



MANAGING TIME

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LEVERAGING PEOPLE FOR TOMORROW...

What is Time Management



Time Management refers to managing time effectively so that the right time is allocated to the right activity

Why do we need to Manage Time

- To save time
- To reduce stress
- To function effectively
- To increase our work output/productivity
- To have more control over job responsibilities
- Better alignment



Fundamentals of Managing Time

- Focus on Quality, Time & Resources
- Pre analysis of Performance
- Analysis of Goals & objectives
- Systemization of Processes



Time as a Commodity



- Time is most precious thing we have
- Time is ultimately the most valuable resource
- Time is how we spend it within organization
- Time is totally perishable
- Time cannot be stored up for later use

Process of Managing Time

- Put a Cost to your time – The True Value of time
- Make activity list
- Set Goals
- Create work Plan
- Prioritize Tasks
- Follow the Plan



Manage your time wisely ..

- Time is what we want most, but what we use worst
- William Penn
- The common man is not concerned about the passage of time, the man of talent is driven by it
- Schopenhauer
- The key is not spending time, but in investing it
- Stephen R Covey
- Make use of time, let not advantage slip
- William Shakespeare

Structure your Time...

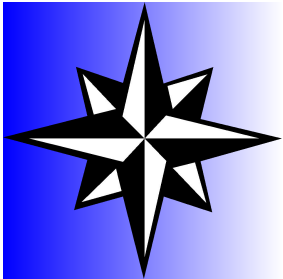
- Segmentation
- Morning Rituals
- Workout Time
- Nutrition Time
- Work Time
- Social Time
- Break Time
- Evening Rituals
- Self Development Time



Goal Setting ..

Two Important Facets of our life

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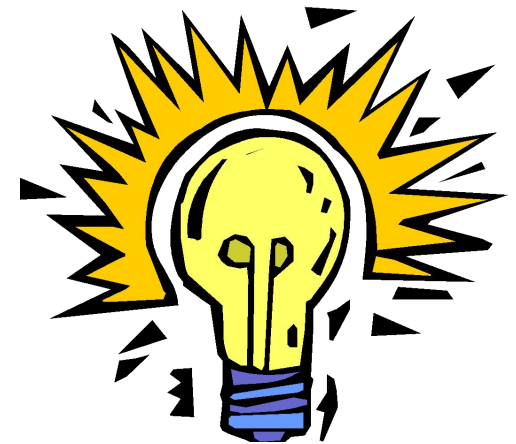
The compass represents our vision, values, principles, mission, direction - what we feel important and how we lead our lives

Clock represents our commitments, appointments, schedules, goals, activities - what we do with and how we manage time



Goal Setting ..

- Would you like to take a train or a flight without knowing where it is going .. The oblivious answer is “Big No...”
- Why people go through life without any goals??
- In football or hockey match, how you will score a goal without a goal post?
- The most powerful magnifying glass will not light up the paper till the time you are moving the glass. But if you focus & hold it, the paper will light up that is the power of concentration



Goal Setting ..

- Knowledge helps to reach destination provided we know what the destination is...
- We cannot achieve our goal unless we focus. It is hard to focus and concentrate but it is the skill that can be learned by practice
- On the journey to life highway, one has, to keep an eye upon the goal
- Make your Goal achievable but challenging

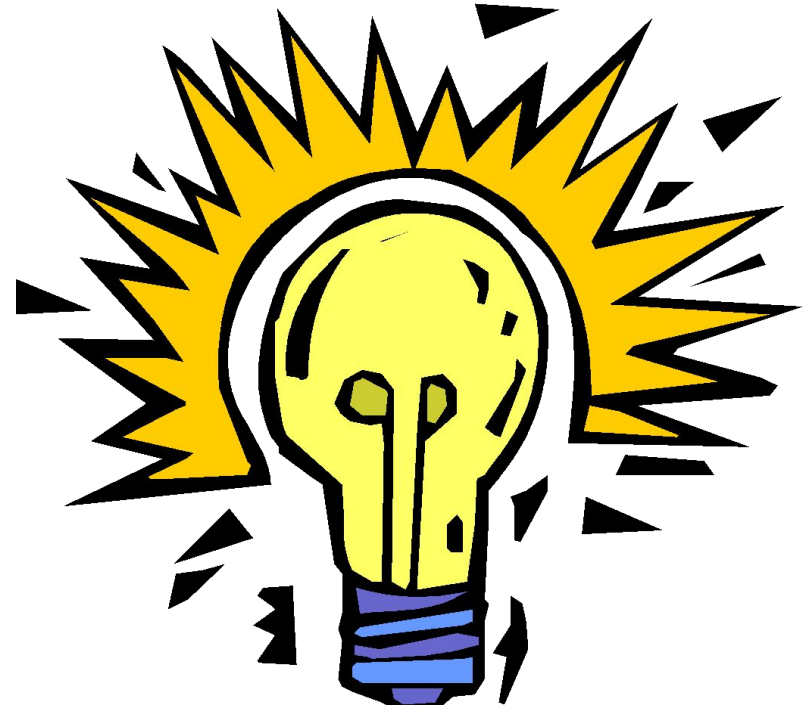


Goals gives us a sense of Direction we need goals to make a productive life

Goal Setting ..

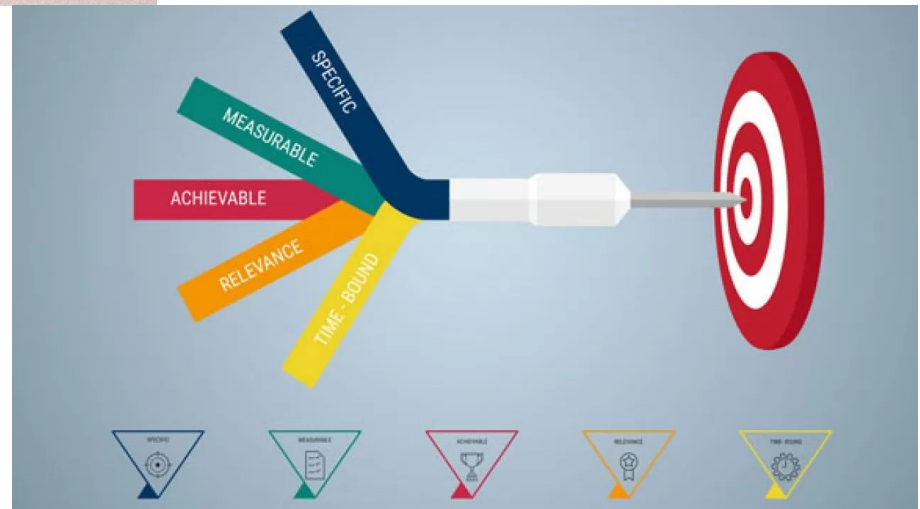
Personal Goals to focus:

- Family/Home
- Finance/Career
- Mental/Physical Health
- Education
- Social/Cultural
- Spiritual/Ethical



The above are 6 important spokes of life cycle, which called life balancing cycle. Any broken spoke will give you bumpy ride.

Goal Setting .. Smart Way



Type of Time

Time can be categorized into two types..

1. **Fast time** - When absorbed in, or enjoying an activity
2. **Slow time** - When bored with an activity or having a bad time or when scared

Managing Time

Managing time has 5 main aspects

1. Planning & Goal Setting
2. Managing Yourself
3. Dealing with other People
4. Your time
5. Getting results - the final output



Managing Time talks about 5 D



1. Direction
2. Dedication
3. Determination
4. Discipline
5. Deadlines

Essential Habits to Manage Time

1. Know where the time/hours are going
2. Keep focus on end-result
3. Work to define priorities
4. Schedule time for important issues
5. Delegate routine tasks & responsibilities
6. Confront your own indecision/delay
7. Take the stress out of work

Activity log – Self Management

1. Make a daily... “To Do list...”
2. Make realistic estimate of time spend on various jobs – Is it worth spending your time & resources ???
3. Over & Underestimation of time causes stress/fatigue, poor output & missed deadlines
4. Pinpoint the critical areas
5. Find the high yielding time of the day
6. Most important jobs should be completed first followed by other jobs
7. Preserve some contingency time to deal with unexpected jobs
8. Revise & update list on daily basis & judge the performance

Spent Time Matrix

Urgent

**Not
Urgent**

Important

Q 1

Crises
Deadlines

Q 2

Preventions
Relationship Building
Planning & Recreation

**Not
Important**

Q 3

Interruptions
Prolong Meetings
Popular activities

Q 4

Pleasant activities
Busy work
Time wasters & Trivial issues

Define your Priority Matrix

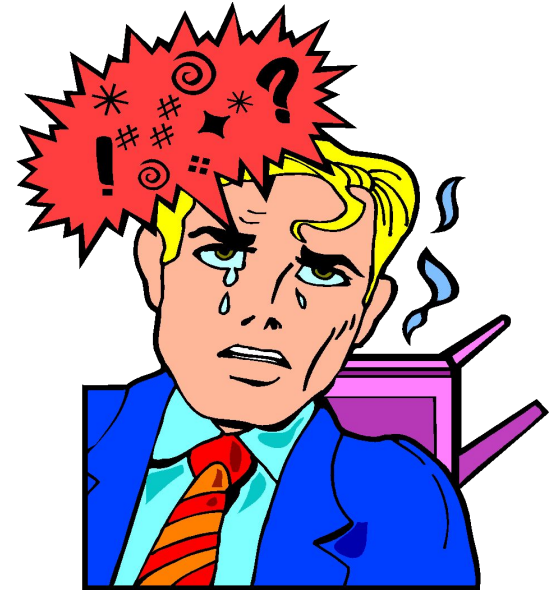
The Priority Matrix

(Eisenhower Matrix)



Quadrant 1 leads to

- Stress
- Burnout
- Crises Management
- Fire Fighting
- Focus on Immediate



Quadrant 2 leads to

- Vision
- Perspective
- Balance
- Discipline
- Control



Quadrant 3 leads to

- Short term focus
- Crises Management
- Low Value on Goals
- Feeling of victimization
- Shallow Relationships



Quadrant 4 leads to

- Total Irresponsibility
- High Dependency on others for basics
- Short career path in the organization



Characteristics of a Quadrant 2 person

- Coherence
- Balance
- Focus
- Ability to get along with others
- Flexibility
- Portability



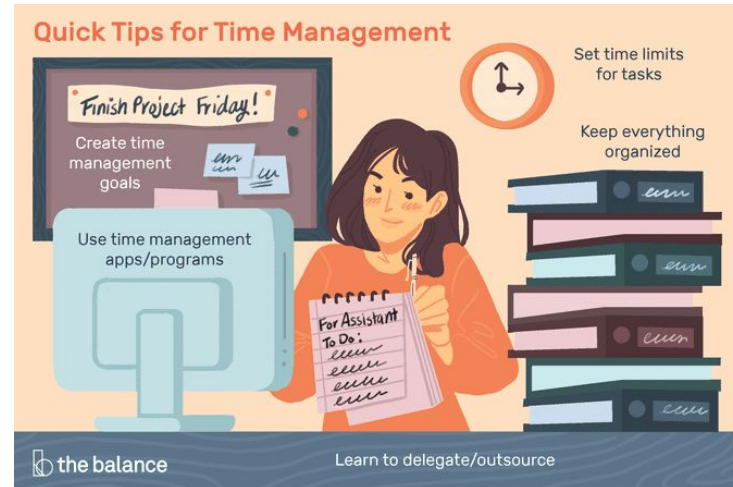
Key Components of Managing Time

- Appointments
- Dated Deadlines
- Task / Work to do
- Ideas & notes
- Key task identification
- Personal Information
- Financial Planning records
- Crises Log
- Project Log
- Contact list



Summary - How to Manage Time

- Effective Planning – Fail to plan is planning to fail
- Setting Goals & Objectives
- Setting deadlines
- Delegation of responsibilities
- Prioritizing activities as per their importance
- Spending the right time on the right activity



Manage Time Effectively



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