



Workshop on

TIME MANAGEMENT

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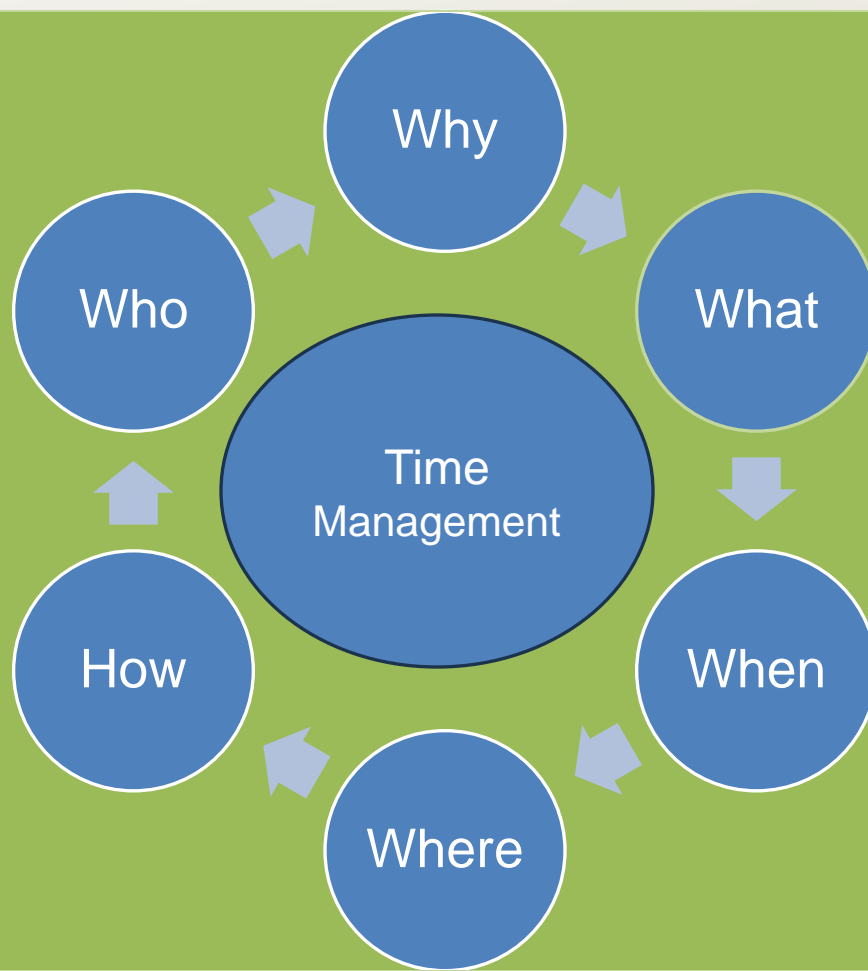
AGENDA



1. Are you Happy or not with the of time?
2. What is Time Management?
3. How time is calculated?
4. Where time flies?
5. What are time wasters?
6. What is procrastinations?
7. Tips to improve.

STORY OF SIX GOOD FRIENDS

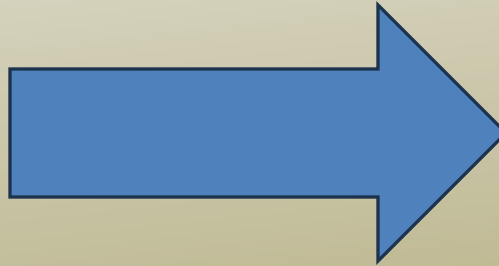
I have six good friends . They always taught me whatever I asked. Their names are !



ARE YOU HAPPY WITH TIME OR NOT?



WHAT IS TIME MANAGEMENT?



WHAT IS TIME MANAGEMENT?



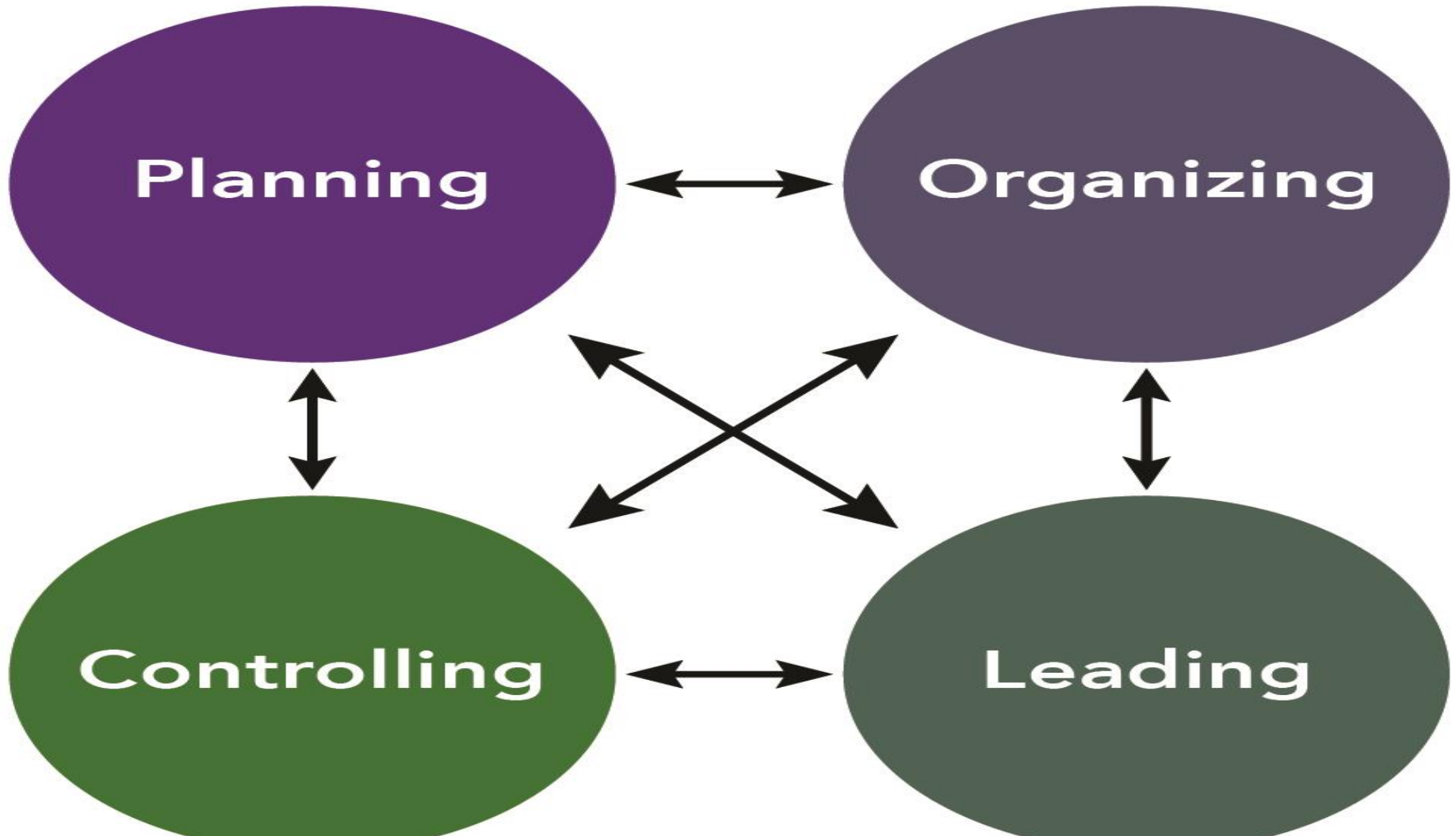
❖ **TIME MANAGEMENT IS TO MANAGE YOUR TIME IN SUCH A WAY TO ENHANCE EFFICIENCY AND PRODUCTIVITY**

Efficiency: The ability to achieve an end goal with little to no waste, effort or energy – Using the least amount of input to achieve the highest amount of output.

Productivity: it is a measure of economic performance that compares the amount of goods and services produced (output) with the amount of inputs used to produce those goods and services.

Productivity = Output/ input

MANAGEMENT? PROCESS

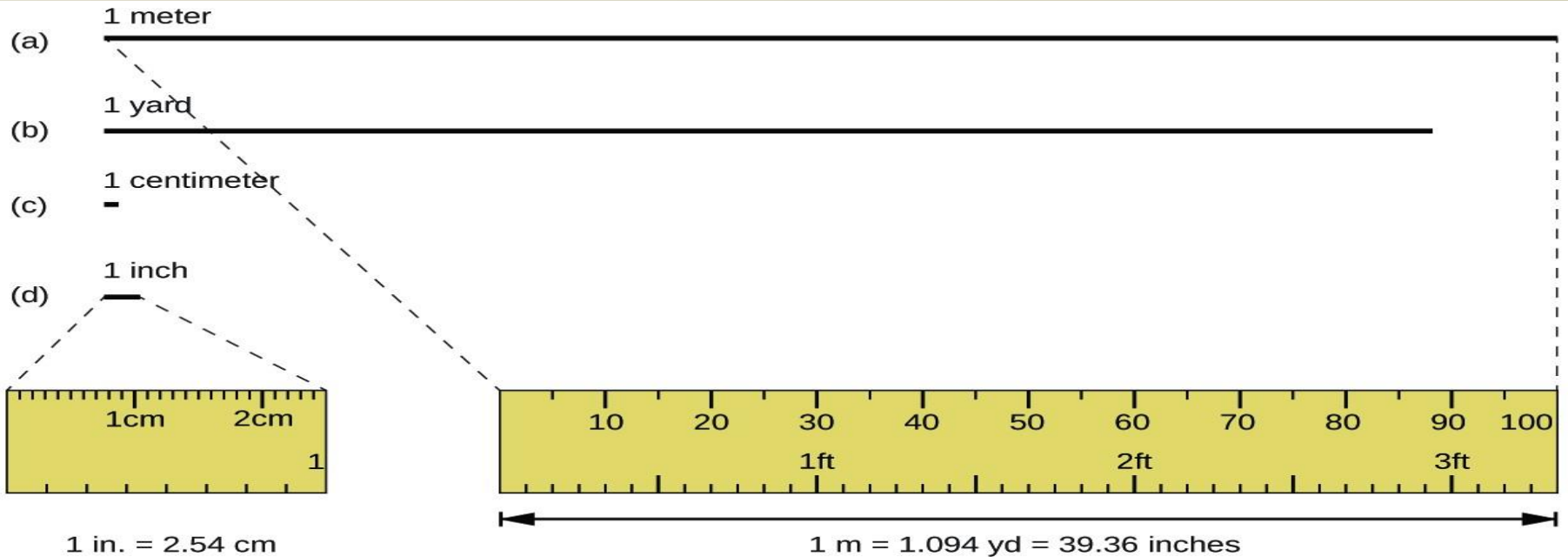


HOW TO CALCULATE TIME?



Ribbon of life

RIBBON OF LIFE



FOCUS ON GOALS

1. **Clear Goals**
2. **Smart Objectives**
3. **Burning desire**



VISION AND MISSION STATEMENT - NICL



Vision Statement

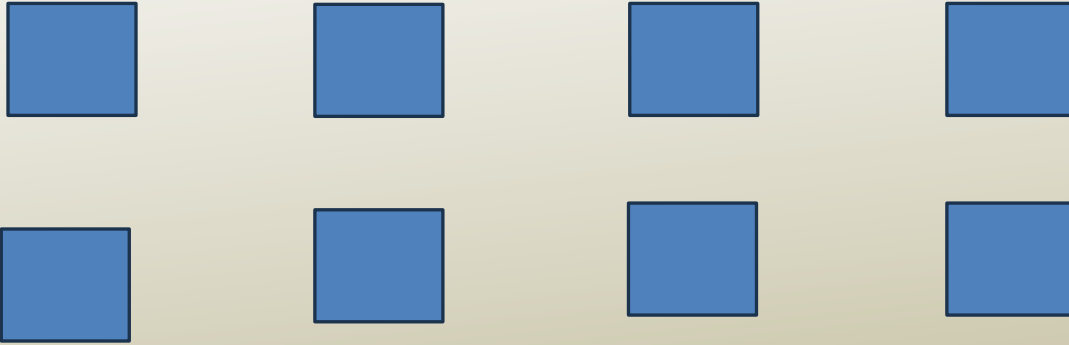
Preferred enabler to overcome financial uncertainty through mitigation and transfer of risk, contributing to the sustainable economic growth.

Mission Statement

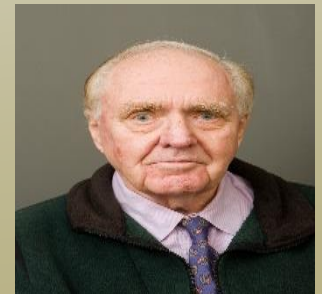
Committed to professionally delivered diligent value added solutions through Agility, innovation and digital transformation to overcome customers' financial uncertainties and to accomplish collaborative progression towards achieving stakeholders satisfaction.

WHERE TIME FLIES? HOW TO KNOW?

Individual activity. Put yesterday activities in boxes. Each box represents One hour.



Do the Same for next 8 hours



WHAT ARE TIME WASTERS?

Individual Activity on a piece of paper . List at least 10 time wasters.



LIST OF TIME WASTERS

- ❖ **Social Media ,**
- ❖ **emails , messaging**
- ❖ **Non productive meetings**
- ❖ **Gossiping**
- ❖ **Watching TV**
- ❖ **Multitasking**
- ❖ **Procrastination**
- ❖ **Lack of prioritization**
- ❖ **Perfectionism**
- ❖ **Disorganization**
- ❖ **Interruptions/distractions**
- ❖ **Gossiping**
- ❖ **Bosses**

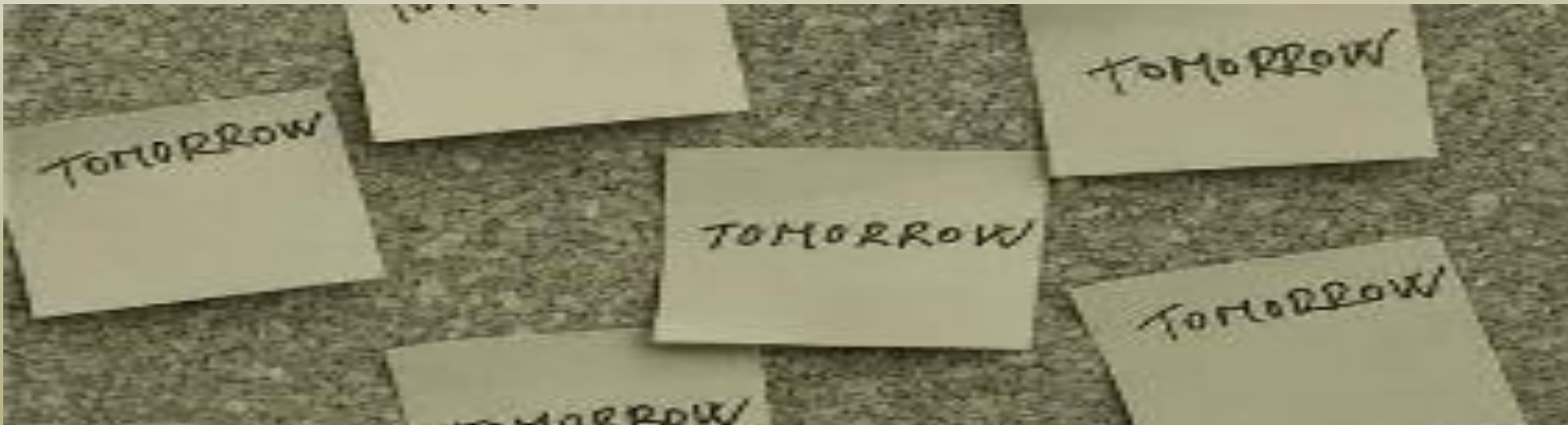
WHAT IS PROCRASTINATION?

❖ The action of [delaying](#) or [postponing](#) something.

To delay doing something until a later time because you do not want to do it, because you are lazy, etc.

Types of Procrastinators

There are six different types of procrastinators: Perfectionist, Dreamer, Worrier, Defier, Crisis-Maker, and Over- doer.



TIPS TO IMPROVE



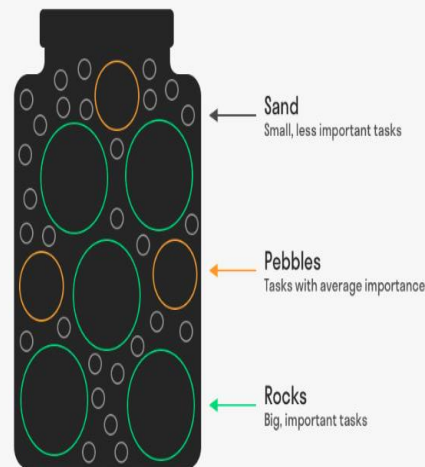
Different tools and apps

PICKLE JAR THEORY

In 2002, Jeremy Wright introduced the Pickle Jar Theory, which suggests that time, much like the capacity of a pickle jar, is finite. This theory states that to optimize time management, we must determine the relative importance of each task and use their importance to manage scheduling.

This theory (also referred to as **The bucket of rocks theory** or **The jar of life theory**) The notion is that time is a finite space that has limits.

- The **jar** represents **time**.
- The **rocks** important tasks.
- The **pebbles** less important tasks.
- The **grains of sand** unimportant tasks



**THIS
IS
YOUR
LIFE.**



ALPEN METHOD



1. Theorised by German economist Lothar J. Seiwert, ALPEN uses an acronym

A = tasks (all appointments and activities, „Aufgaben“),

L = length (in German „Länge“),

P = buffer times in german „Pufferzeiten“),

E = decisions (in German „Entscheidungen“) and

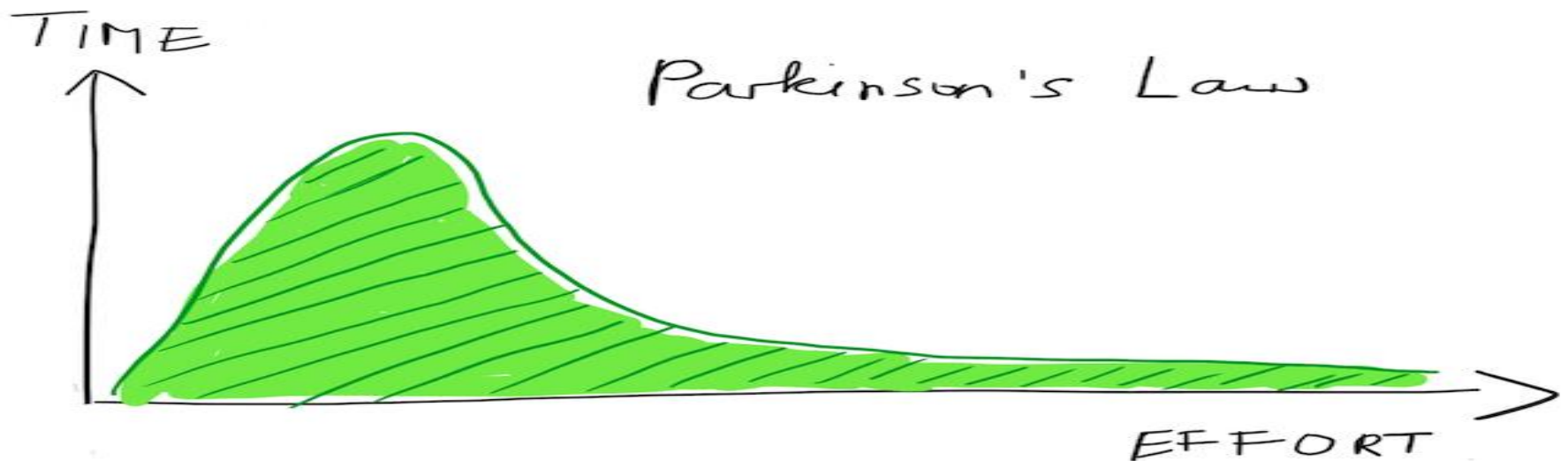
N = follow-up check (in german „Nachkontrolle“)

It involves preparing a defined to-do list at the beginning of the day, thinking about how long each task will take, and then setting time slots for each item.

DO Delegate Decide Delete

PARKINSON'S LAW

1. [Parkinson's Law](#), created by British naval historian and author Cyril Northcote Parkinson, states that “work expands so as to fill the time available for its completion.” And there’s plenty of proof that’s true. For example, at Microsoft Japan, cutting back to a four-day workweek and limiting meetings to 30 minutes [boosted productivity by 40%](#)



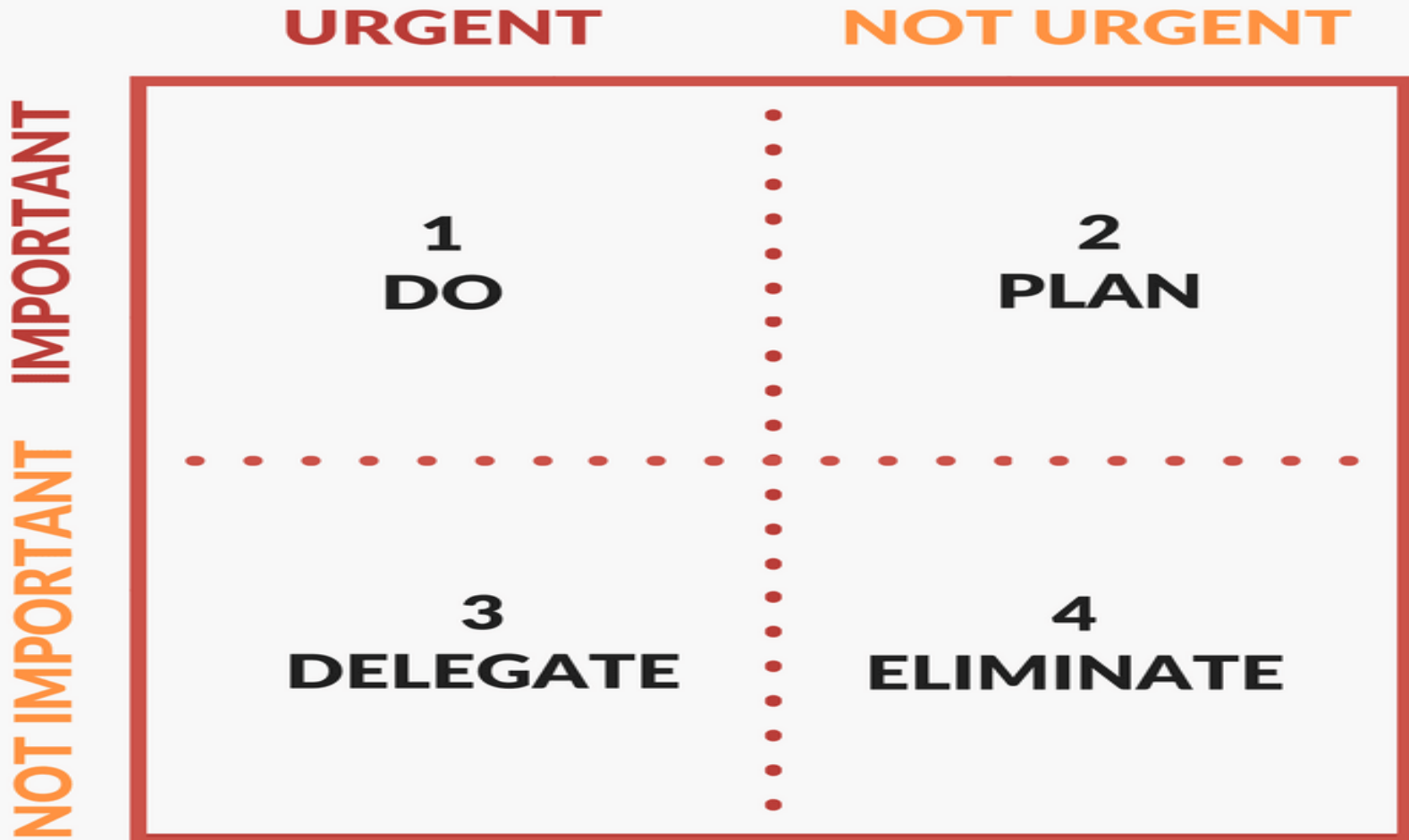
TIME MANAGEMENT MATRIX

The following [Time Management Matrix](#) is reportedly based on ideas from President Dwight D. Eisenhower and made popular by author Stephen Covey, who wrote about it in his New York Times bestseller, *The 7 Habits of Highly Effective People*.

To use this time management method, you create a matrix and place your tasks for the day in one of the four quadrants:

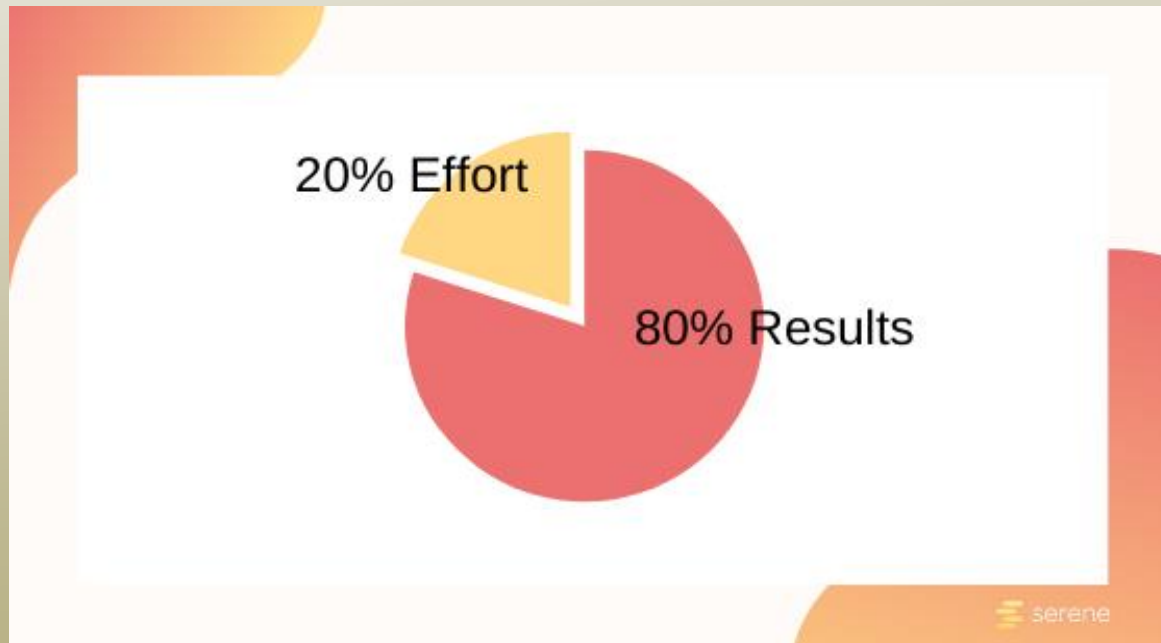
	Urgent	Not Urgent
Important	I Fire Fighting Crises Pressing problems Deadline-driven projects	II Quality Time Prevention, capability improvement Relationship building Recognizing new opportunities Planning, recreation
Not Important	III Distraction Interruptions, some callers Some mail, some reports Some meetings Proximate, pressing matters Popular activities	IV Time Wasting Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

EISENHOWER 4 QUADRANTS



THE PARETO PRINCIPLE (80/20 RULE)

[The Pareto Principle](#) stems from the economics world and was created by economist Vilfredo Pareto. But it's applicable in almost any area. So for time management, the Pareto Principle would assert that 20% of the activities you do each day generate 80% of the results. Or, by decreasing distractions by 20%, you can increase productivity by 80%.



ABC METHOD

[The ABC Method](#) was developed by Alan Lakein, the author of the popular book *How to Get Control of Your Time and Your Life*. It's a way of prioritizing the items on your to-do list. While most of us dump our tasks onto a list without much thought to the weight of each item, the ABC Method makes you categorize tasks as A, B, or C:

A - Must Do

Due soon & important.

B - Should Do

Important but not due.

C - Nice to Do

Not important. No deadline

POMODORO TECHNIQUE

The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer to break down your work into intervals. Each interval is known as a *Pomodoro*, named after the tomato-shaped timer that Cirillo created.



TECHNIQUES

S.No	Technique/Method/Rule	Who will benefit?
1	Pareto Principle	Problem solvers Analytical thinkers
2	Pomodoro Technique (Franscesco Cirillo)	Creative thinkers Those who feel burnt out from work/school
3	Eisenhower Matrix (Dwight Eisenhower)	People in leadership positions Critical thinkers
4	Parkinson's Law (Cyril Northcote)	Procrastinators People who work well under pressure
5	Time Blocking Method (Elon Musk)	Working students or parents Analytical thinkers
6	Getting Things Done (GTD) Method (David Allen)	People who struggle to focus on one thing at a time People who feel overwhelmed in their daily lives
7	Rapid Planning Method (RPM)	Working students or parents People who have long-term goals
8	Pickle Jar Theory	Visual people Concrete thinkers
9	Eat That Frog Technique (Brian Tracy)	Abstract thinkers People with long-term goals

DIFFERENT TIME MANAGEMENT RULES



1440

84600

1 3 5

90 90 1

2 Minutes

80/20

BEST FIVE PRINCIPLES OF TIME MANAGEMENT



❖ Waking up the sun – Early Risers

❖ Do important task first



❖ Education on wheels



❖ Stop watching TV and social Media Platforms



❖ Organize your self , Be organized



Thank You