

# DEPARTMENT OF POLITICAL SCIENCE SRI Y.N.COLLEGE (A), NARSAPUR.

## TIME MANAGEMENT



# ***TIME MANAGEMENT***

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# *Time : its attributes*

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- ✦ Time is neutral
- ✦ Time cannot be saved for future use
- ✦ Each activity requires a minimum quantum of time
- ✦ Time has a value like currency
- ✦ Time is cumulative in nature

# *Time Management*

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**It is managing ourselves in relation to time. It is setting priorities and taking charge of your situation and time utilization.**

## Identify major thieves of time and eject them

## Eliminate unnecessary activities

Memory aids such as diaries and tape recorders are useful

## Analyse how time is spent

Never take on more than is necessary, learn to say no

## Analyse yourself and operate within your strengths

# Get on by being organized

## Employ a programme of physical and mental fitness

## Manage backlog

## Employ a schedule or planner to chart the way ahead

Never cease striving to become more efficient and effective

**Treat each day as your last, maximize it.**



# *Principles of Time Management*

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- 1. Set goals and Establish priorities**
- 2. Spot the Time Wasters**
- 3. Live Time Management**
- 4. Think quality not quantity of Time**
- 5. Organize Yourself for success – Prioritize, Clear your desk, delegate work to others, stay healthy in body and mind, Act purposefully and positively.**
- 6. Write a Daily Time schedule: - Time, Activity, Priority (mark each activity according to how important it is (A: Extremely important; B: Important; C: relatively unimportant), Effectiveness and then evaluate the complete time plan of the day.**
- 7. Work to suit your preferred lifestyle**

# *How to plan your day*

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- ✦ Visualize your long term goal
- ✦ Try to do your planning at the same time every day.
- ✦ Use only one planner to keep track of your appointments
- ✦ Write out a To do list every day
- ✦ Don't jam your day full of activities.
- ✦ Do it now.

Always plan time for balance; include family, fitness, recreation, Social and spiritual activities.



# ***Problems and Solutions for Proper Time Management***

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## **Personal:**

- ✓ Know priorities of doing things
- ✓ Be organized
- ✓ Spend some time as leisure time

## **Psychological:**

- ✓ Have self discipline
- ✓ Learn to say “No” if it demands
- ✓ Believe in team work
- ✓ Have a watch on the work entrusted



# ***Problems and Solutions for Proper Time Management***

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## **External:**

- ✓ Maintain proper relationship with friends and colleagues
- ✓ Never attempt indirect interactions

## **Social:**

- ✓ Allot some time to spend with nature with parents, to love, to listen, to dream to and to think
- ✓ Morning 4.00am to 9.00am is the best time for work

# ***Problems and Solutions for Proper Time Management***

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**Postponement:** Postponement or procrastination is mainly due to a lack of interest or pleasantness in work and the complexity of work.

- ✓ Unpleasant tasks
- ✓ Complex projects
- ✓ Fear of failure
- ✓ Lack of interest
- ✓ Perfectionism
- ✓ Distraction, lack of focus



# ***Tips for Successful Time Management***

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- ⌚ **Doing things with concentration, dedication conflicts and commitment and not in a careless manner.**
  - ⌚ **Trust others and distribute works to others**
  - ⌚ **Never think about unnecessary things and never interfere in others matters**
  - ⌚ **Postponement of planned events is an avoidable bad habit**
  - ⌚ **Breakdown your goals into smaller task with manageable steps**
  - ⌚ **Be punctual**
  - ⌚ **Hurrying up is to always the best way of doing a thing faster**
  - ⌚ **Don't forget or misplace things**
  - ⌚ **Use a calendar/ Get organized**

## **Imagine the luxury of having more time:-**

To spend with your family

To go on that “special” vacation

To take up a new hobby

To read that latest, popular book

Or just to relax and live a little.

**Yes, all of this is possible but you must use time management techniques to organize your personal and business activities.**



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# THANK YOU

