



SADASHIVRAO MANDLIK MAHAVIDYALAYA, MURGUD

5 MAH BN NCC, KOLHAPUR



UNITY AND DISCIPLINE



TIME MANAGEMENT



Essentials of Time Management

Time management is a set of skills, tools, and systems that work together to help you get more value out of your time and use it to accomplish what you want.

Time management helps to: -

- (a) Reduce or eliminate wasted time and effort so you'll have more productive time each day.
- (b) Improve your productivity so you can accomplish more with less effort.
- (c) Focus your time and energy on what is most important and make time for the things you want and value. Thus, help you find greater balance and fulfilment.
- (d) Improve your performance while reducing stress.
- (e) Set and achieve your long-term goals.



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PRINCIPLES OF TIME MANAGEMENT

Develop a Personal Sense of Time.

Make sure you know where your time goes. Don't depend on memory, it's treacherous. Put time under the microscope. You cannot manage time that is past. But you can examine how you managed it in an objective and realistic way.

Identify Long-Term Goals

The foundation of good time management is to first, find out what matters deeply to you – what it is you really want to achieve in life. concentrate on four key areas of your life - Self and Well-being, Community and Humanity, Home and Family and Business and Career.



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Concentrate on High Return Activities

Identify which activities are going to give you the highest return and concentrate on them.

Weekly and Daily Planning

From our monthly goals and objectives, plan a weekly focus. Planning on a weekly basis helps us to take better control of our lives.

Make the Best Use of Your Best Time

You may notice that you habitually tend to be more mentally alert, at certain times of the day. 20% of your time produces 80% of your high-quality output. The most important tasks in a day only take about 20 percent of our time and will make 80 percent of the difference to the smooth running of things. So, make sure that you manage well that critical 20% of your time. Learn to focus on the vital few things which will make a long-term difference.



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Make Use of Committed Time

Think of an example of committed time in the last week, where you found unexpectedly that you had at least half an hour to spare. What did you do with it? Could you have put that time to better use? What would you need to have had with you in order to do so?

Manage Your Health.

(a) Even a few weeks off, being ill is going to involve you in a major waste of productive time. Depending on the nature of your illness, you may be able to use it in some constructive way.

(b) Do you get enough sleep? The norm is eight hours, slightly less as you grow older. You can function on much less, but your creativity is 15% down. Do you apply common sense to diet? The Golden rule is moderation in all things. Do you take exercise? Do you take holidays? Remember that you can do a full year's work in 11 months, but you cannot do it in 12 months. It is a good idea to spend some time just meditating.



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Thank
You!