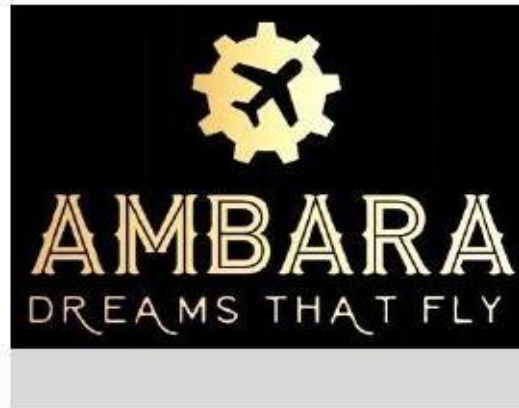


TIME MANAGEMENT



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“Time management” is the process of organizing and planning on how to divide your **time** between specific activities.

Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high.

Time management helps you to prioritize your tasks so that you have enough time available to complete every project/task.

The quality of your work increases when you're not rushing to complete it ahead of a fast approaching deadline.

1. Time Management Tips:

- ❖ **Identify Time wasters and Time savers-** Find out the time wasters and time savers in your routine. Work on managing the same.
- ❖ **Set proper goals and a firm vision-** Without a proper vision and aim, we cannot reach anywhere. Setting goals helps us manage our time wisely. Identify your goals and learn to manage your time suitably.
- ❖ **Plan well in advance and always create a to-do-list –**
Always plan your schedule in advance. Creating a to-do-list helps to prioritize your tasks.
- ❖ **Tackle small tasks to start with –** Begin with small tasks. It gives you a certain amount of confidence that you're doing fine. As they say, Well-began is half done!
- ❖ **Do one task at a time-** Do not multi-task. Complete your tasks one-by-one.
- ❖ **Establish a proper time table and follow it cent percent-**
Constructing a Timetable is a vital part of your time management. Once you know the time allocated for each task, you will alert yourself and start working with your time management skills.
- ❖ **Take small and suitable breaks often-** Taking short breaks is important because refreshing your mind plays a crucial

role in your working efficiency. Take breaks, take snacks, breathe fresh air, take a small walk, or perform a simple yoga and start fresh!

- ❖ **Learn to delegate-** Learn to delegate small works that anybody else can do. Doing the extra unimportant works could consume your personal time and results in you lagging behind in your planner.
- ❖ **Understand your biological clock and act accordingly-** Some people can study in the morning whereas some can study in the late evening. Understand your biological clock and study accordingly. It works in a similar way for other kind of tasks which requires different period of time of the day.
- ❖ **Organize and Prioritize-** Learn to organize your tasks followed by prioritizing them!

2. Time Wasters:

- ❖ **Social media and Mobile:** Too many social accounts and watching unwanted videos on your mobile phones.
- ❖ **Emails:** Constantly checking emails consumes a lot of your time.
- ❖ **Unwanted items on to-do-list:** Involving unwanted, irrelevant, non-priority items in your to-do-list.
- ❖ **Multitasking:** Working on more than one task at a time affects your efficiency leading to wastage of time and reduces the quality of your work.
- ❖ **Procrastination:** Postponing your chores and being lethargic is also a time waster.
- ❖ **Monkey management:** If you take the responsibility of your subordinate's works and do not manage to say NO you will end up wasting time and your own work gets pending.
- ❖ **No time planner:** Planning your daily schedule is very important. Without a proper planner, you don't know to prioritise the tasks and that leads to time waste.

- ❖ **Saying YES to everyone:** By agreeing to do others' works you're burdening yourself and indirectly wasting your time. Learn to say NO to people who don't deserve your precious time.
- ❖ **Unwanted long meetings:** Unnecessary and unwanted hangouts or meetings with friends and family leads to the wastage of time.

3. Time Savers:

- ❖ **Fixed time for emails and messages:** Fix a proper time at early in the morning or in the late evening to check your emails and messages. Try to block advertisement emails who happen to be a major distraction.
- ❖ **Maintain an interruptions log:** Make a note of the items/people that distract as well as interrupt your work. Try to avoid them from the next time.
- ❖ **Delegate:** Learn to transfer least important tasks to those who are capable. Learning to delegate your work is a meticulous task which could save ample amount of your time.
- ❖ **Prepare and follow a daily planner:** Writing a daily planner and following it accordingly saves your time. You know to prioritise your works in accordance with your daily planner.
- ❖ **Plan your meetings:** Planning your meetings with colleagues, friends and family accurately helps in saving some time. That little amount of saved time can be utilized to do small works of the day.
- ❖ **Set time limits:** Setting time limits to each task helps in achieving more in less time. It gives you confidence to work efficiently and you're competing with yourself while doing so!
- ❖ **Studying when your thinking efficiency is high:** Identify your time where you can pay maximum attention and focus to study. Studying at high efficiency period saves

your time and also memory retaining power will be utilised wisely during this time.

Advantages of Time Management:

- ❖ Low stress
- ❖ More productivity
- ❖ Lesser rework
- ❖ Less friction and issues
- ❖ More free time
- ❖ No wasting of time
- ❖ More opportunities
- ❖ Invest your time in other things
- ❖ Low effort
- ❖ Gain a reputation

