

TIME MANAGEMENT

- We see many people around us who spend their time in a frenzy of activity but achieve very little because they are not concentrating on the right things. They are perpetually busy but it does not necessarily mean that they make optimum utilization of their time. So there is a great need for effective Time Management in our lives today.
- We keep hearing the word "Busy" a lot. There are two kinds of busy, chaotic, disorganized busy and calm effective busy. It goes without saying that being the latter helps to pack in more productivity in your work. Improving our "effectiveness Quotient" calls for mastery of basic time management skills.
- We constantly hear the refrain that we do not know where the time goes. Whether you are an executive, a student or a homemaker, you need to achieve more in every minute of the day and to enjoy each task that you take up. We will be well on our way to the top if we know how to squeeze the most out of even a minute.
- The first thing to bear in mind is to question whether you have a personal sense of time or a time log. This helps you to keep track of how you spend each hour. There is a way to do this. Divide each day for a period of two weeks into one hour intervals and jot down what you do in them. You can sub divide the activities under such headings as business meetings, writing, making phone calls, reading, time spent with the family etc. At the end of the week, examine your time log.
- What you may find is that very little time goes into top priority activities and more into activities such as phone calls, coffee breaks, chatting with friends etc. Now is the time to analyze what activities are a waste of time and what need more time. Try to cut down time spent on useless activities or stop doing them altogether. Once you have prioritized your time, you will find your efficiency level rising and the end result is that you will be an achiever!