

Interpersonal Skills
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Lecture-18
Time Management

Hello friends, I am here to discuss time management under the heading interpersonal skill, we have discussed the numbers of topic and time management is something which is very important for everything, you know we need to manage our time, because time and tide wait for none, is very famous proverb. So we have to abide by the time frame. Let us discuss what is time management.

It is indeed a heart as to describe the motion of time, for some time seems to stand still while for others it flies, there has been no consensus on their subject as of now and it is anyone's guess if there will ever be one, yet we all know one thing for sure that time is important, it regulate your life, regardless of whether you like it or not, so much so that the world deems any man as successful who utilizes his time in the best possible manner.

Others pile up on the categories of failures or wasted talents, we always that there was more time in the day, when the day is over and0 will look back at what we accomplished often times we wonder where all of those are went, if you are like most of the people in the world that time management might be an issue.

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- Keeping yourself organized is very important.
- Examine your short and long term goals.
- Set your goals straight and clear.
- Avoid procrastination.
- Be aware of what needs to be done.

We are all just a little bit front for time, we say things like there is not enough time in the day or I do not know where I will find the time and I never have time for myself, well time management is not this elusive form of black magic that so few understand, in fact anyone can efficiently manage their time as long as they get organized first, without organization it is difficult to see just what needs to be accomplished in the day and how important each of those things are to your long term goal.

When you get organized with your time you not only increase your ability to manage your daily tasks effectively, but you also increase the likelihood of putting time where it really counts, towards those long term goals that you how about the downside, why is goal setting so important, well goal setting is just one part in 4 part processes of effective time management. However, it helps to set the playing field because if you do not know what you are aiming at you could go about your days spinning your wheels being repeatedly frustrated.

If you want to manage your time efficiently and achieve your hopes and your dreams in the process then you have to make sure you are clear and concise with what you want out of life and subsequently your day. One of the hardest part of time management is the dreaded procrastination, that tends to reach here its ugly head all too often, how to we avoid procrastination.

Well we can set all the goals that we would like get organized and privatize a time but if we cannot follow through with our list of things to do each day, then we are wasting our time. So how do we avoid this, procrastination has been termed the silent killer and it is one of the biggest deterrent to our goals. We all say that we want to accomplish something but when it comes down to managing our time with some sense of efficiency we cannot seem to get things accomplished.

Procrastination seems to be around every single corner, however the only way around Procrastination is to be completely aware of what needs to be done. If you can set clear goals get organized and privatize your time you will be well on the way to destroying any propensity for procrastination. If none of the words then try the 15 minute rule, if you have never done any goal setting in the past now is the time to get it started.

Because it is an absolute must have prerequisite to effective time management, the importance of time management has only increased over the years because with the development of human globalization, business world, professionalism, competencies, efficacies, all these things. In this eat dog world you are not only expected to do your best at a given thing, but also be able to do it in a given.

It is even better if you are able to accomplish beyond your target in the same period. Under such circumstances it is only natural that you are worried about your time management or rather the lack of it. It is important that you chart out an effective method for handling the time that is available to you. The first thing that you should remember is that everyone has the same amount of time at his or her disposal.

Of course it is pleasure but then it is true, non needs to be reminded that it is very easy to waste time, the saddest part is that many a times you think you are using time but it still end up wasting it. This is not only leaves you frustrated but also short of time to do things that you actually love to do. What time management does it, what time management does is help you utilize it is source that cannot be reclaimed once it is lost.

So time management is the process of organizing and planning how to divide your time between a specific activities. Good time management enables to work is smarter not harder. So that you get more than in less time, even when time is tied and pressures are high. Failing to managing your time damages your effectiveness and causes stress, it seems that there is never enough time in the day.

But since we all get the same 24 hours why is it that some people achieve so much more with their time than others. The answer lies in good time management, the highest achievers manage their time exceptionally well by using the time management techniques here you can improve your ability to function more effectively, even when time is tide and pressures height, good time management requires an important shift in focus from activities to result being busy is not the same as being effective.

Ironically deposit is often closer to the truth, spending your day in a friendly activity often achieves less because you are dividing your attention between so many different tasks, good time management let you go work smarter, so you get more done in less time, so it refers to the way what that you organize and plan how long you spend on a specific activities. It may seem counter intuitive to dedicate lesser time to learning about time management instead of using it to get on with your work.

But the benefits are enormous, what are these benefits, greater productivity and efficiency, a better professional reputation, lesser stress, increase opportunities for advancement, greater opportunities to achieve important life and career goals, failing to manage your time effectively can have some very undesirable consequences, missed deadlines, inefficient workflow, poor work quality, a poor professional reputation.

And stall career, higher stress level, spending a little time learning about time management techniques will have huge benefits now and throughout your career. So the ability to manage your time effectively is important, good time management leads to better efficiency and productivity, lesser stress, less wasted time and a more successful life. Here are some benefits of managing time effectively.

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- Consider time as a resource. Use it judiciously.
- Work smart.
- Create increased opportunities for advancement.
- Do not let poor time management hamper your effectiveness.
- Avoid stress. It further kills effective time.

So how is stress relief, making and following it has schedule makes a person less stressed and reduce anxiety, because you know how to do this and within the said proposed span of time, you will get more time. Good time management give few extra time to spend in your daily life, people who can time manage effectively enjoy more time to spend on hobbies or other person pursuits.

Managing time will lead to more opportunities and less time wasted on trivial activities, time management is a key qualities that employers look for, the ability to priorities and schedule work is extremely desirable to any organization. Ability to realize goals, that is also very important part of time management and I am repeating it again and again individual who practice good time management are able to better achieve their goals and objectives.

And do so in a shorter length of time, free from lethargy, what is this lethargy often said it when you have a feeling that nothing will come out of what you are doing, some even say that lethargy is a polite term for laziness and the factors that people understand laziness better than lethargy. Therefore you are in a very unviable position of being labeled as lazy, with time management as a performance reaches and optimum level your sense of lethargy will become a thing of the past.

Admittedly not every work in this world is interesting, but then it all depends on your outlook, studies have shown that most people feel a sense of satisfaction with their work once they start believing they are good at the same. It is only in the presence of self doubt that people start disliking their work, with time management it is possible to enjoy work as you become better at its way. So start enjoying your work.

There is nothing that express the confidence of a person, then the feeling that they have achieved something, you feel a sense of achievement that is sure to improve your self confidence many fault, with time management it is almost is surety that you will improve your professional and personal skills, with time you will also receive due recognition, it is like stating the obvious but you will never realize the extent of this until you actually start reaping the rewards.

The overall well being that time management brings will change your life in such a manner that it would be quite easy to notice the changes that comes about in your life, from being extremely fast-paced and completely out of your control your life will now move adjust the page that you always wanted it to be. People are more willing to stand back notice and appreciate your work and this could lead to a noticeable development in your personal and social life.

Increase in confidence, self discipline and willingness to explore your limits are all products of time well used, set goals correctly, these are the sum of the states that you can maintain for time management, set goals correctly, set goals that are achievable and miserable to improve time management. Use a smart method, capital S, capital M, capital A, capital R, capital T when setting goals in a sense make sure the goals you set on the specific attainable relevant and timely.

Separate your tasks and how important an urge they are in order to achieve good time management. For example look at your daily task and determine which are important and urgent do this task right away. Important but not urgent decide when to do these tasks, urgent but not important delegate these task if possible, not urgent and not important do the tasks later. Setting the time constraint will cause you to be more focused and efficient.

For example instead of working on a project and thinking of doing it until it is done certain set a limit of say 3 hours, when doing a lot of task without a break it is harder to say focused and motivated. So take a break between task, allow some downtime between task by performing some mine clearing exercises like sorry taking a quick nap, going for a short walk or meditating.

Organize yourself, utilize your calendar by writing down the deadline for projects or task on them, determine which days should be dedicated to which task, remove non-essential activities of task, it is important to remove excess activities of task that I am no value to your life, determine what is significant and what deserve your time, removing non-essential tasks freeze up more time, eliminate electronic time wasters.

Everyone has certain destruction that interrupt them and take their time away from their work is your facebook, twitter, whatsApp, email checking, continuous messaging with friends and

family, stop checking them so often by watching these types of task. Set a time then check and deal with all of them at once, give yourself 30 minutes and then get back on task, do them and take a break once or twice each day to respond.

From Brian Tracy's book very famous work eat that frog, this is the title if the first thing you do each morning is to eat a life frog you can go through the day with satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long, that you are ready to face the worst thing. Your frog each day are the tasks that will have the greatest impact on achieving your goals.

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- Schedule your tasks properly.
- Try quitting lethargy.
- Believe that your work is good. Keep no self doubts.
- Be confident and disciplined.
- Explore your limits.

And the tasks that you are most likely to procrastinate starting, reduce the number of meetings, poorly run meetings at time what wasters, multiply by number of people in the meeting, categorize your tasks in this way then tackle the rocks first. If you keep tackling the small things the sun, table, water and not the important strategies items the rocks then your job will quickly fill up with no room for more rocks.

Plan ahead, make sure you start everyday with a clear idea what you need to do. For example the night before you can write down a list of to do use for the next day, make use of your idle time, we tend to have quite a lot of natural downtime throughout the day when we are not doing anything, riding on the sub way, standing line at the supermarket or waiting at the doctor's office, it may seem like it is only 10 minutes which do not really matter but they do.

It is 10 less minutes that you could have spent on something useful instead. So take advantage of this time to do things, any things really read a book, listen to a lecture or podcast, watch an educational video on YouTube, the entirety of human knowledge is really readily available to you on a device that fits in the palm of your hand. So there is no excuse to simply kill time while sitting in traffic or waiting for your flight in an airport.

Eliminate distractions as I said earlier also, start paying attention to the number of times someone interrupts you when you are in the midst of an important task, tracks self induced interruptions to particularly those of the social media variety, your smartphone is extremely useful, but it is also additive and among the most insidious, timewaster, known to mankind, it may take in a massive exercise in willpower.

But shut the door and turn off your phone to maximize your time, instead of being always on plan a break in the day to catch up on email, call people back, talk with staff and so on. Delegate more often if you have done a good job of hiring talented, dedicated employees, there is always more work they can take off your test, running a successful small business depends upon the owners ability to think about what lies ahead and not get mind to in day-to-day operations.

Look for opportunities to pass responsibility for specific task to others on your team, how many productive minutes are you packing in each week, watch what you spend, use the simple timesheet tracker to quickly and easily clock in and out of various tasks or projects throughout the day, switched out a task with just one click using the t sheets mobile app or track time directly from your desktop.

Then generate robust real-time report to see exactly where you are spending your most valuable asset and where it is being wasted, take care of yourself, this is also very important be sure to get plenty of sleep and exercise and alert mind is a high functioning mind and one that is less tolerant of time wasting activities. Use online calendar, so you have a sharp memory well congratulations but do not you think it would be a lot better if you have all your important dates marks, mark on a calendar.

Calendars have been used for time management for years, do not waste time waiting let us be honest, the time you stand waiting in a project is the time wasted, if you are looking for ideas considered listening to several things and you can generate ideas. The good news is that now we have digital calendar, so you can mark your activity on digital calendar that have taken time management and scheduling to the next level.

With an online calendar you can schedule meeting, create event, set reminder and check your availability for a specific date from almost any device. A lot of folks in our society try to be hyper productive. You know the people who is carried from task to task always checking email, organizing something, making a call, running an errand, the people who do this often subscribe the idea that staying busy means you are working hard and are going to be more successful.

While this belief maybe true to an extent is often leads to mind list productivity, the constant need to do something and the tendency to waste time on linear task. The old that is work smarter not harder, has become a staple in the way I go about work of any kind, instead of being robotic in how I approach task I try to be thoughtful and always ask myself if something can be done more efficiently or eliminated all together.

Managing time is not about squeezing as many task into a day as possible it is about simplifying how you work, doing things faster and relieving stress. Learn to say no, this is also very important, making a lot of time commitments can teach us how to juggle various engagements and manage our time. This can be a great thing, however you can easily take it too far at some point you need to learn to decline opportunities.

Your objective should be to take on only those commitments that you know you have time for and that you truly care about, do not think of the totality of your to do list. At this point in time all you can do is focus on the one task before you, this one single solitary task, one step at a time and then breathe, exercise and eat healthy, find time for stillness, spend your mornings on MIT, what is MIT Mark Twain one said if it is your job to eat a frog it is best to do it first thing in the morning.

And if it is your job to eat 2 frogs it is best to eat the biggest one first, with this point, you tackle your biggest tasks in the morning, these are you are most important task and this is MIT's of the day. Discover your zone you must have noticed that at a specific hours you are as focused as an eagle and your productivity shoots up like anything, so try to discovered your zone, take a small bright frequently refresh and rejuvenate.

And another task that you care for another team member is working on the same task with frequent small breaths.

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- Give yourself sufficient breaks to increase efficiency.
- Prioritize your deadlines.
- Remove excess activities to free up your time.
- Eliminate toxic distractions.
- Tackle the big and important tasks first.

Who do you think is using his time effectively of course the letter, smart time management is also very important always about doing something or the other, it also emphasizes on the fact that little brakes after an hour or so can take your productivity to another level, considered delegating outsourcing, just make sure that you handover the responsibilities to the right person with the desired skill and if you do that you have got nothing to worry about.

Get a mentor who can guide you, turn off social media app alerts, declutter and organize in still keystone habits. These habit replace bad habits and solicit other good habits, do not multitask, well these are the important points for time management, find inspiration, quotes videos, audio books. So these time management strategies for work can help you leave remote controlled life at work and home, with these words I conclude and I am sure that with such discussion you could be able to locate some point to manage your time perfectly, till then bye, see you again.