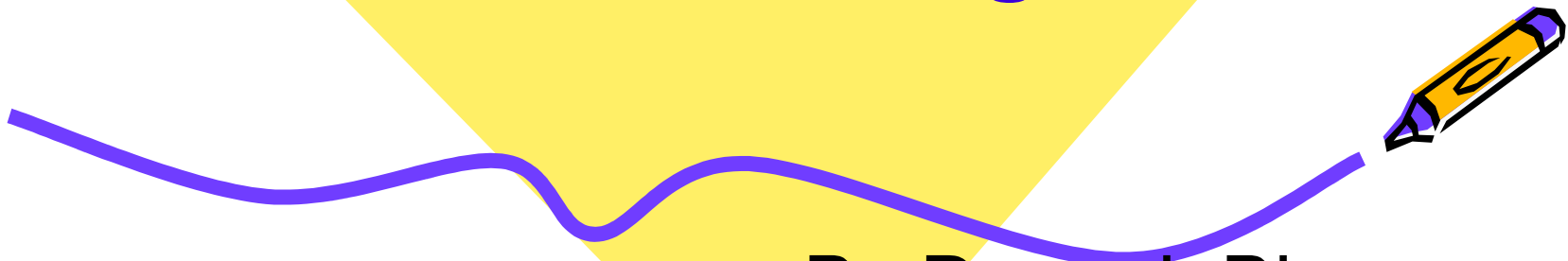




Welcome to Presentation

**on How to Manage Time**

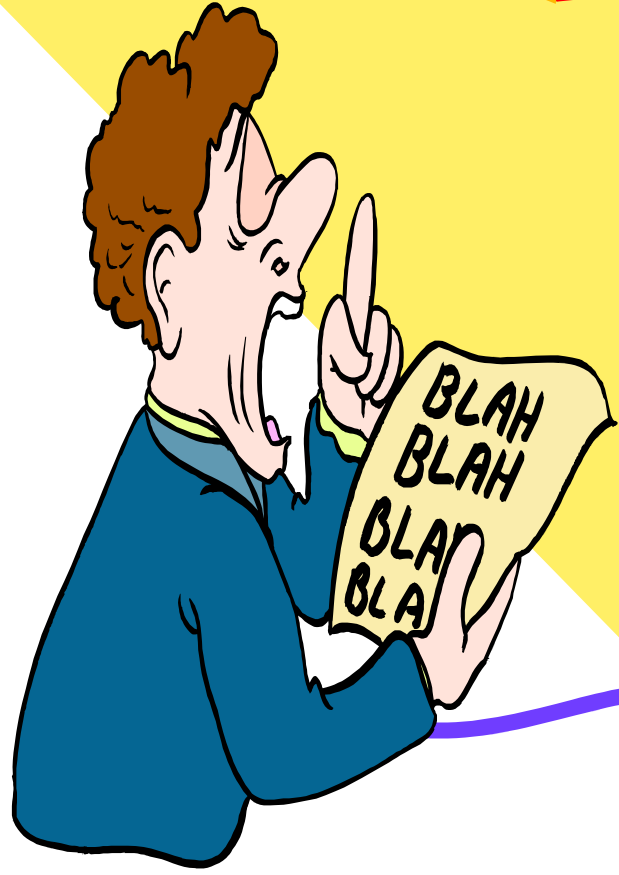


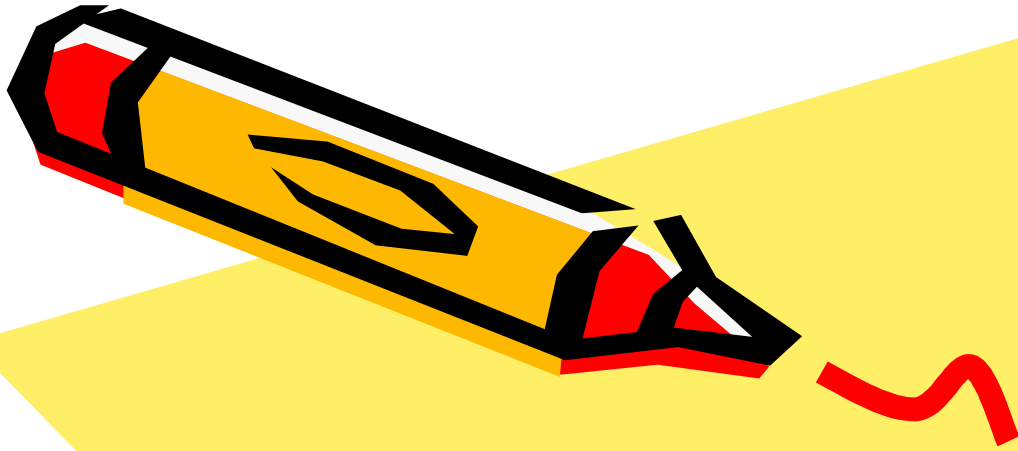
By Deepak Bharara



# Objectives

- Identify Goals
- Analyze How & what is important
- Plan & Prioritize
- Identify Time Stealers
- Identify Time Savers





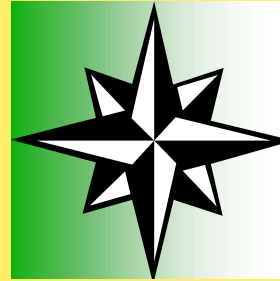
Two Important Facets of our life

N





N



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

Knowledge helps you to reach your destination provided you know what the destination is.

We can not achieve our goal unless we focus. It is hard to focus and concentrate but it is skill that can be learned by practice.

On the journey to life's highway keep your eyes upon the goal

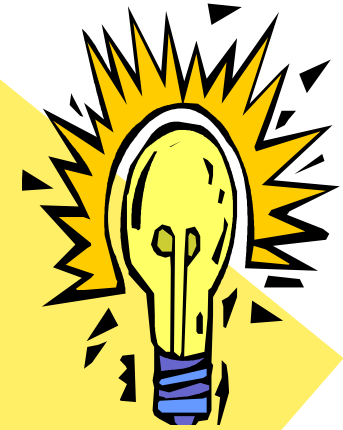
Make your goal achievable but challenging

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





# Goal Setting



Would like to take a train or flight without knowing where it is going. The obvious answer is no.

Why people go through life without any goals?

The most powerful magnifying glass will not light the paper till the time you are moving the glass. But if you focus and hold it, the paper will light up, that is the power of concentration

In football or hockey match how you will score a goal without a goal post





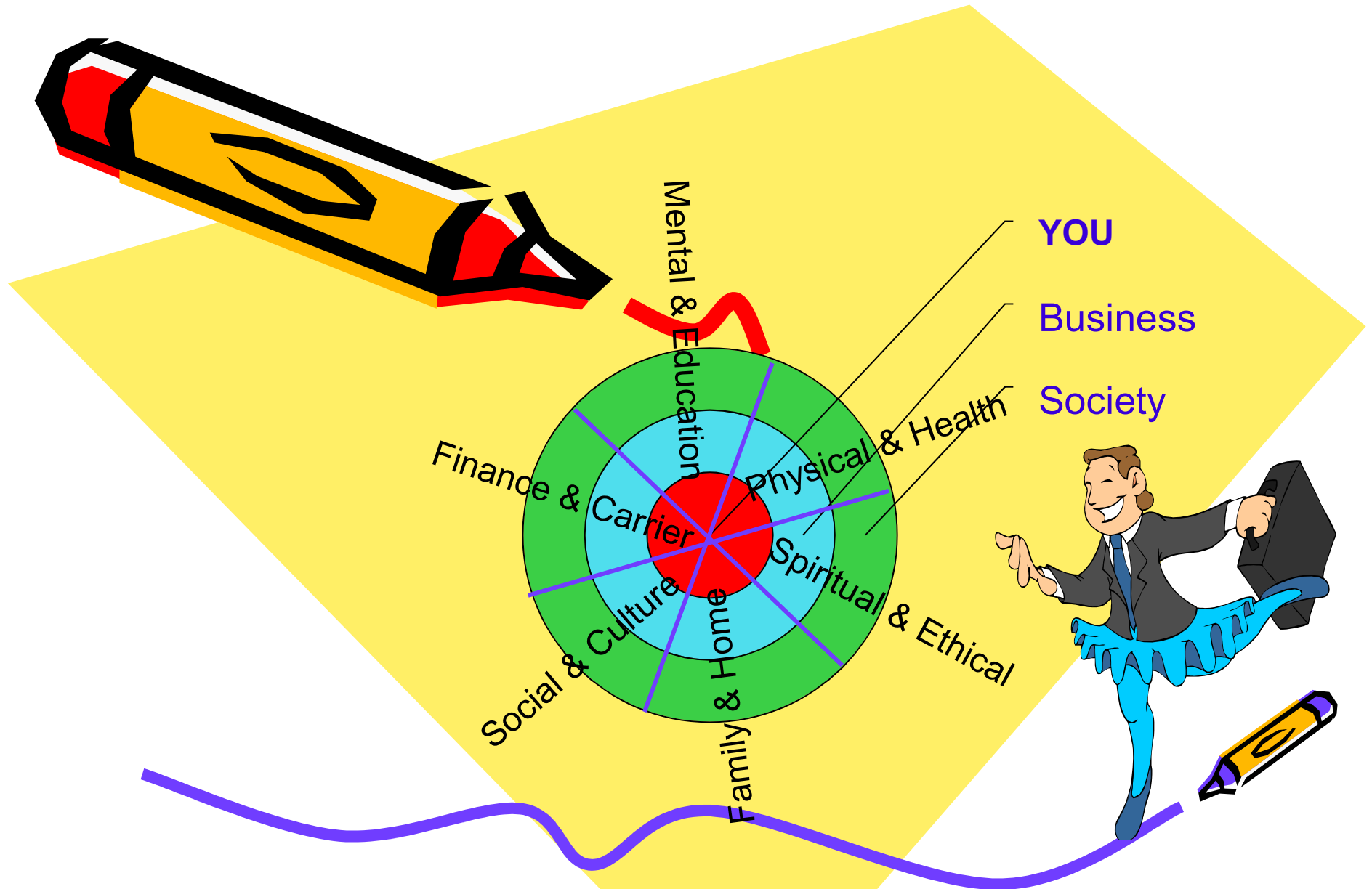
# Personal Goals to Focus



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



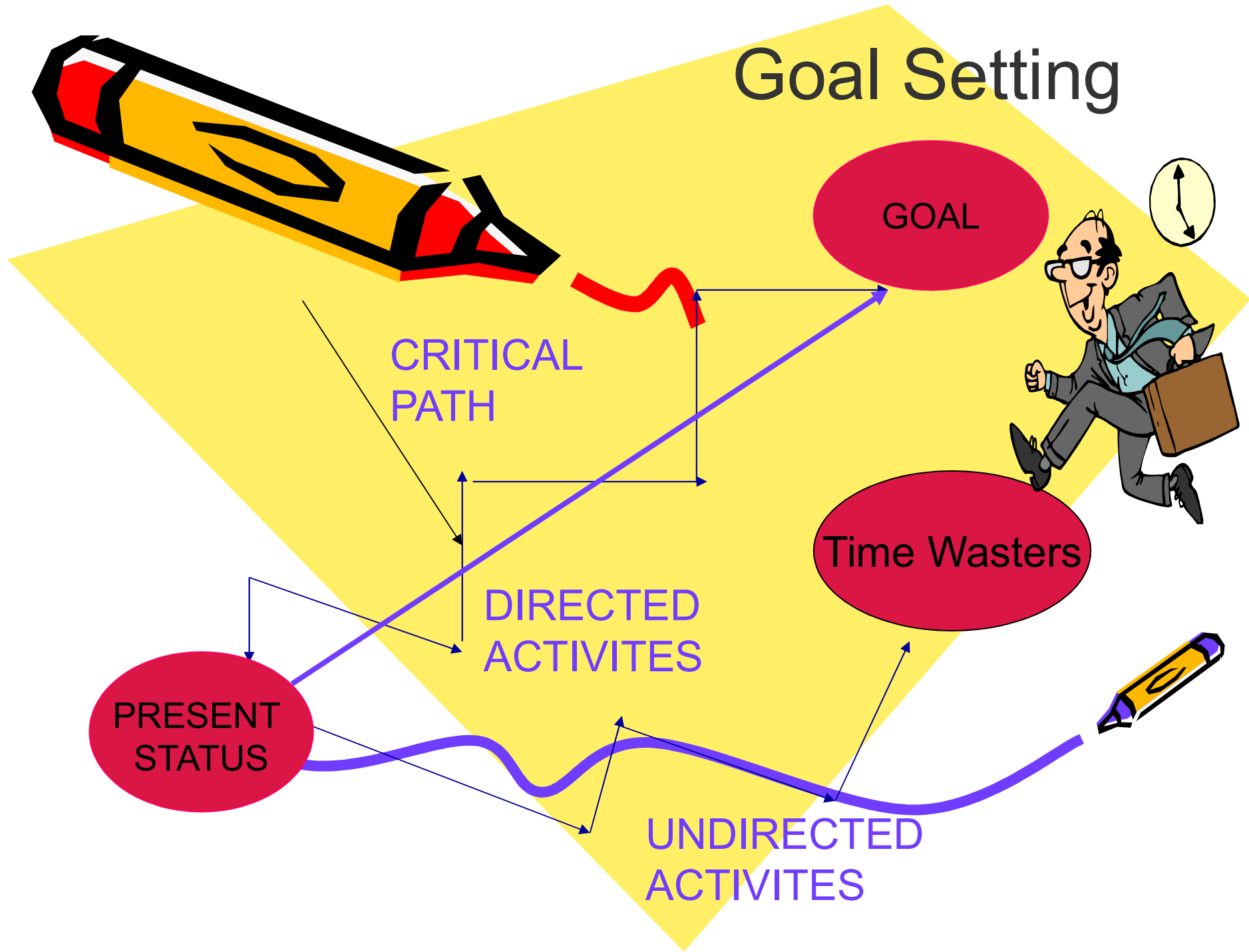
**The above are 6 important spokes of life cycle, which called life balancing cycle. Any broken spoke will give you bumpy ride.**



Wheel of Balanced Life



# Goal Setting



# Four Quadrants Activities

**IMPORTANT & URGENT**

**IMPORTANT & NOT URGENT**

**NOT IMPORTANT & URGENT**

**NOT IMPORTANT & NOT URGENT**





# Important & Urgent

CRISIS  
PRESSING PROBLEMS  
DEADLINE DRIVEN  
PROJECTS

Results  
STRESS  
BURN OUTS  
CRISIS MGT



# Urgent & Not Important



**INTERRUPTIONS**  
**SOME MAILS/ REPORTS**  
**SOME MEETINGS**  
**POPULAR ACTIVITIES**

**Results**  
SHORT TERM FOCUS  
CRISIS MGT  
FEELS VICTIMIZED  
OUT OF CONTROL



# Important & Not Urgent



PREVENTION  
PROD CAPABILITY ACTIVITY  
RECOGNITION  
OPPORTUNITY

Results  
VISION  
BALANCE  
DISCIPLINE



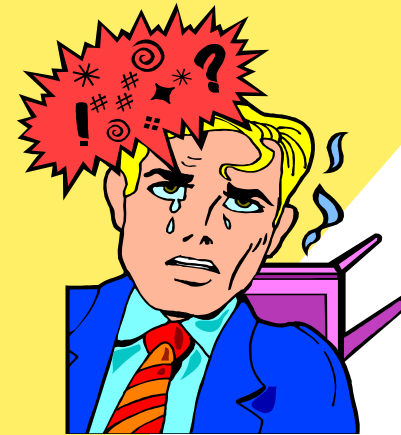


# Not Important & Not Urgent

SHORT TERM  
PLEASANT ACTIVITIES  
PREVENTION  
TIME WASTERS

## Results

FIRED FROM JOB  
DEPENDS ON  
OTHERS FOR BASICS





# Time Management talks about:

5 D's

Direction  
Dedication  
Determination  
Discipline  
Deadlines



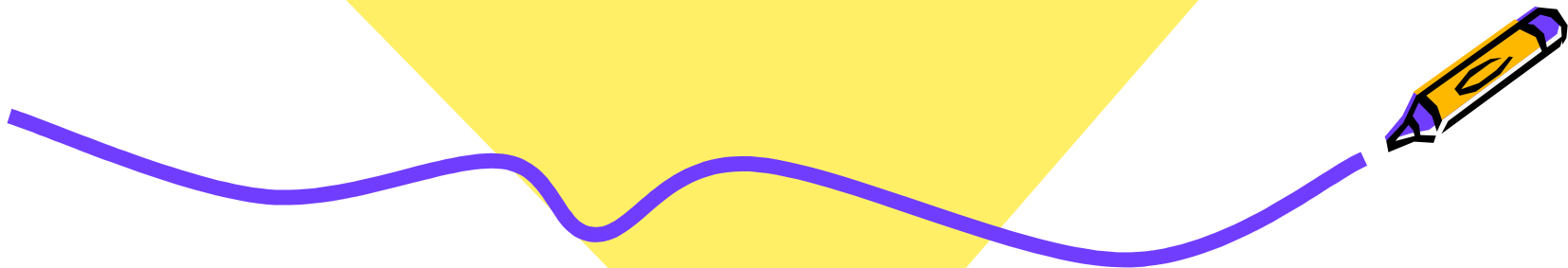


# Personal Success Plan



## Crystallize your thinking

Determine what specific goals you want to achieve. Then dedicate yourself to its attainment with unswerving singleness of purpose, the trenchant zeal of crusader.







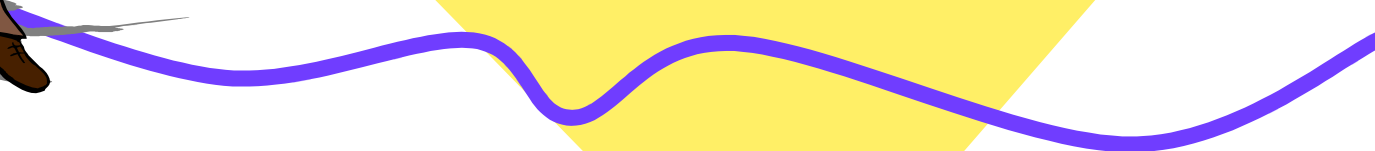
# Personal Success Plan



**Develop a plan for achieving your goal  
and a deadline for its attainment**

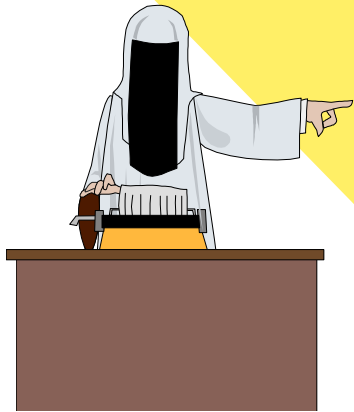


Plan your progress carefully: hour by hour, day by day,  
month by month, organized activity and maintained  
enthusiasm are the well spring of your power



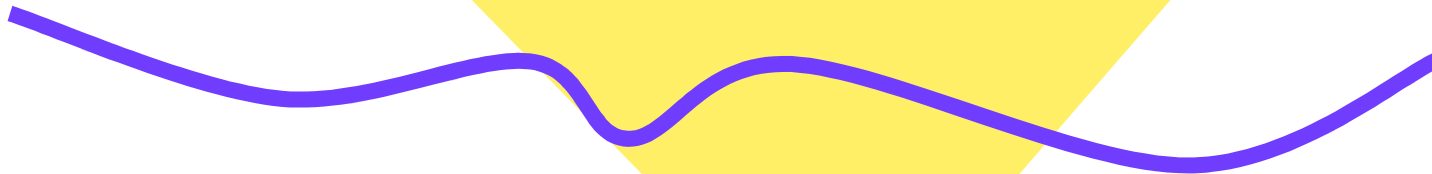


# Personal Success Plan



**Develop a sincere desire for the things you want in life**

A burning desire is the greatest motivation of every human action. The desire for success implants “success consciousness” which in turn, creates a vigorous and ever increasing “habit of success”.





## Personal Success Plan

**Develop supreme confidence in yourself and your own abilities**

Enter every activity without giving mental recognition to the possibility of defeat. Concentrate on your strengths, instead of your weaknesses .... On your powers, instead of your problems.





## Personal Success Plan

**Develop a dogged determination to follow through on your plan, regardless of obstacles, criticism or circumstances, or what other people say, think or do.**

Construct your determination with sustained effort, controlled attention, and concerted energy.

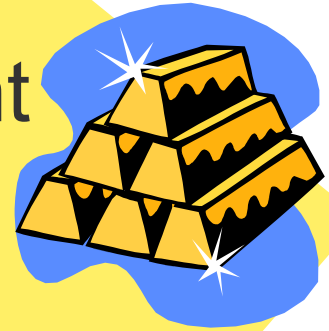


**Opportunities never come to those who wait.....they are captured by those who dare to ATTACK.**





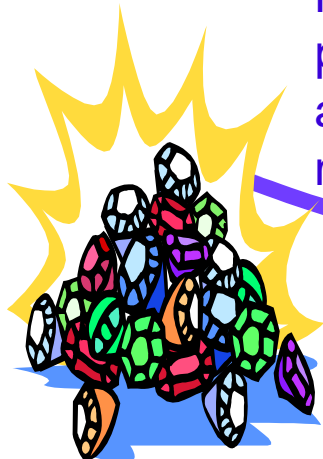
# Time Management



## Time is Money

Time is money and we must value time. It is an interesting resource. It is perishable, once gone, gone for ever. Obviously then, the people who use time wisely have an enormous competitive edge over others

Measure the worth of your time in terms of value. Try to price your time at the level you are trying to achieve-that is a higher hourly rate for yourself, more subordinates reporting to you, and so on.





# Time Management Basic Principles

Establish Personal & Business Goals

Establish priorities based on high pay off activities

Create your own work environment

Handle interruptions

Enhance your communication ability & style

# Time Management Myths



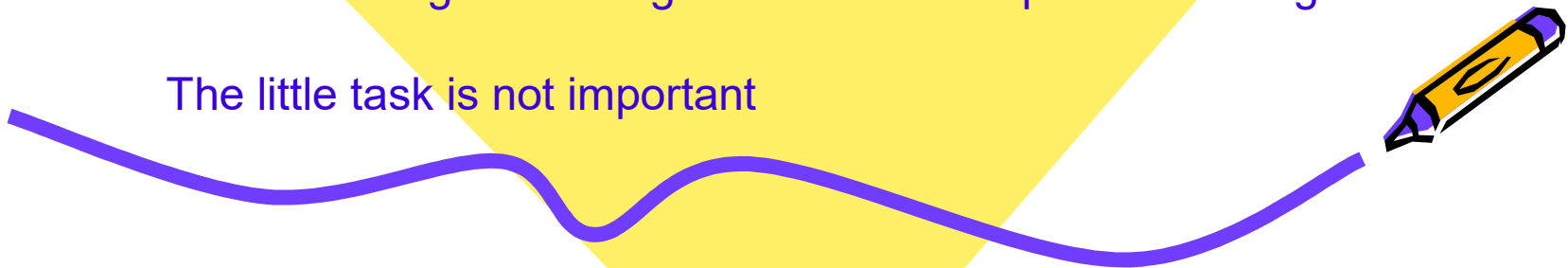
There is too much to do; I can't handle it

There is plenty of time; I will do it later

I am busier than usual right now; so it makes sense to shift some tasks off to another time

Rescheduling something to a later time is procrastinating

The little task is not important

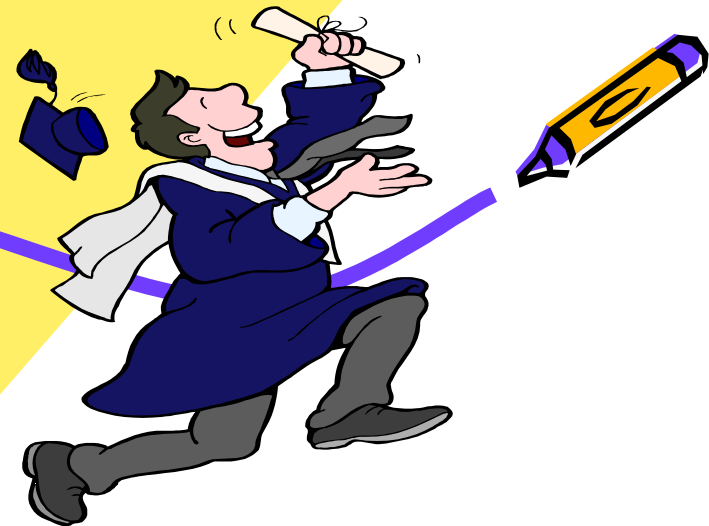




## Way to evaluate new Ideas

**Ask the following Questions to see if your idea will measure up:**

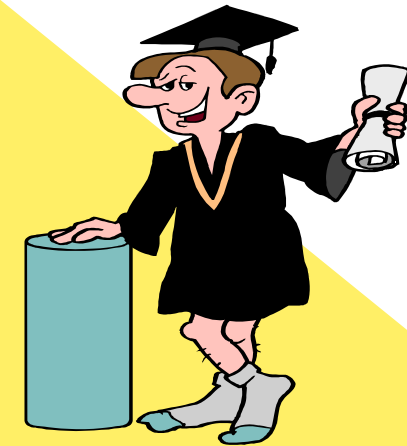
- Will the idea increase production or improve quality of work?
- Is this a more efficient way to utilize people than what is being done today?
- Will this plan improve operations, maintenance, or construction?
- Is this plan-if it involves equipment – an improvement over the present equipment?
- Does this improve safety?
- Does it eliminate unnecessary work?
- Does this idea reduces waste?
- Does this idea reduces cost?
- Does the plan improve present office methods?
- Will it improve the working conditions?







## Goals



### **Master List of Goals:**

Review your priorities in each area of life. List your most important goals and prioritize them. Note the area of life and target date for each goal. Also define type of goal.

### **Goal Planning Sheet:**

The Goal planning sheet will ensure no steps in goal setting process is overlooked. Use it till you know that you have thoroughly internalized every step in the processes and it become automatic.

### **Affirmations:**

Affirmations are the positive feed back you give to yourself to encourage and support your decision to be productive, to grow, and to achieve your goals.





# Personal Success Tracking



## **Goal Tracking Graph:**

The only way to know whether goals are attainable is to measure your progress. Tracking your activity tells you immediately if you are ahead or behind your goals


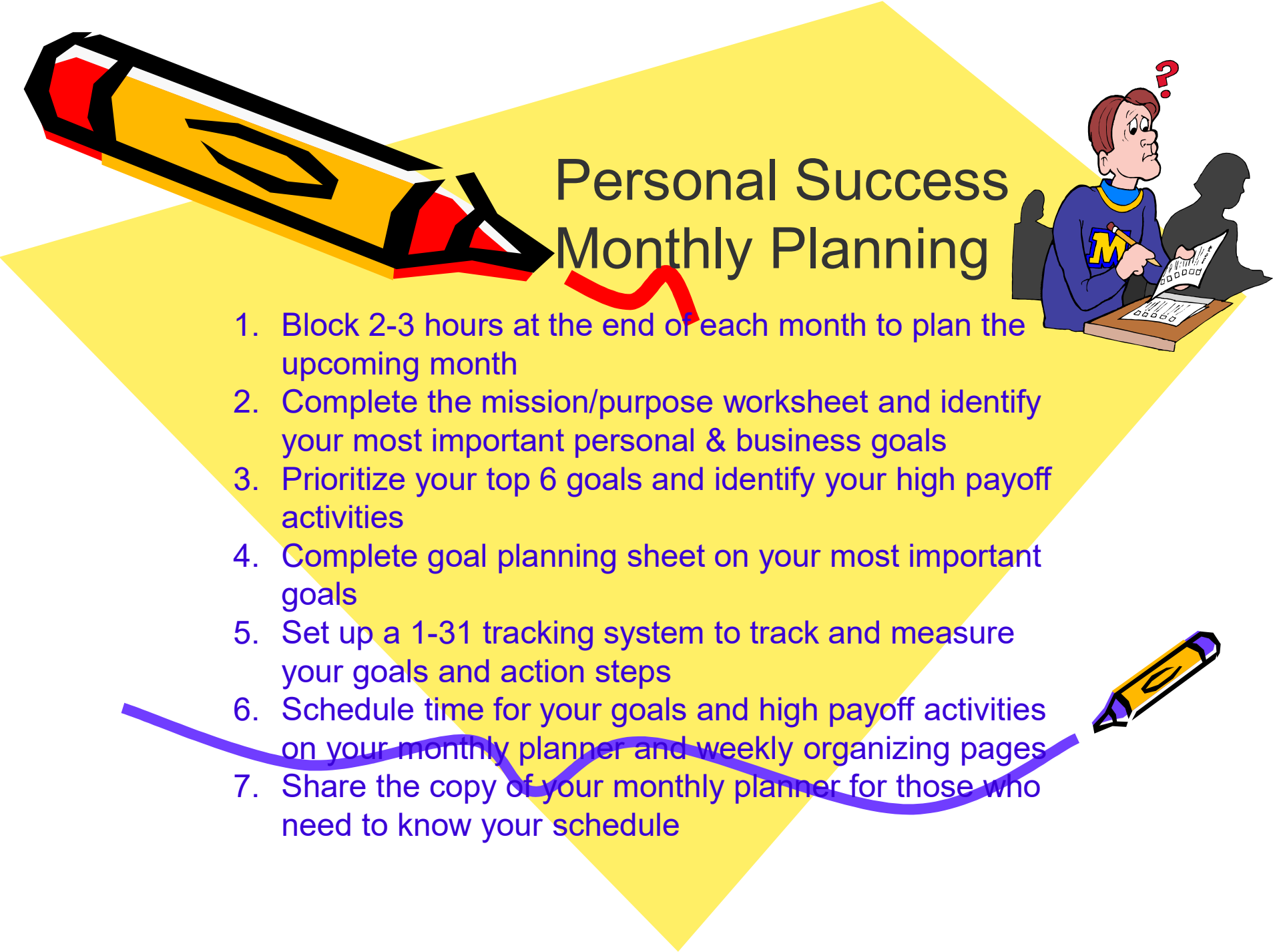
## **Time Picture Graph:**

Time picture graph helps you to assemble an ideal week. Start by finding blocks of time for your high pay off activities & planning

## **Expenses Summary:**

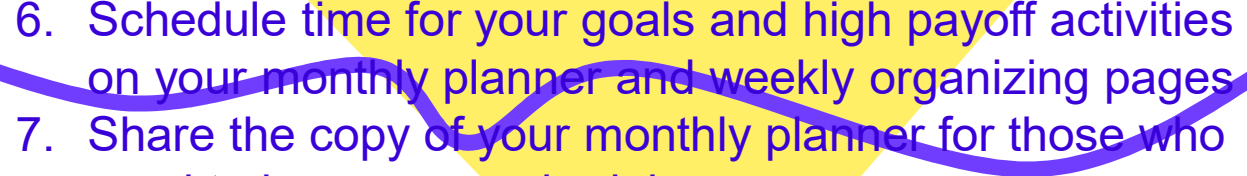

This helps to keep track of your travel & business expenses in a convenient manner. It saves your time in assembling details at the end of event







# Personal Success Monthly Planning



1. Block 2-3 hours at the end of each month to plan the upcoming month
  2. Complete the mission/purpose worksheet and identify your most important personal & business goals
  3. Prioritize your top 6 goals and identify your high payoff activities
  4. Complete goal planning sheet on your most important goals
  5. Set up a 1-31 tracking system to track and measure your goals and action steps
  6. Schedule time for your goals and high payoff activities on your monthly planner and weekly organizing pages
  7. Share the copy of your monthly planner for those who need to know your schedule
- 
- 



# Personal Success Weekly Planning



1. Identify your high pay off activities for the week
2. Identify your top goal in each area of life for the week
3. Review all your scheduled commitments and appointment of the week
4. Transfer all your scheduled commitments and appointment of the weekly organizing pages

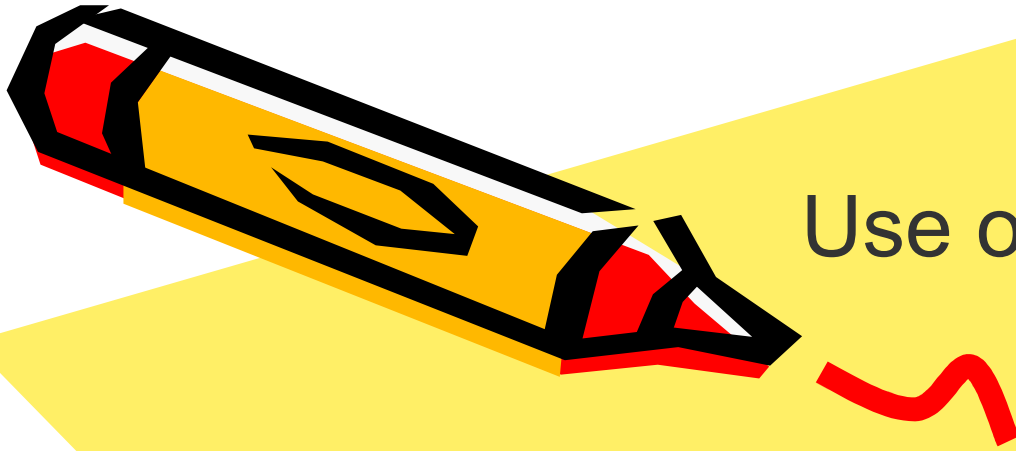
# Personal Success Day Planning



1. Take 5-10 minutes to close out today and organize tomorrow
2. The “To do Today” list is a comprehensive planner that will help you use your time effectively each hour of the day.  
Must log it on daily basis
3. Organize each day from your top 6 goals and high payoff activities
4. Prioritize your goal for the day
5. Track your progress and record today’s accomplishments

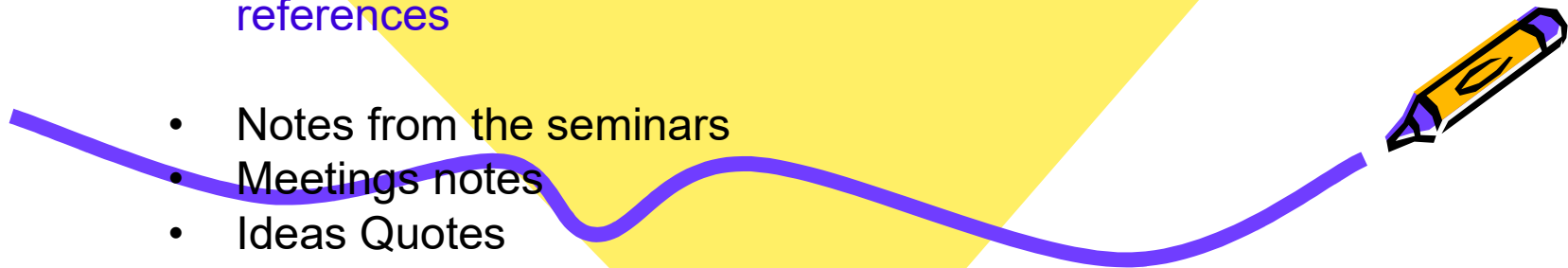


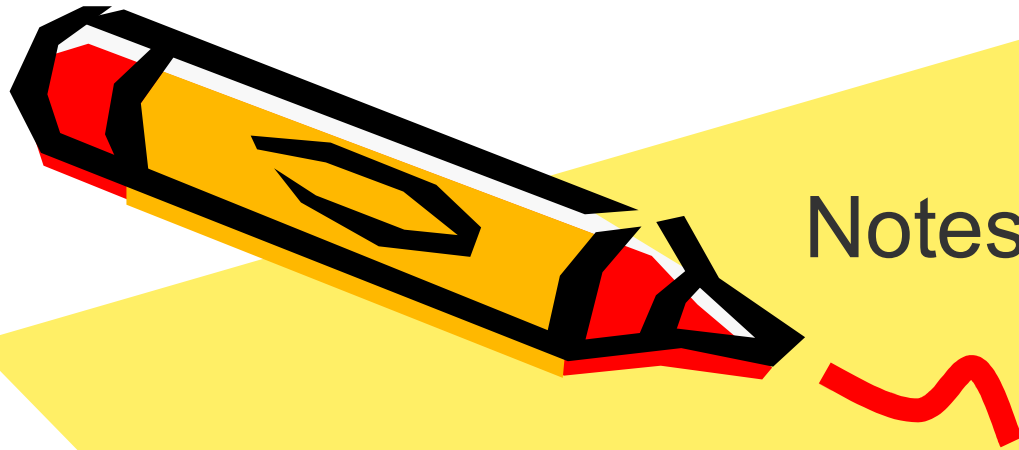
## Use of Index



1. The Index are used to achieve important notes and events for your future reference
2. What important notes, events, and information would you like to reference in the future
3. What projects have your completed that you may need to reference in the future
4. What information would you like to achieve for future references

- Notes from the seminars
- Meetings notes
- Ideas Quotes
- Delegated task and projects





## Notes making



Notes are made to record all your commitments & promises at one place. It replaces all your yellow pads, back of business cards and slips of papers

Assign each entry on the note page a number. Recording a number besides each commitment gives you a quick reference as to the number of commitments you are making during the day.

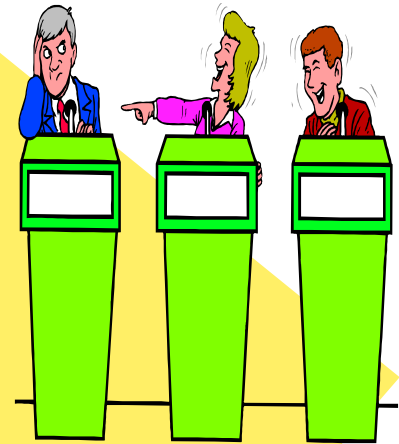
Close out each commitment on the note page when it has been completed or transferred

Also use note pages to make a regular journal entries





# Communication



## **Conference planner:**

Make use of conference planner to avoid interruptions in your own schedule & schedule of individuals you confer with frequently. Jot down items you need to discuss with each person. When the timing is right for a conference- by meeting or by phone – handle each items listed. Work towards avoiding one or two items conferences.

## **Communication plan:**

The communication plan is to keep track of any ongoing communication with the same person, company or project. It helps to communicate right the first time. You do not always have to be right. Compromising will not save time.








# Communication

## Meeting plan:

The meeting plan defines the purpose of a meeting and provides the opportunity to document actions required as a result of a meeting. When you send the meeting planner in advance, it serves as an announcement of the time, location and purpose of the meeting, allowing those who will attend to come prepared to contribute and make the meeting a valuable investment of everyone's time.

## Delegation plan:

Delegation plan is write out a specific plan for delegating new responsibilities & tasks. Review your plan periodically to evaluate progress and overcome training obstacles





# Delegation

## The nuts & bolts of delegation :

Practice Delegation

Use a delegation file

Take a time to teach a task

Listen well for better understanding

Make sure that your are understood

Do not solve delegate's problems for them

Test your delegate's readiness

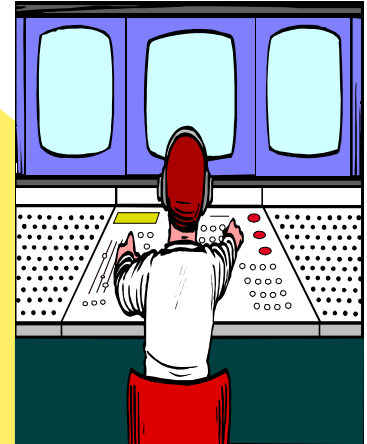
Use meetings to serve two delegation purposes

1. Saves your time of attending meeting
2. Expose your subordinate to some new activities and decision making process





# Future Planning



## **Three year reference calendar:**

This gives you a quick glance for planning your future events & bring in focus

## **Year at a glance:**

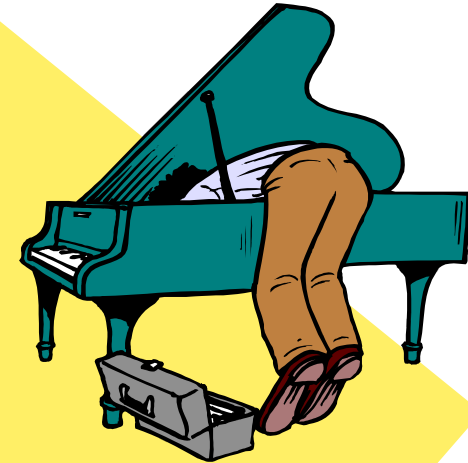
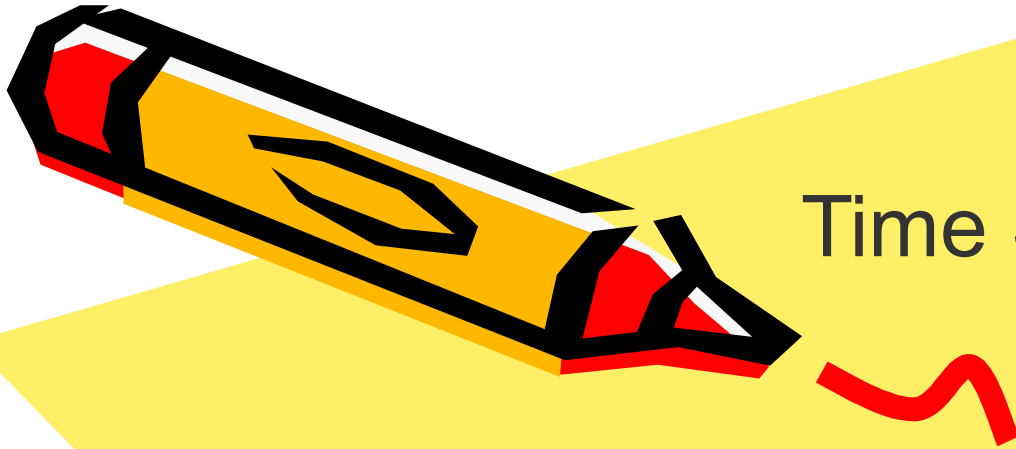
This gives you a convenient way to keep track of recurring events and events require advancing planning

## **Future Planning:**

This gives you need to record information about a date further in the future plan events, goals & priorities



# Time Stealers



Lose documents, reports and other important papers – and then waste time hunting for them.

Allow colleagues to delegate sideways, and subordinates to delegate upwards – back to you.

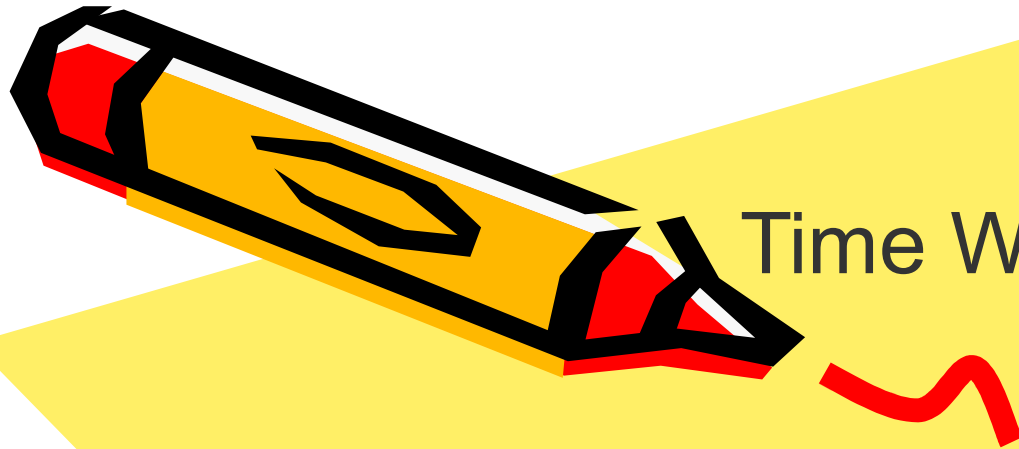
Agree to do too much ; take on too many task; consent to unreasonable deadlines.

Procrastinate because you feel unable to make a decision.

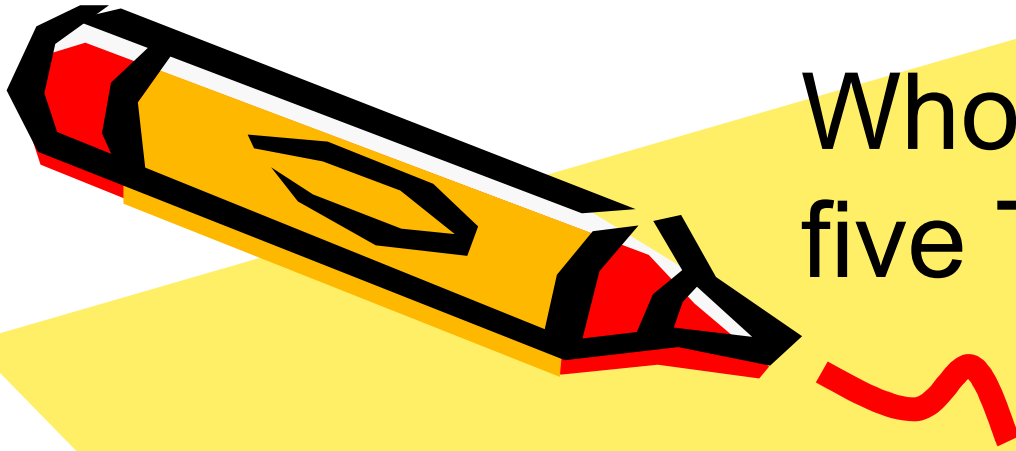


# Time Waster Symptoms

Boredom  
Too Many ideas  
Lack & excess of confidence  
Thoughtlessness  
Hostile/aggressive  
Complainers  
Indecisive & un-responsive  
Know it all syndrome



# Who are your top five Time Thieves?

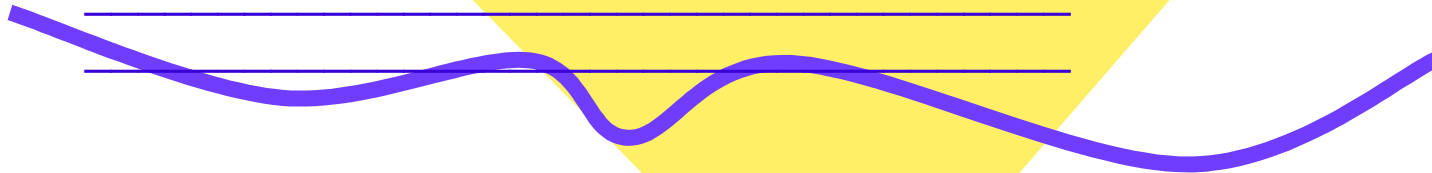


Think carefully about the people on your team who steal your time. List their names below ( or on a separate sheet of paper if you prefer) and , alongside each name, note down what you could do to solve the problem.

1. \_\_\_\_\_

Solution

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# How to conduct Meeting?



- It is necessary? Decide on its purpose
- Do not call a Crowd!
- Issue an agenda before hand
- Itemize the point you wish to cover basis priority
- Prepare the points in question form for easy decisions
- Allocate meeting time
- Involve Decision makers in a meeting
- Arrive in Time & end in time
- No criss – cross arguments
- Bring Focus
- Take Decision & Conclusions
- Keep the minutes of the meeting & summarize the outcome





# Time Savers

Papers Once Only!  
Me. – Delegate? – Dump.  
Avoid Pushing Back.  
Use of Emails  
Use of Rubber Stamp  
Use of timer/alarms beeps  
Clean Table and Keep Clean.  
Delegate – Not Back!  
Avoid Impossible Loading.  
Say NO.  
No Procrastination – Take Decision.  
Proper Filing







## Filing



You loose time and money when things are hard to locate  
You become confused when file folders are labeled improperly

You can avoid a bit of stress, because you do not have to keep everything in your head

### **Open file such as:**

Appointments, Articles, List of Books/Brochures, Expenses, Letters, Memo's, notes, Projects, Publications, Reminders. Reports and Trip/Travel files

### **Old & Clean out files:**

Needs to be kept separately





# Readings



Types of Readings:

**Light Reading:** Should be able to read 5-6 words per second  
Such as Newspapers

**Average Reading:** Should be able to read 3-4 words per second  
such as serious news items/articles

**Solid Reading:** Should be able to read 3 words per second such  
as Technical material

**Heavy Reading:** Technical subjects/discussion of new subjects  
that you may master. Read 6K words per hour



**Suggest to preview and then read**



# Time Management Quotes by Paul J Meyer

If you are not making the progress you would like make or capable of making, It is simply because your goals are not clearly defined

Whatever you vividly imagine, ardently desire, sincerely believe and enthusiastically act upon.... Must inevitably come to pass

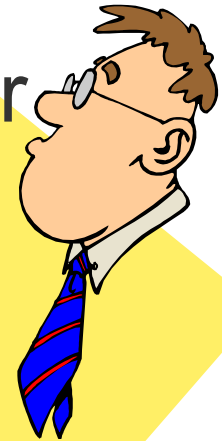
Success is the progressive realization of worthwhile, predetermined personal goals

Productivity is never an accident. It is always result of a commitment to excellence, Intelligent planning and focused effort





# How to use time better In nut shell



- Plan for the short, medium and long terms
- Organize your time, your office and your home
- Deal with others more effectively, including your subordinate, peers, bosses and family
- Use the telephone, Computers, dictating equipment, and other conveniences and don't let them use you
- Delegate effectively
- Run meetings well and participate in them to benefit our self and your organization
- Equip yourself physically and mentally for effective time management
- Take advantage of resources and services that will streamline your time use





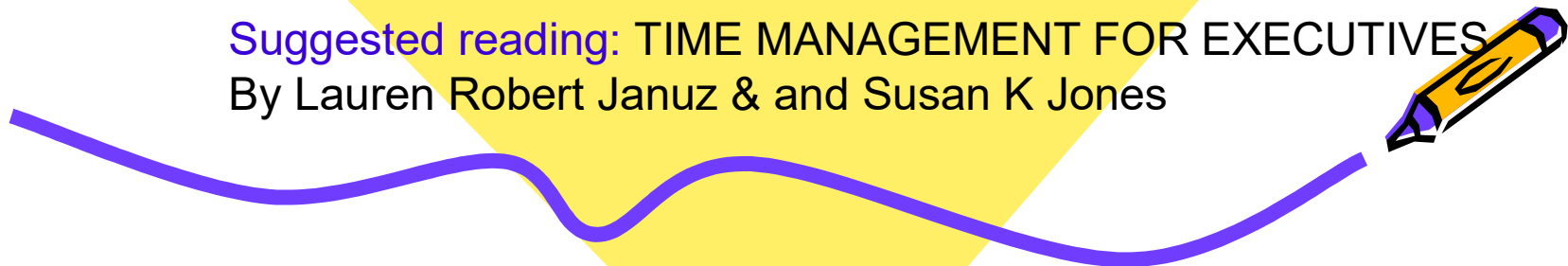
# Time Saving Resources

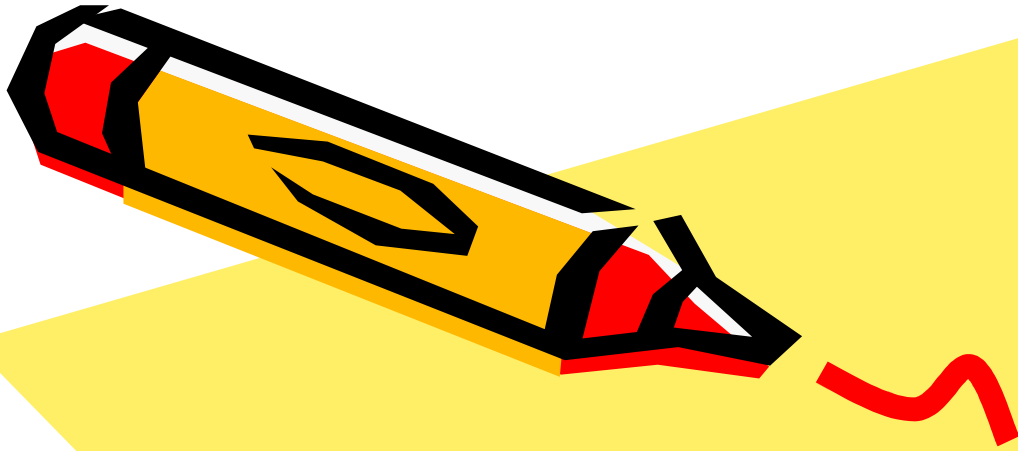


Newsletters  
Books  
Cassette tapes  
Seminars  
Training Sessions  
Video's/ Films  
Mutual Learning



Suggested reading: TIME MANAGEMENT FOR EXECUTIVES  
By Lauren Robert Januz & and Susan K Jones





Thanking you very much

?

