

# TIME MANAGEMENT

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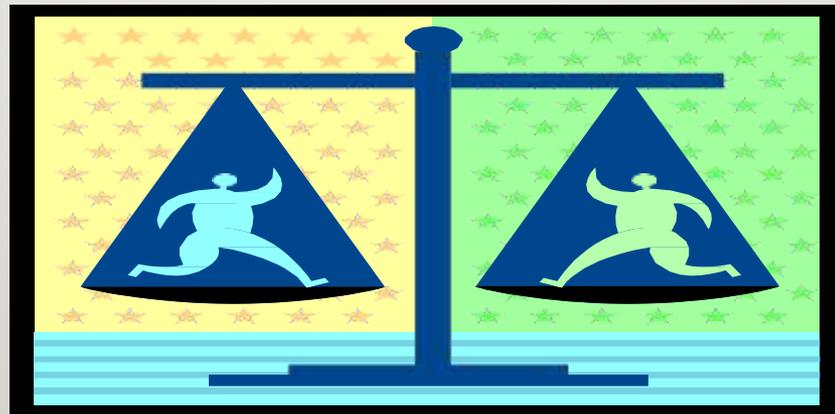
By :

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***The goal of time management  
is to find a balance among  
all the things you **need** and  
**want** to do.***



THE MOST  
IMPORTANT WORD IN  
OUR TIME  
MANAGEMENT  
VOCABULARY IS...

**“NO”**

# LEARN WHEN TO SAY “NO”

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



# PRIORITIZE

- Do
- Delegate
- Delay
- Delete



# PRIORITIZE



1. Address the urgent
2. Accomplish what you can early
3. Attach deadlines to things you delay

# Obstacles to effective time management

Unclear objectives



Disorganization



Inability to say “no”



# Obstacles to effective time management

Interruptions



More interruptions



Periods of inactivity



# Obstacles to effective time management

Too many things at once



Stress and fatigue



All work and no play



# SET GOALS

- Setting time/task goals will help you define how you want to live and what you want to achieve.
- Define for yourself what will be long term and short term goals



# ADJUST YOUR SCHEDULE EVERY DAY

- Write out a daily schedule at the beginning of each day.
- As you write out your daily schedule, assess your priorities.



# MAKING YOUR SCHEDULE WORK

- Identify your best time of the day.
- Study difficult or boring subjects first.
- Use the same place to study every time.
- Use the library or a location with very little distractions.
- Avoid distractions
- Use “waiting time” to study
- Treat school as a full-time job



-[www.ucc.vt.edu/lynch/TMTips.htm](http://www.ucc.vt.edu/lynch/TMTips.htm)

It's a misnomer that our talents make us a success. They help, but it's not what we do well that enables us to achieve in the long run. It's what we do wrong and how we correct it that ensures our long-lasting success.

-Bernie Marcus Founder of Home Depot

*REMEMBER THAT TIME  
IS MONEY*

Ben Franklin, 1748

Advice to a young tradesman

# FOUR TIPS FOR MANAGING TIME

1. **Start with the unpleasant tasks first** – get them out of the way early.
2. **Set yourself a short time limit for reading:** 40 – 45 minutes tends to be the maximum time most people can read before their concentration slips. At the end of the set time, stop and take a break.
3. **Don't struggle with books you find hard to read.** If you find a particular set book hard to follow, try another that offers you a simpler or clearer explanation of the same subject.
4. **Keep your working area clear of clutter:** the Wall Street Journal reported that typical US Executive wastes 5 hours a week looking for misfiled/mislaid items. (Lindley 2006).

# TIPS FOR AVOIDING DISTRACTION

- Start with the unpleasant tasks first
- Set yourself a time limit for reading.
- Use active reading techniques.
- Distraction problems can occur when the subject being studied appears totally removed from the real world.
- If you find a particular recommended or set book hard to follow, **try another that offers you a simpler or clearer explanation.**
- If other students are distracting you, go somewhere else. Where others are working quietly, you are likely to do the same.

# BALANCING ACT

***“Work expands so as to fill the time available for its completion”***

**Parkinson’s Law**

**Cyril Parkinson, 1957**

# Why Time Management is Important

- “The Time Famine”
- Bad time management = stress
- This is life advice

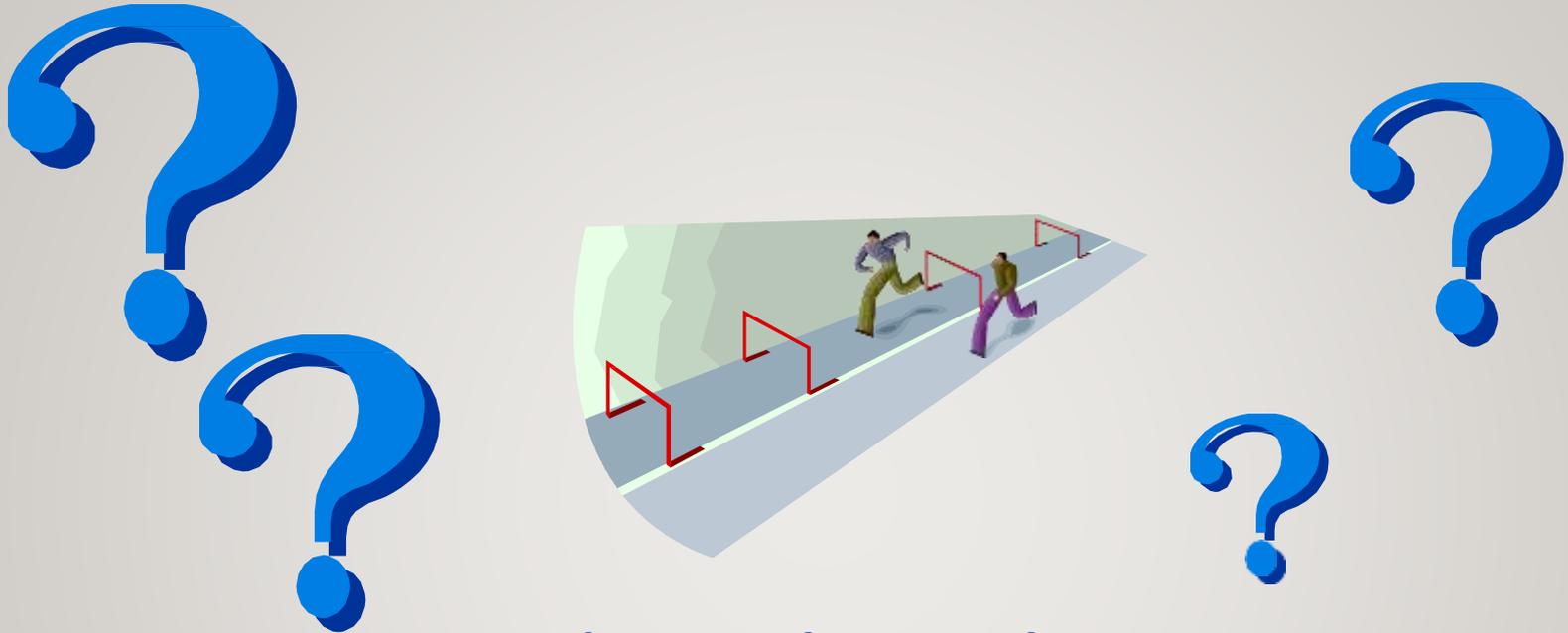
# INSPIRATION

- “If you can dream it, you can do it”
- Walt  
Disney
- Disneyland was built in 366 days,  
from ground-breaking to first day  
open to the public.

# Hear me Now, Believe me Later

- **Being successful doesn't make you manage your time well.**
  
- **Managing your time well makes you successful.**

# WHAT CAN WE DO?



Recognize that obstacles exist

Identify them

Employ strategies to overcome

# USE YOUR WAITING TIME

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early

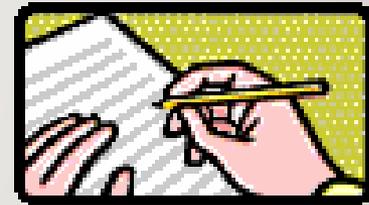


# USE YOUR WAITING TIME

Correspondence



Letters or memos



Books or tapes



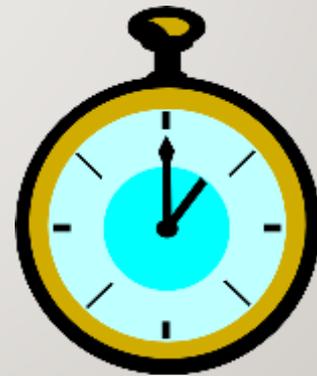
# CONCENTRATE ON THE TASK AT HAND

- Focus on your goal
- Tune out interruptions



# BENEFITS OF TIME MANAGEMENT

- Efficient
- Successful
- Healthy



# CELEBRATE YOUR SUCCESS



# CONCLUSIONS

- Look after yourself (diet, sleep)
- Keep a supportive structure for your daily life; have relaxation time
- See this as a time of discovery
- Recall past achievements
- Challenge negative thoughts
- Imagine looking back at the task from a future vantage point



**BROUGHT TO  
YOU BY:**



**UTTAM TRASADIYA's  
CHARGEUP Series**

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# Thank You !

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