



Where Technologies Innovate

Work Smarter. Take Control of Your Workload

TIME MANAGEMENT

One goal is to help yourself become aware of how you use your time as one resource in organizing, prioritizing, and succeeding in your work in the context of competing activities of friends, work, family, etc. Personal time management skills are essential skills for effective people. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. If you use these skills well, then you will be able to function exceptionally well, even under intense pressure.

Time is one of the most costliest things in this World. Once you lost you can not get it back. Time and tide never waits for anybody. Time is life and money if you waste your time; you are wasting your life and money. Irrespective of your cast, creed, rich, poor, gender, age or any criteria people get equal quantity of time. The person who wins is the person who properly utilizes his time. Like sand slips through your fingers, time slips. It always moves forward and does not move backward. Time runs fast when you have fun and it drags when you are mundane.

The 80:20 Rule

This is neatly summed up in the Pareto Principle, or the '80:20 Rule'. This says that typically 80% of unfocussed effort generates only 20% of results. This means that the remaining 80% of results are achieved with only 20% of the effort. While the ratio is not always 80:20, this broad pattern of a small proportion of activity generating non-scalar returns recurs so frequently that it is the norm in many situations.

By applying the time management tips and skills in this section you can optimize your effort to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.



How to Manage your Time

Time Management skills are essential for successful people.

- ▶ Be always cautious about your valuable time.
- ▶ Spend 15 minutes of each working day for organizing the events of the day.
- ▶ Avoid Junk mails and un wanted tel. calls,
- ▶ Avoid excessive TV watching and long matches
- ▶ Avoid gossips and unwanted visitors
- ▶ Try to avoid wasting time in Queues
- ▶ Avoid arguments and unwanted meetings
- ▶ Eliminate unwanted work or duplication



What are our time wasters?

Excessive T.V watching

Excessive sleep

Watching long matches

Gossips

Junk mails & unnecessary telephone calls

Key points:

Time management is an essential skill that helps you keep your work under control, at the same time that it helps you keep stress to a minimum.

We would all love to have an extra couple of hours in every day. Seeing as that is impossible, we need to work smarter on things that have the highest priority, and then creating a schedule that reflects our work and personal priorities.

With this in place, we can work in a focused and effective way, and really start achieving those goals, dreams and ambitions we care so much about.

Develop criteria for adjusting your schedule to meet both your academic and non-academic needs

Effective aids:

- ▶ Create a simple "To Do" list

This simple program will help you identify a few items, the reason for doing them, a timeline for getting them done, and then printing this simple list and posting it for reminders.

- ▶ Daily/weekly planner

Write down appointments, classes, and meetings on a chronological log book or chart.

If you are more visual, sketch out your schedule

First thing in the morning, check what's ahead for the day

always go to sleep knowing you're prepared for tomorrow



- ▶ Long term planner

Use a monthly chart so that you can plan ahead.

Long term planners will also serve as a reminder to constructively plan time for yourself



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