

Time management



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What is time ?



Time is
Money



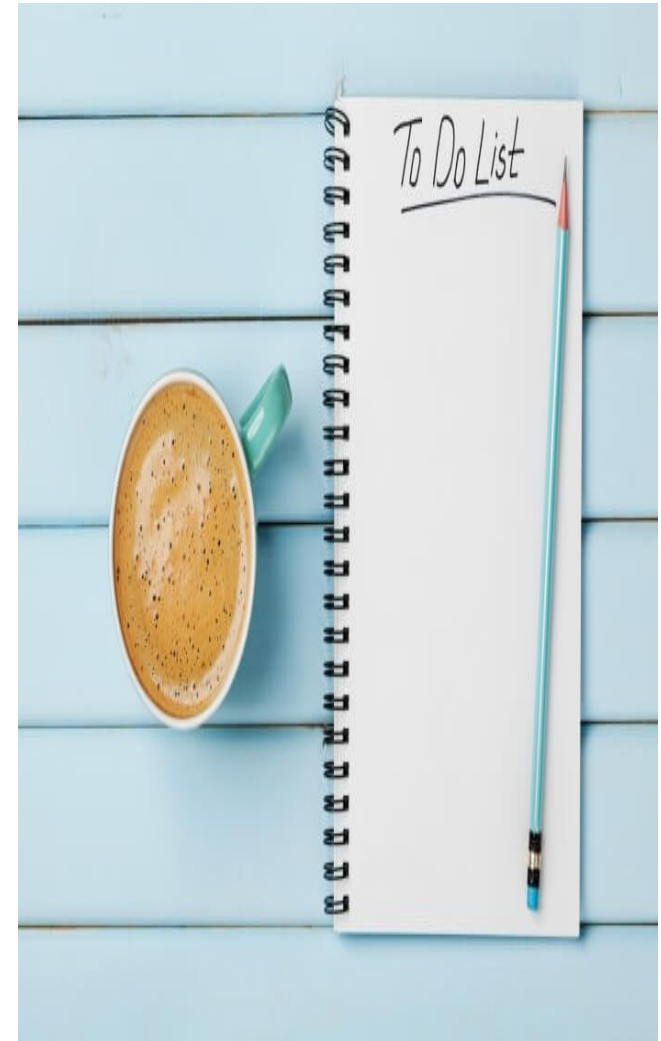
Time is
precious

Time flies

Time is Important



- ✓ By performing our daily routine we can use our time efficiently and be disciplined.
- ✓ Maintaining a To-do-list helps in segregation of tasks.



Segregation and prioritization

24 hours in a day

9 hrs at Unnati

+

1 hr travel

=

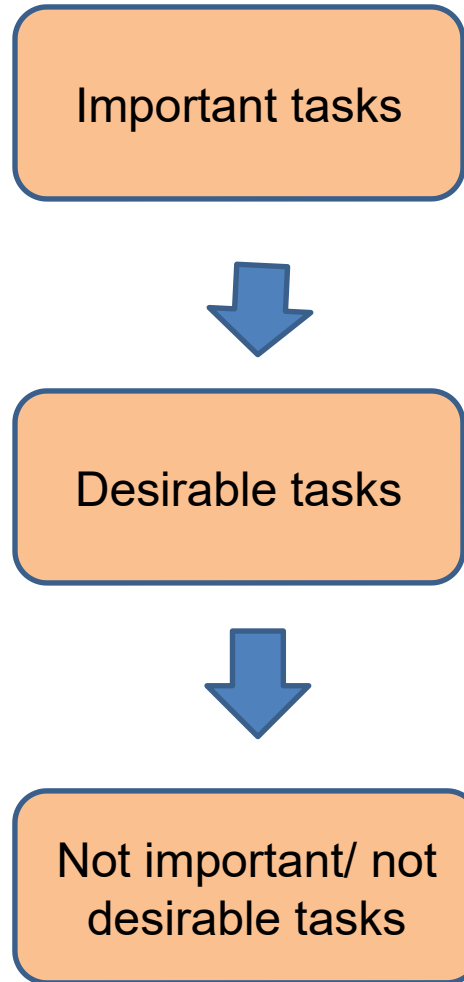
18 hrs

+

8 hrs Sleep

Remaining 6
hrs = ???

Segregation and prioritization



Understand the Importance of Need or Necessity & Wants or Desire.



Time management refers to the way that you organize and plan the time you spend on specific activities

Finish the tasks on time & get rewarded with incentives

Good time management leads to more career opportunities and success



Set Goals

Short term goals

- To be punctual
- Talking in assembly everyday
- Active participation
- Take up jobs

Long term goals

- Support family
- Career growth
- Be successful



Productive use of time



Upgrade Skills



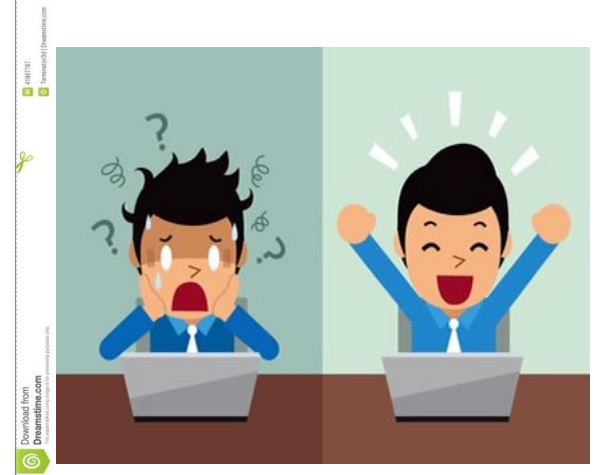
Optimal use of technology



Respect others time



Career Growth



Less Stress

Benefits....

The Benefits of Time Management

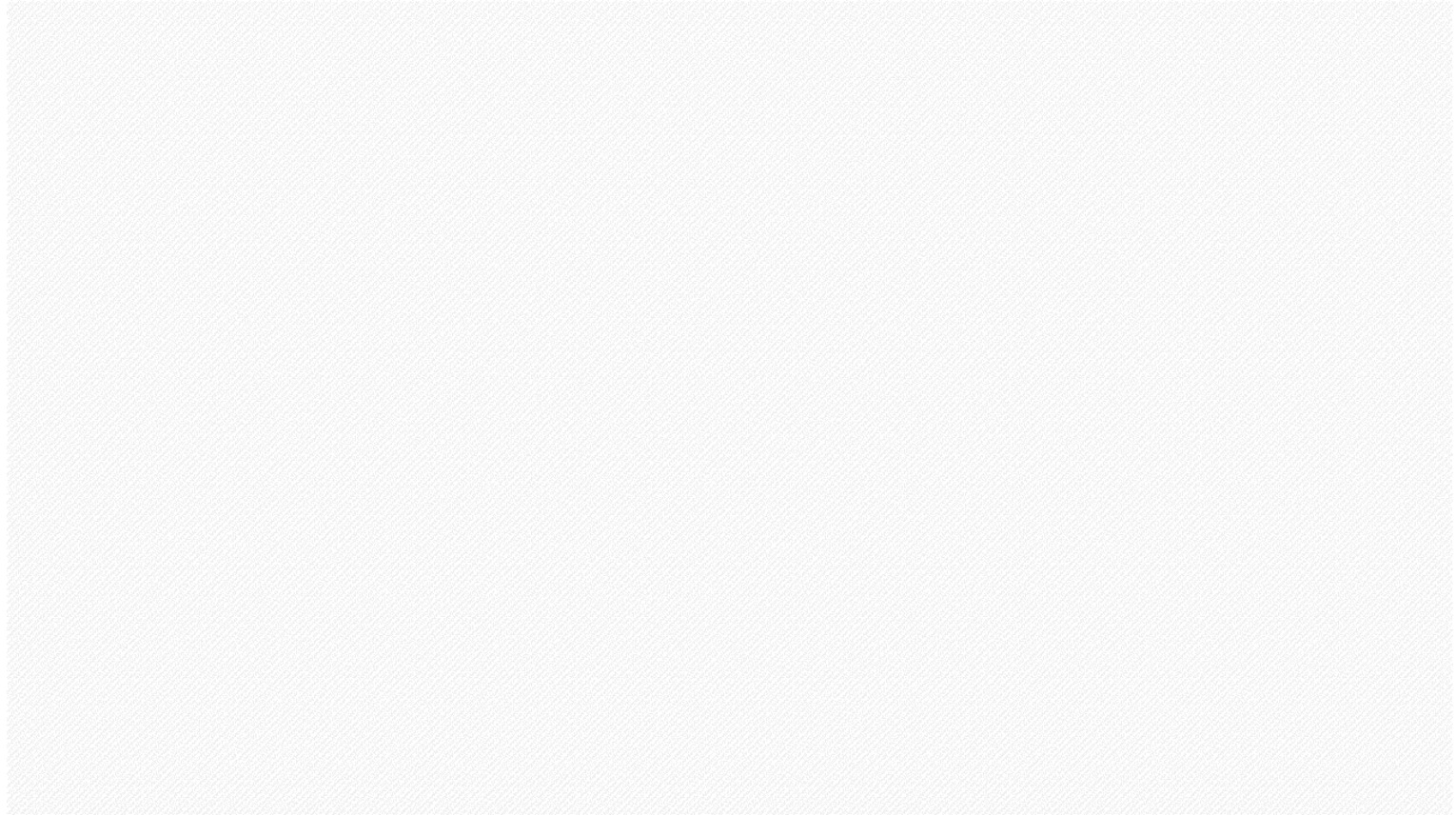
1. You are more **productive**.
2. You reduce your **stress**.
3. You improve your **self-esteem**.
4. You achieve **balance** in your life.
5. You avoid **meltdowns**.
6. You feel more **confident** in your ability to get things done.
7. You reach your **goals**.



3 idiots clip



Time management



Improve productivity



Group activity 1

How will you prioritize the tasks and manage time in the following situations?

1. It is examination time. The house is dirty. You want to clean the house. Your friend is requesting you to come and join his cricket team to play an important match as he is short of one good batsman. He says that if you play, you will get some money and others will appreciate your batting.



Group Activity 1

2. Your mother is admitted to hospital. She is serious. She requires your help and attendance. Your longtime friend has come to visit you and calls you to join for dinner. Your younger sister asks you to help her for an assignment in her school so that she can get good grade.



Discuss

Why do people tend to do what is desirable before they do what is important and less desirable?

What are some of the consequences of doing the desirable things first and waiting to do the important things?

Group Activity 2

Each team to do a presentation on the following:

Team 1 :- Plan a short term goal & how to reach it.

Team 2 :- How to make more money by being more productive?

Team 3 :- How to overcome stress by being punctual?

Team 4 :- Using technology for efficient time management.

Personal Application

- Why is time important?
- How can we use time efficiently?
- What changes would you want to do in your daily routine to manage time better?
- What is your next short term & Long term goal?

Summary

- ❖ Can you bring back the time which is already passed?
- ❖ Is it important to know, time taken to do your daily routine and maintaining a To-Do list, help prioritize to complete tasks within the available time?
- ❖ How do you deal with the interruptions & distractions while doing your important tasks during this technological era?
- ❖ Do you think that by maintaining punctuality, you are respecting other's time? How does Time management, help you focus and achieve your goal?
- ❖ Time is Money - How?"