

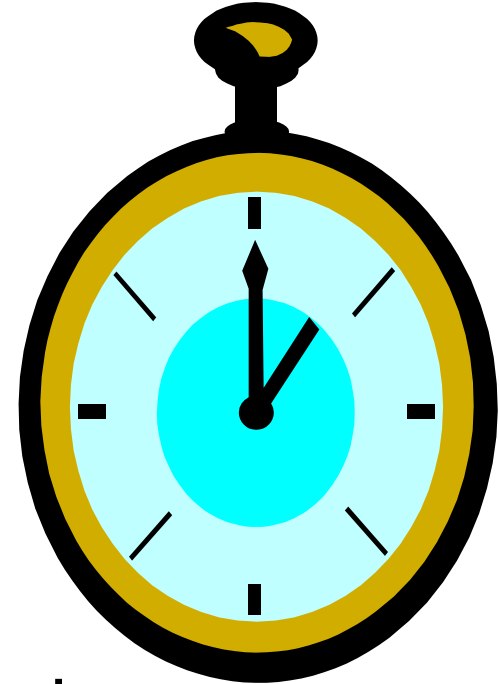
E2-E3 MANAGEMENT TIME MANAGEMENT

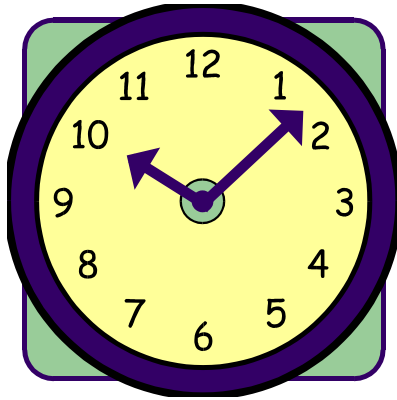
WELCOME

- This is a presentation for the E2-E3 Management Module for the Topic: Time Management
- Eligibility: Those who have got the Upgradation to from E2 to E3.
- This presentation is last updated on 15-3-2011.
- You can also visit the Digital library of BSNL to see this topic.

AGENDA

- Value of Time
- Characteristic of Time
- Principles of Time Management
- How to use time effectively
- Time Management = Life Management





24 hours per day

X

60 minutes per hour

X

60 seconds per minute

=

86,400 Seconds

Every Second Counts

Spend every second in an efficient and productive way

If you fail to use the day's deposits, the loss is yours.

BENEFITS OF TIME MANAGEMENT

- Efficient
- Successful
- Healthy

THE PRESENT

Yesterday is History

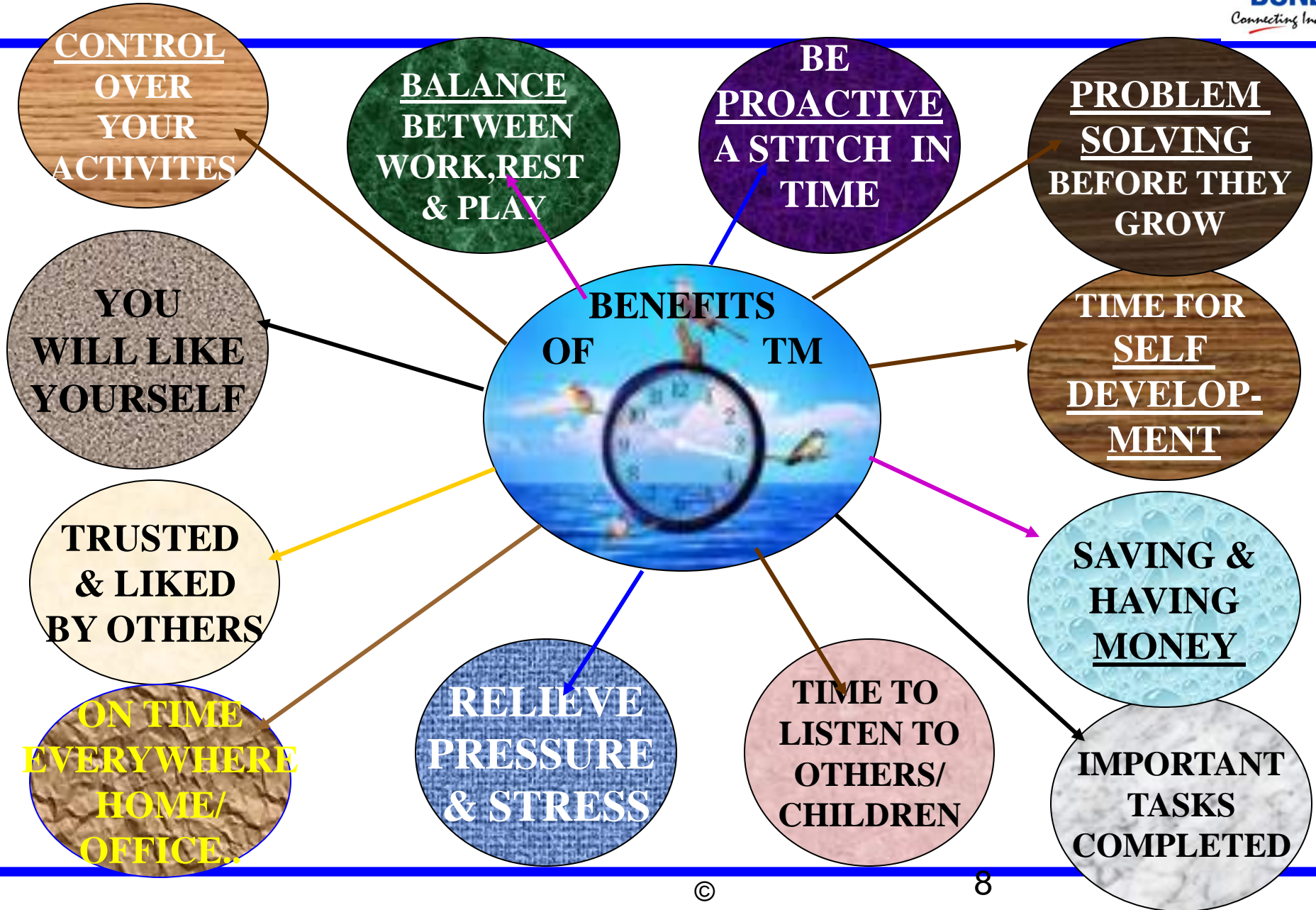
Tomorrow's a Mystery

But Today is a Gift

That's Why They Call it

The Present

BENEFITS OF TIME MANAGEMENT



IS THE JAR FULL ?

Stephen Covey in his book, *First Things First*, shares the following story experienced by one of his associates:

I attended a seminar once where the instructor was lecturing on time. At one point, he said, "Okay, time for a quiz." He reached under the table and pulled out a wide-mouthed gallon jar. He set it on the table next to a platter with some fist-sized rocks on it. "How many of these rocks do you think we can get in the jar?" he asked.



IS THE JAR FULL ?

•Then he said, "Ahhh" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar and the gravel went in all the little spaces left by the big rocks. Then he grinned and said once more, "Is the jar full?"



IS THE JAR FULL ?

By this time the class was on to him. "Probably not," we said. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all of the little spaces left by the rocks and the gravel. Once more he looked and said, "Is this jar full?" "No!" we roared.



IS THE JAR FULL ?

He said, "Good!" and he grabbed a pitcher of water and began to pour it in. He got something like a quart of water in that jar. Then he said, " Well, what's the point?" Somebody said, "Well, there are gaps, and if you work really hard you can always fit some more things into your life."



IS THE JAR FULL ?

"No," he said, "that's not really the point.

The point is this:

**Put the
Big Rocks
in First**



CLOCK & COMPASS SYNCHRONIZATION GRID

I

URGENT + IMPORTANT

CRISIS

PRESSING PROBLEMS

DEADLINE DRIVEN TASK

MEETINGS

ILLNESSES

II

NOT URGENT + IMPORTANT

LONG TERM GOALS

PLANNING

PREPARATION

VALUE CLARIFICATION

RELATIONSHIP BUILDING

EMPOWERMENT

III

URGENT + NOT IMPORTANT

INTERRUPTIONS

SOME PHONE CALLS

POPULAR ACTIVITIES

SOME MAIL

SOME REPORTS ...

IV

NU + NI

TIME WASTERS

ESCAPE ACTIVITIES

SOME PHONE CALLS

SPAM, USELESS MAIL

EXCESSIVE TV

GOAL & ROLE DETERMINATION

CLARIFY YOUR VALUE SYSTEM

IDENTIFY YOUR DEEPER INTERESTS

IDENTIFY YOUR STRENGTHS & WEAKNESSES

DETERMINE YOUR GOALS FOR A 3 - 5 YEAR PERIOD

BREAK THE GOALS INTO ANNUAL GOALS

BREAK CURRENT YEAR GOALS INTO QUARTERLY GOALS

NOW IDENTIFY WEEKLY GOALS FOR THE CURRENT QUARTER

PIT FALLS TO AVOID

- **Enemy Inside** (Laziness, Ill-health, TV, Inefficiency, Indecision, Habits Etc)
- **Enemy Outside** (Interruptions, Phone Calls, TV, Popular Activities, Delayed Transport, Inefficiency Of Others Etc)
- **Too Many** Goals / Non - Synergetic Goals
- Spoiling Important **Relationships**
- **Unorganized** (Clutter On Table / At Home)
- Planning More / Less than **CAPABILITY**
- **Procrastination** / Too Many Tasks At A Time

Effective Time Utilization

S.No.	Activities	Aggregate time
1.	Sleep	28 years
2.	Study and Education	10 years
3.	Recreations/hobby/ holidays	8 years
4.	Illness and Rest	6 years
5.	Travelling and commuting	5 years
6.	Eating	4 years
7.	Getting ready (transit time)	3 years
8.	Effective time	8 years
	TOTAL	72 years

A TIMELY CALL !

- **We see that only 8 years time is generally used for effective work in the total life span of 72 years.**
- **Can we use at least this 8 years really effectively and purposefully to achieve our Life's goals ?**
- **Time Management is simply Life Management. Great and Successful People were good Time Managers.**
- **YOU TOO CAN !!**

WISH YOU ALL SUCCESS

