work not being completed, he was not getting success. Then he thought that now I will say yes to work only for those people who do their work in return for their works. Or I will do the work of those people whose work no one else can do except me, these are the personal work of his household.

As has been told in the Gita, try to say no with words that are true, well-loved and sounds delicious. Remember all the situations in which you did something even without wanting to do. Now imagine that, that person is again asking you to do the same work. Now think of all the possible ways/excuses by which you could have avoided that work. With this, when your turn comes again to do something you do not like, then your mind will already be ready for it because you have already trained your mind. Now also think of such an excuse, which can save you from doing other work in the coming time. You can make this excuse that I have to read or my head is hurting. When you give such an excuse, no one will force you to act.

**Make others to do work**

By getting your work done by others, free yourself from that work and do other such things which are really valuable to you. Sometimes we are doing things that someone else can do instead of us.

You must have seen that the one who is happy with whom he does his work with equal pleasure.

There was a boy, he was loved by all, and he used to get his work done very easily by others. The reason for being dear to him is not because of his good nature or to do work in return. The secret of his being dear to everyone was to listen to him and to know such things of the people around him which were either very special things of those people or those things which very few people knew (its mean secrets of others). Here that boy used to listen to people's current situations their pain and happiness, so he was also dear to everyone. When he used to listen to people’s, now people also had to listen to him, due to which he used to give very big reasons to get his work done because I am not doing this work and it should be done only because Only you can do it, etc. Due to which the person in front had to do that work and that boy used to do his other important works in that time.

Spend some time with the people you want to get your work done. Remember when spending time with them, try to talk less about yourself and more about them. Inspire them to talk about the remedies for their problems, what is going on in their lives. This will make you a good relationship with that person in less time. Now when you have to get the work done by that person, then hand over that work, explaining your reason for not being able to do that work and that you are getting that work done by them only. They will definitely be ready to do your work.

**Collaboration of thing's**

You will learn here how to combine two things to save your time. Like on a large scale people want to keep their place of work and home together so that they do not stay far away from their home and like to work with their friends, otherwise they try to make good friends where they work. So that they can be happy. Similarly, if we separate all the tasks, then maybe we can only be able to do few things.

An eminent person living in America was telling his daily routine. He told that he does his work with his wife. Due to which he does not need to take out time separately for his wife and in the same time he does other things like stock market or read books. Similarly, they do work out in the morning with the people of their locality, so that they do not have to take separate time in the evening to meet the people of their locality. Similarly, when his wife is making breakfast, she listens to the podcasts that she likes to listen during this time and saves her time too.

You can also take audio book or your family members while going for morning walk, which will save your time for further

By combining things, you will be able to do a lot of work in your little time. You will be able to learn many more new things, you will be able to do those tasks which you have given up due to lack of time. These must have been some important work, there would be some new skill that could have increased your growth further. Now by taking a little time to mix things up. By saying no to people, by getting others to do unwanted things, now you start doing it again.

Make a list of all the things you can do with other tasks. Now cross match those works.

Now write down those things which you wanted to do earlier but could not do it due to lack of time. Fix the time to do these things. Just start doing it from next day.

***CONCLUSION***

Make a list of all the tasks you have to do throughout the day. Divide this list into A¹, A², B, and C as described in the Priority section. Do these tasks according to the pomodoro technique, work for 25 minutes, then rest for 5 minutes, then rest for 30 minutes after 4 hours. Remember, do your A¹ and A² tasks when you have the most energy. Many people start watching TV or running Facebook when there is good energy inside them. You don't have to do that!

Write those tasks in List B that do not require that much energy to do and when you feel tired doing the tasks of List A then do the tasks of this list.

As you have written all the tasks in the list, keep them with you throughout the day so that you do not forget all those tasks. If possible, try to think about the whole day in the beginning of the day, like you are studying at 10 in the morning and running Facebook at 12 o'clock, Exercising at 5 pm and learning about stock market at 8 pm.

Now at the end of the day, number yourself according to the number of tasks you have completed, like if you had written 10 tasks in your list and completed only 8, then give 8 out of 10 and when you get 9 or 10 numbers, give yourself an award. This will encourage you to complete the entire tasks on your list the next day.

EXERCISE

Past achievements

1-\_\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_\_

Upcoming achievements

1-\_\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_\_

Things that make you happy

1-\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_

Thing’s for guilt feel time

1-\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_

Song’s & work according to song

1 -\_\_\_\_\_\_ – \_\_\_\_\_\_

2 -\_\_\_\_\_\_ – \_\_\_\_\_\_

3 -\_\_\_\_\_\_ – \_\_\_\_\_\_

4 -\_\_\_\_\_\_ – \_\_\_\_\_\_

Things which you want to get done from others

1-\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_

Small things that should you get done by others

1-\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_

Things for 7-second rule

1-\_\_\_\_\_\_\_\_\_

2-\_\_\_\_\_\_\_\_\_

3-\_\_\_\_\_\_\_\_\_

4-\_\_\_\_\_\_\_\_\_

Things for collaboration

1 -\_\_\_\_\_\_ – \_\_\_\_\_\_

2 -\_\_\_\_\_\_ – \_\_\_\_\_\_

3 -\_\_\_\_\_\_ – \_\_\_\_\_\_

4 -\_\_\_\_\_\_ – \_\_\_\_\_\_

Less ROI giving thing's & more ROI giving thing's

1 -\_\_\_\_\_\_ – \_\_\_\_\_\_

2 -\_\_\_\_\_\_ – \_\_\_\_\_\_

3 -\_\_\_\_\_\_ – \_\_\_\_\_\_

4 -\_\_\_\_\_\_ – \_\_\_\_\_\_