

# Time Management

By

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# Time Management

- What is time management?
- Effective use of time
- Avoid distractions like cell phone messages,
- Emails, phone calls that are not important.
- Work with blocks of time
- Morning Routine before starting class:
- Prayer

# Time Management

- Meditation
- Exercise, rigorous work out 30-45 minutes daily
- Shower
- Breakfast
- Daily Planning

# Time Management

- Attend class
- Prepare for class, case reading or class reading
- Take notes
- Read notes to refresh memory
- Socializing in college
- Home study
- Me time

# Time Management

- Avoid procrastination
- Do the hard work first
- Easy or less important tasks at the end of the day
- Get at least 8 hours of sound sleep
- Avoid checking email and cell phone if you wake up during the night.
- Meditate or pray before sleeping

# Time Management

- Write your big five for the day that you achieved
- The small wins
- What made your day memorable positive and negative
- Write a journal, instead of storing everything mundane in your brain.
- Make your monthly, weekly and daily plan

# Time Management

- Just staring into space or day dreaming or making another plan or to do list won't get the work or task at hand done.
- Just do it
- Get it done
- Check it off your list, this gives satisfaction, creates a sense of accomplishment and achievement.

# Time Management

- Be positive about what you need to do after you have prioritized it.
- A positive attitude will enable you to achieve better results and get the work done in less time than if you have a negative attitude and think the work at hand is a boring chore.
- Take short breaks, work in spurts of a 90 minute cycle and then take a 15-20 minute break to refresh yourself and renew your energy.



# Time Management

- Breaks are taking a walk in nature
- Exercise
- Doing an important errand
- A short nap

# Time Management

- Keep a note book to manage your time whether it is a diary or Microsoft Outlook planner or phone calendar planner.
- The advantage of a notebook planner is that it doesn't get erased and you can refer to previous and future and current tasks.

# Time Management

- Be realistic
- Allocate reasonable amount of time
- Leave one third of the day unplanned for any eventuality
- Make time for yourself
- Your own time to be with yourself
- To read, to learn to grow
- Your own personal down time, listen to music

# Time Management

- Avoid too much television
- Avoid too much surfing the net
- Avoid an over indulgence in social media.
- Evaluate what you have accomplished during the day
- What needs to be done tomorrow
- What is your success rate
- Are you wasting time
- Avoiding what you need to do and postponing important tasks that could have detrimental consequences?

# Time Management

- Work
- Play
- Fun
- Enjoy
- Life is a gift
- You only live once
- Optimize your life by optimizing your time.