



Time Management

A&M1 CONSULTING

Why we fail to manage time?

- ❖ 24 hrs a day – A healthy person needs 8 hrs of sleep
- ❖ 16 hrs all we have in a day
- ❖ Mostly 8hrs for work and 8hrs for personal matters
- ❖ Watch this video: <https://www.youtube.com/watch?v=2lvRv2mnYLU>
- ❖ **What can you see? He has an aim, he has the skill, he did lot of practice and he was patient and persistent**
- ❖ You can't manage anything if you don't have an aim
- ❖ You can't achieve your aim if you don't have the skill
- ❖ You can't achieve the skill if you don't practice
- ❖ You can't practice if you are not patient and persistent

Rule no.1 - Aim

- ▶ Aim your next one hour – write down your next one hour works in a paper...
- ▶ Aim your day – write down your daily important works in a paper..
- ▶ Aim your week – write down your weekly important works...
- ▶ Aim your month – write down your month...
- ▶ Aim your year – write down your year...

Rule no.2 – Skill (1) : Disconnect and Connect

- ▶ Disconnect yourself from the distractions
- ▶ What are the modern days distractions – mobile, email, Facebook etc
- ▶ If someone calls you just connect with him and then disconnect to fulfil your aim

Rule no. 3 – Skill (2): Practice

- ▶ Practice, Practice and Practice
- ▶ Practice what?
- ❖ To sit down and concentrate
- ❖ Don't distract from your aim

Rule no. 4 – Skill (3): Lean

- ▶ What does Lean mean?
- ▶ Efficiency
- ❖ You need to find the way that can save your time

Rule no. 4 - Skill (4): Patient

- ▶ Why you need to be patient?
- ▶ Because most of the time world is not under your control

Rule no. 5 – Skill (5): Persistent

- ▶ Why you need to be persistent?
- ▶ Because if you are not persistent you can't reach your goal

A&M1

Thank
you