



WELCOME YOU

TO

the abode of learning

A close-up photograph of a traditional Chinese sundial. The sundial is circular and made of dark material, possibly wood or stone, with intricate golden metal components. It features a central compass rose with eight points, and several concentric circles representing the gnomon's shadow path. Chinese characters are inscribed around the perimeter of the sundial. The lighting is warm, highlighting the golden details against the dark background.

WELCOMING IS A NICE TRADITION

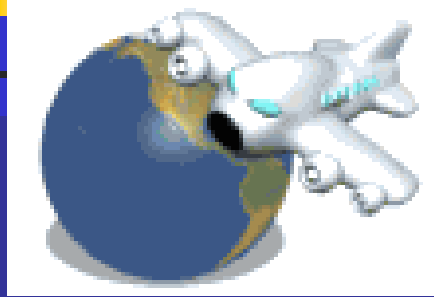
I WELCOME YOU

KAALA SWAROOPAM
BAHU VICHITHRAM



KAALA SWAROOPAM BAHU VICHITHRAM





KAALA SWAROOPAM BAHU VICHITHRAM

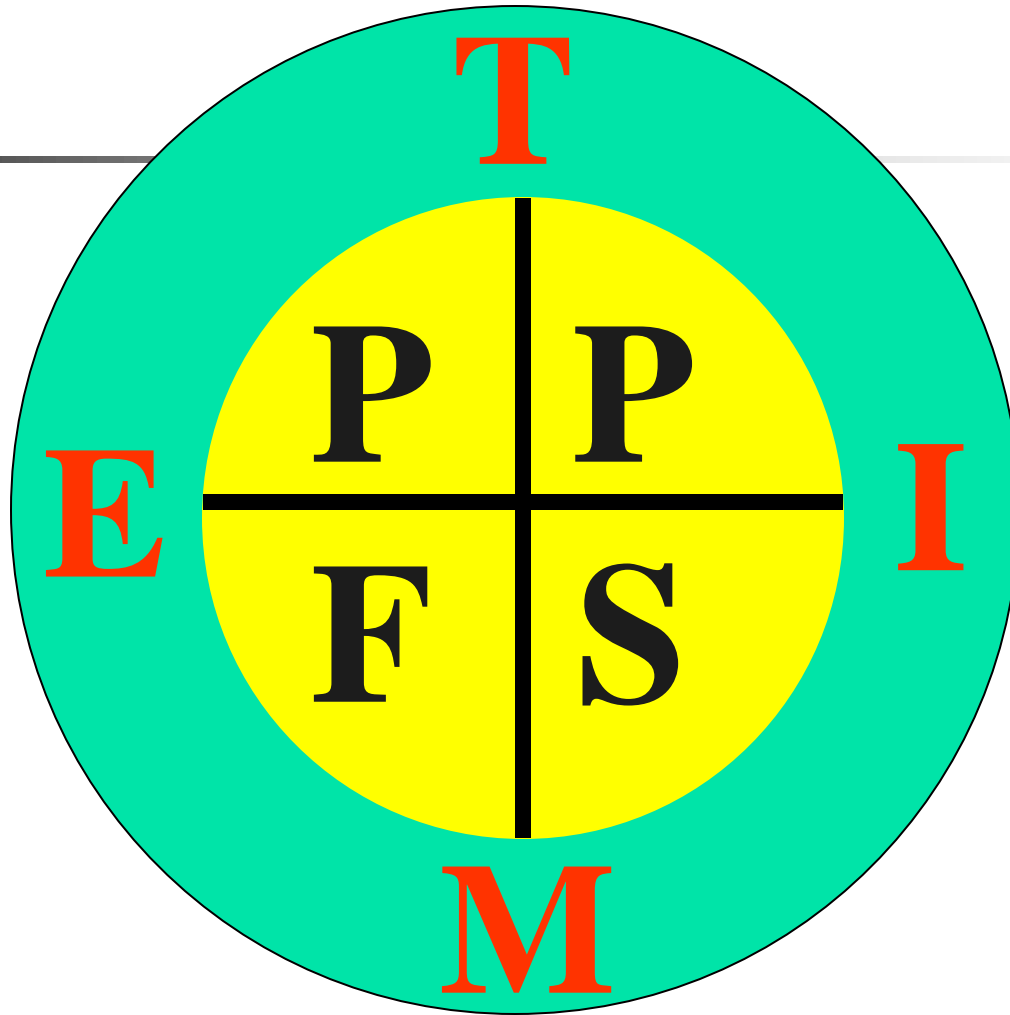
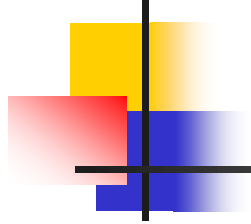


So.....


You have to **SUCCEED**
in an available life time



VC



So... Take time to

- ❖ Work
 - ❖ Play
 - ❖ Learn
 - ❖ Exercise
 - ❖ Enjoy
 - ❖ Do good to the society...
 - ❖ And do many more...
- 
- A photograph of a person in a dark bikini diving into a waterfall. The person is in mid-air, with their arms and legs extended, about to enter the turbulent, white water of the falls. The background shows the rocky structure of the waterfall and some greenery.



Learn

PSYCHOLOGICAL TIME MANAGEMENT to



Shatter Psychological Blinkers

➤ Ego

➤ Insecurity

➤ Over Expectations

URUK-HAI

IN THEATERS DECEMBER 18, 2002



WWW.LORDOFTHERINGS.NET

KEYWORD: LORD OF THE RINGS

Manage Time with these tips

- ✓ **Don't waste waiting time**
- ✓ **Make lists of mail**
- ✓ **Stock up Small Items like non-perishable items**
- ✓ **Make Dr.s' appointments in advance**
- ✓ **Capitalize on Body Rhythms**



- ✿ **Try Reminders**

- ✿ **Cultivate Biz – like Personality**

- ✿ **Limit Socializing at Desk**

- ✿ **Try Meeting during Lunch**

- ✿ **Use Time Management Tools**

- ✿ **Prioritize ruthlessly**

- ✿ **Learn to Delegate or Outsource**

- ✿ **Establish routines**

- ✿ **Get the habit of setting Time Limits**

- ✿ **Be sure your systems are Organized**



Why Time is wasted ?

- + We Don't Know how much Time we are wasting**
- + We Don't have a system to cut short the unwanted things**
- + We Don't Prioritize**
- + You Don't have Your Own Time**

Battling Procrastination

- ◆ **Beat Habits**
- ◆ **Willingness**
- ◆ **Trying**

Your Dress
Your Communication
Your Knowledge
Your Courtesy

**Speaks about your
Time Management**

KF/CF

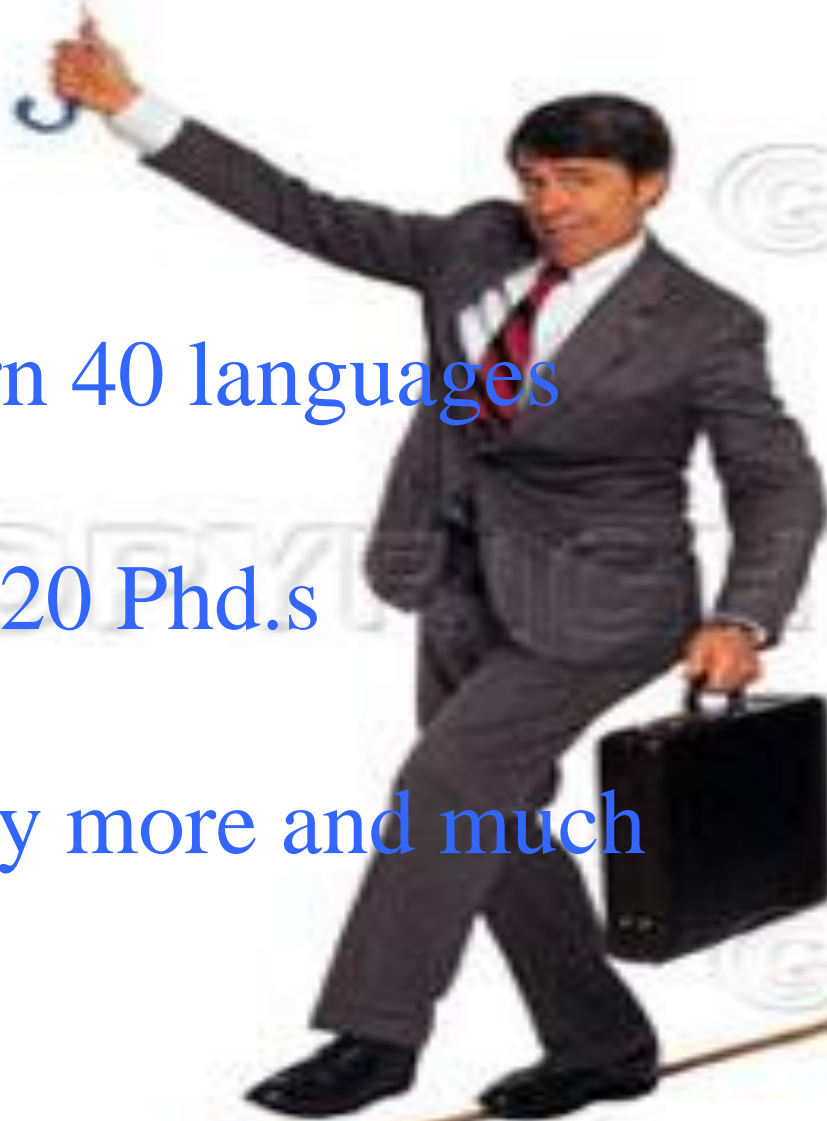
FOTOSEARCH.com

67% of Time is getting wasted. Do you know?

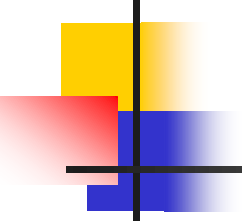
You can learn 40 languages

You can get 20 Phd.s

And do many more and much
more



Time Killers

- 
- **Interruptions / Telephone**

 - **Personal Visitors**
 - **Meetings**
 - **Tasks That can be Delegated**
 - **Procrastination/Indecision**
 - **Acting with incomplete info**
 - **Dealing with the team**

Few more Time Killers...

- ❑ Crisis Management
- ❑ Unclear Communication
- ❑ Inadequate Technical Knowledge
- ❑ Unclear Objectives & Priorities
- ❑ Lack of Planning
- ❑ Stress & Fatigue
- ❑ Inability to say “NO”
- ❑ Personal Disorganization



Strategies of Effective Time Management

A golden pocket watch with Roman numerals and a scroll with text, symbolizing time management.

Shifting Priorities
Crisis Management
Telephone Etiquette
Avoid Attempting Too much
Clear Desk minimum 80%
Don't Make people wait

Action/Plan/Analysis/Review

2 Things at a time

Making sets

Collection of info

Clearcut Communication

Keeping keys or specs in a particular place

- 
-
- Hope you can enjoy HAPPY TIMES

BEST WISHES

Thank You

P.M.K. GANDHI

Consultant Trainer

INSPIRA

98484 40685 / 92913 97703

E-Mail : mohangandhi2005@yahoo.co.in



Thanks for your
**LISTENING,
UNDERSTANDING..**

Great thanks if you
IMPLEMENT

P.M.K. GANDHI
Consultant Trainer