

Time Management:

- Like other resources, time is also a resource. (money, skills, HR)
- Same criteria like ROI are applicable of time as well as an investment.
- We are casual about it because every morning, we are given 24 hours without any effort or price. Just like free air to breathe.
- We become casual because it is available free of cost and effort. (for example, full tank of petrol in a car or one lakh rupees daily to spend)
- It is the only resource which is available equally to everyone.
- 'Save your time' should be interpreted rightly, as we cannot save time and use it at some other occasion, we can save time with better time management and can use it in some other productive cause.

Strategies:

1. Avoid procrastination:

- Procrastination means to set aside a thing for other time or pend a thing.
- Reasons of procrastination:
 - Waiting for the right mood.
 - Waiting for the right time.
 - Lack of clear objectives/goals.
 - Fear of failure.
 - Feelings that the tasks are imposed on us.

2. Prioritize effectively:

- We have many things to do.
- No time and resources to do them all.
- No time and resources to do them equally well.
- Must prioritize them.
- And save some extra time to do un-expected important tasks.

3. Make action plans:

- Clarify your goals.
 - S: Specific: A specific goal has a better chance than general goal.
 - State exactly what you want to accomplish
 - M: Measurable: Establish concrete criteria to measure your progress towards achievement of goals.
 - How will you evaluate the extent of which the goals have been met.
 - A: Achievable: Stretchable but achievable goals

- R: Realistic & Relevant: Goal should be aligned to your objectives
 - T: Time bound: Deadlines and dates should be defined.
 - Goals should be defined with a timeframe.
- Write down required list of actions to achieve those goals.
 - Make proper sequence of actions to achieve those goals.
4. Effective delegation:
 - Assign tasks and responsibilities to others.
 - While assigning responsibilities, you should know how to use time and abilities of others.
 5. Learn to say 'No':
 - Guard your time from others.
 - Politely and constructively learn to say 'No' to save your time.
 6. Make and display your plans:
 - It will help in un-necessary interruptions. (Shop is closed)
 7. Email checking:
 - Check your emails at fixed timings.
 8. Manage your activities:
 - Do high brain activities in morning.
 - Save afternoon for low brain activities.
 9. Stay organized:
 - By keeping yourself organized you can spend less time in searching for things.

Time management Matrix:

1st Block:

Urgent: Important

Do Now:

Prioritize and then do.

Customer complaints, emergencies

2nd Block:

Not- Urgent: Important

Plan to Do:

Split into manageable tasks

Strategies, future plans, examination

3rd Block:

Urgent: Not Important

Reject & explain:

Re-assess and educate the initiators.

Invitations

4th Block:

Not Urgent: Not Important

Resist:

Minimize these tasks.

Time waster activities