

Time Management

Time is the most precious resource we possess. We trade it for everything else we desire!

The essence of time management is to identify what is important versus what is urgent.

	Urgent	Not Urgent
Important	This quadrant gets done unless the individual does not recognize its importance	This quadrant is often overlooked because its importance may not be recognized and it is not urgent.
Not Important	This quadrant gets done because of imputed urgency	This quadrant is usually ignored or minimized.

How you treat your time will determine what your level of accomplishment will be. Treat time casually and you will get casual results.

Remember: You get to determine what is important to you! When you use a time management system, it is not telling you what to do, it is merely providing structure to your efforts to control how you spend your time. **You are in control!** These are the steps to gain control over your time.

- a. **Conduct a Time Audit**—usually done for a week. You record your use of time in 15-minute intervals. Unless you know exactly how you are using/spending your time, you cannot improve your usage!
- b. **Establish your Goals**—This is how you deliberately decide what you regard as important. If your education is important to you, you should organize your actions to show it. It is not a matter of setting goals. Setting goals doesn't work unless you establish those goals on a firm foundation. There is a big difference between Setting Goals and Establishing Goals. To set a goal we come up with something we want to accomplish, but to establish a goal, **we also create a structure which helps and supports us in achieving that goal**. Goals must be specific, the structure must also be specific! Setting aside study time every day between 2:00 and 4:00 pm at a particular place where you will not be disturbed is more effective than deciding to study for two hours every day.
- c. **Theory of Constraints (TOC)**—This is a topic which we will take up during the course. It is about Decision Making which is an important part of computing. It is one of three fundamental steps in all programs. This Engagement exercise, Succeed in University, explains in detail the relevance of TOC.
- d. **Use a System**—It has been demonstrated time and again that using a system, even with a poor memory, produces superior results to just using your memory alone, even if you have an outstanding memory.