





Self-Awareness

- **1) Manage ourselves.**
- No matter how organized we are, there are always only 24 hours in a day. Time doesn't change. All we can actually manage is ourselves and what we do with the time that we have.
- Self-awareness-What?

Self-learning

- **2) Track daily activities.**
- Do you spend too much time 'Net surfing, reading email, or making personal calls?
- Tracing daily activity explains how to track your activities so you can form a accurate picture of what you actually do, the first step to effective time management.

Self-learning

- **3) Behavior Management.**
- Remember, the focus of time management is actually changing behaviors, not changing time.
- A good place to start is by eliminating personal time-wasters.
- For one week, for example, set a goal that you're not going to take personal phone calls while you're working.

Self-learning

- **4) Implement a change management plan.**
- The objective is to change behaviors over time to achieve whatever general goal you've set for yourself, such as increasing your productivity or decreasing your stress.
- So you need to not only set your specific goals, but track them over time to see whether or not you're accomplishing them.

Self-learning

- **5) Schedule Events.**
- Whether it's a Day-Timer or a software program, the first step to physically managing your time is to know where it's going now and planning how you're going to spend your time in the future.
- A software program such as Outlook, for instance, lets you schedule events easily and can be set to remind you of events in advance, making your time management easier.

Discipline

- **6) Prioritize ruthlessly.**
- You should start each day with a session prioritizing the tasks for that day and setting your performance benchmark.
- If you have 20 tasks for a given day, how many of them do you truly need to accomplish? This has to be answered individually.

Delegation

- **7) Learn to delegate.**
- No matter how small your job chart is, there's no need for you to be a one-person show
- you need to let other people carry some of the load.

Be Steady

- **8) Establish routines and stick to them as much as possible.**
- While crises will arise, you'll be much more productive if you can follow routines most of the time.

Self control

- **9) Get in the habit of setting time limits for tasks.**
- For instance, reading and answering email can consume your whole day if you let it.
- Instead, set a limit of one hour a day for this task and stick to it.

Be organized

- **10) Be sure your systems are organized.**
- Are you wasting a lot of time looking for files on your computer? Take the time to organize a file management system.
- Is your filing system slowing you down? Redo it, so it's organized to the point that you can quickly lay your hands on what you need.

Use waiting time

- **11) Don't waste time waiting.**
- From client meetings to dentist appointments, it's impossible to avoid waiting for someone or something.
- Technology makes it easy to work wherever you are; your tablet or smart phone will help you stay connected.

STEPHEN COVEY'S TIME MANAGEMENT MATRIX

URGENT

NOT URGENT

Quadrant 1

Quadrant 2

Crises
Pressing Problems
Projects with Deadlines

Relationship Building
Planning
Recreation

Quadrant 3

Quadrant 4

Interruptions
Some Phone Calls
Some Mail
Some Reports

Busy Work
Some Phone Calls
Some Mail
Time Wasters

IMPORTANT

NOT IMPORTANT

Urgent

Not Urgent

1

Quadrant of Necessity

Manage

- * Crisis
- * Medical emergencies
- * Pressing problems
- * Deadline-driven projects

2

Quadrant of Quality & Personal Leadership



Focus

- * Preparation / planning
- * Prevention
- * Relationship-building
- * Exercise
- * Recreation / relaxation

3

Quadrant of Deception

Avoid

- * Interruptions, some calls
- * Some mail & reports
- * Some meetings
- * Many "pressing" matters
- * Distractions

4

Quadrant of Waste

Avoid

- * Trivia, busywork
- * Junk mail
- * Time wasters
- * Escape activities
- * Mindless TV shows

Important

Important

Not Important

Not Important

Urgent

Not Urgent

Home work is the key

- **Do Home-Work sincerely.**
- A list of tasks, from the mundane to the critical, will help you get a handle on what needs to get done.
 - Assign realistic priorities to each task:
 - Priority 1: due today by 6pm
 - Priority 2: due tomorrow by 6pm
 - Priority 3: due by the end of the week
 - Priority 4: due during next month

Sustain the momentum

- **Balance your effort.** Work on small portions of every day of work that will be due by the end of the week, starting with the most important tasks first.
 - Do today's tasks.
 - A small portion of each is better than one huge, laborious task and will keep your time managed more efficiently and reduce stress and eliminate burn-out.

Self management

- **Focus on your most productive time of day.**
Some people work better in the morning, and some are more focused in the evening.
- Map your energy levels on hourly basis.
- Map your emotional levels during the day.

Self management

- **Challenge yourself.**
- _Play a game with yourself by competing against the clock.
 - Work in fifteen minute, half hour or hour intervals, scientifically it is known that 45 minutes work followed by a 10 minutes rest is the best.
 - Give yourself a time goal to complete a portion of a task or the entire task.

Self management

- **Change management.**
- Clear your mind and refresh yourself to refocus.
 - Decide beforehand on a 5, 10 or 15 minute break and stick to that decision.
 - Breaks provide incentive by giving you something to look forward to having.

Day to day Time management

- **Keep track of your progress.**
 - Cross things off the list as they are completed.
- You'll feel more relieved and relaxed just by getting through the daily tasks.
- Not only will you be getting things done, finishing tasks will give you a sense of accomplishment and spur motivation

Day to day Time management

- **Reassess the list.** Rewrite and prioritize your list on a regular basis.
 - Add new tasks to the list. This should be done on a daily basis, especially when you are just getting started with a time management regimen.
 - Eliminate or adjust tasks that are completed, or fall in priority.

Day to day Time management

- **Leave time for fun.** While there are times when we just need to power through a large project, it's important to give yourself time to let loose.
- Not only will it refresh your mind, it's good for your body, too. It doesn't have to be a lot of time but make sure that you do!

Day to day Time management

- **Sleep for 6-8 hours every night.** Getting the proper amount of sleep will help keep you alert and energetic, able to think clearly, and function at a high level.

Time Management Tips

- Time management for government officials is also 'Limitation' management.
- Delayed action on part of the government officials make such actions 'Barred by Limitation'

Time Management Tips

- Issues which specifically attract 'Limitation'
- RTI act Responses
- Tax Assessment Proceedings
- Appeals to all legal forums
- Passing of effective orders/executions

RTI act Responses

- Reply to any query under the RTI Act has to be made within 30 days , failing which the officer responsible will be penalized .
- The PIO and the Appellate authority are bound by the time prescribed by the RTI Act

Tax assessments

- All tax assessments ,re- assessments and revisions are to be completed within prescribed time of 4or 6 years under the specific acts.
- Not only tax assessment but the service of the copy of the proceedings should be within the prescribed time and failure to serve the orders would imply that such orders were back dated and hence barred by time, for which the officer will be held responsible.

Criminal and civil action

- Initiation of any criminal or civil action in any court of law by the Civil Servant is governed by the LIMITATION Act Of India.
- All criminal or civil action should therefore be initiated within the time prescribed in the Act.

Take Responsibility

- **As long as you blame others for your Time management choices, you will have little opportunity to improve your life.**
- **Many of us blame others for wasting our time.**
- **Accept responsibility for how you spend your time, and you gain the power to direct your own life.**

Learn to say NO

- Simple it sounds, is the most difficult aspect of time management.
- Be clear about what you want and what you do not want to do.
- Evaluate requests.
- Accept or reject requests as soon as possible.
- Spend your time productively on activities that have meaning to you.

Consider This

- Delegate activities to others, “ free yourself to focus your time and efforts on those tasks where you can make your best contribution.”
- “Work expands to fill the time available”
- Research has shown that children who are assigned household chores develop self-confidence as well as important life skills.

Handling Big Jobs

- Start now. Don't wait.
- Break the job into smaller tasks.
- Schedule time for your tasks, especially those that will take large blocks of time.
- Decide which tasks you can delegate- and pass them on.
- Set a limit on how much time you are willing to spend on a particular task today.

To do list planning

- Write down what I have to do.
- Decide in what order to do it.
- Delegate tasks that can be done by some one else.
- Begin with the job that has the highest priority.
- Be good to yourself-set reasonable, realistic goals.

Paper Work & Telephone

- Keep desk clear.
- A good file system is essential.
- Your inbox/Tappals is not your TODO list.
- Keep calls short. Stand during call.
- Start by announcing goals for the call.
- Have some thing in view that you are waiting to get to next.

Office

- Make your office comfortable for you, and optionally comfortable for others.
- Start with “ I only have 5 minutes”- you can always extend this.
- Doing things at the last minute is much more expensive than just before the last minute.
- Deadlines are really important: establish them yourself.

Delegation is not dumping

- Grant authority with responsibility.
- Concrete goal, deadline, and consequences.
- Treat your people well.
- Give objectives.
- Tell the relative importance of the task.
- Communication must be clear.
- Challenge people- People rise to the challenge.

Meetings

- Prepare: There must be an agenda.
- Minutes: an efficient way to keep track of decisions made in a meeting.
- Who is responsible for what by when?
- Take Feed back.
- Revise the time lines if necessary.
- Appreciate those who achieved the milestones.

Tips for working in Groups

- Meet people properly. It all starts with the introduction.
- Find things you have in common.
- Make meeting conditions good. Meet over a meal if you can.
- Let everyone talk. Be open and honest.
- Avoid conflict at all costs. It takes a minimum of two to have an agreement.

Being successful

- Being successful does not make you manage your time well.
- Managing your time well makes you successful.

Time and Power

- Time is money.
- The law of supply and demand regulates the line- we wait for what we value.
- Status dictates who waits.
- The longer people will wait for you, the greater your status.
- Money buys a place in front.

The Rules of the waiting game

- The more powerful controls who waits.
- Waiting can be effective instrument of control-
The key here is to move our minds from clock time to event time.
- Time can be given as gift- being a care taker at a deathbed, waiting for someone to heal, spend time as an offering of respect to a superior.

Time Literacy

Learning the silent language

- Punctuality: Learn to translate appointment times.
- Understand the line between work time and social time-India and Nepal come closer to “50:50.”
- Learn to interpret “doing nothing.”
- Ask about accepted sequences-each culture sets rules about the sequence of events.

Event Times

- Are people on clock time or event time?
- Clock time cultures and Event time cultures.
- Practice: How to live without clock time.
- Don't criticize what you don't understand- without fully understanding a cultural context, we are likely to misinterpret its people's motives. The result, inevitably, is conflict.
- "World-Mindedness"-concern about life and events in different countries.

Quotes

- “One thing you can’t recycle is wasted time.”
- “Time is really the only capital that any human being has and the only thing he can’t afford to lose”-Thomas Edison.
- “You may delay, but time will not”-Benjamin Franklin.

Thank you