

TIME MANAGEMENT



RTN. C. S. JOSHI

**CERTIFIED INDEPENDENT DIRECTOR (IICA),
REGISTERED VALUER (IBBI, CBDT & CUSTOMS)
CHARTERED ENGINEER.**

AGENDA



- ✓ Introduction
- ✓ Myths & Realities
- ✓ Planning
- ✓ Execution
- ✓ Monitoring & Control
- ✓ Q & A

INTRODUCTION



✓ Lottery

➤ One Time

- ❖ Rs. 10,000
- ❖ Rs. 10,000,000

➤ Daily

- ❖ Rs. 10,000
- ❖ Rs. 10,000,000



MYTHS & REALITIES



Myths

- ✓ Time management is nothing but common sense.
I do well at my work, so I must be managing my time effectively.
- ✓ It takes all the fun out of life!!!
- ✓ Time management?
I work better under pressure.
- ✓ No matter what I do, I won't have enough time!

Realities

- ✓ Increases productivity & **Reduces stress.**
- ✓ Improves self-esteem & **Helps achieve balance in life.**
- ✓ Increases self-confidence
Helps you reach your goals!



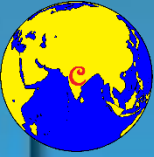
- ✓ Set
 - Goals
 - Reasonable Expectations



- ✓ Make a Schedule

	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> DO	<u>Quadrant II</u> <i>not urgent but important</i> PLAN
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> DELEGATE	<u>Quadrant IV</u> <i>not urgent and not important</i> ELIMINATE

EXECUTION (THINGS TO REMEMBER)

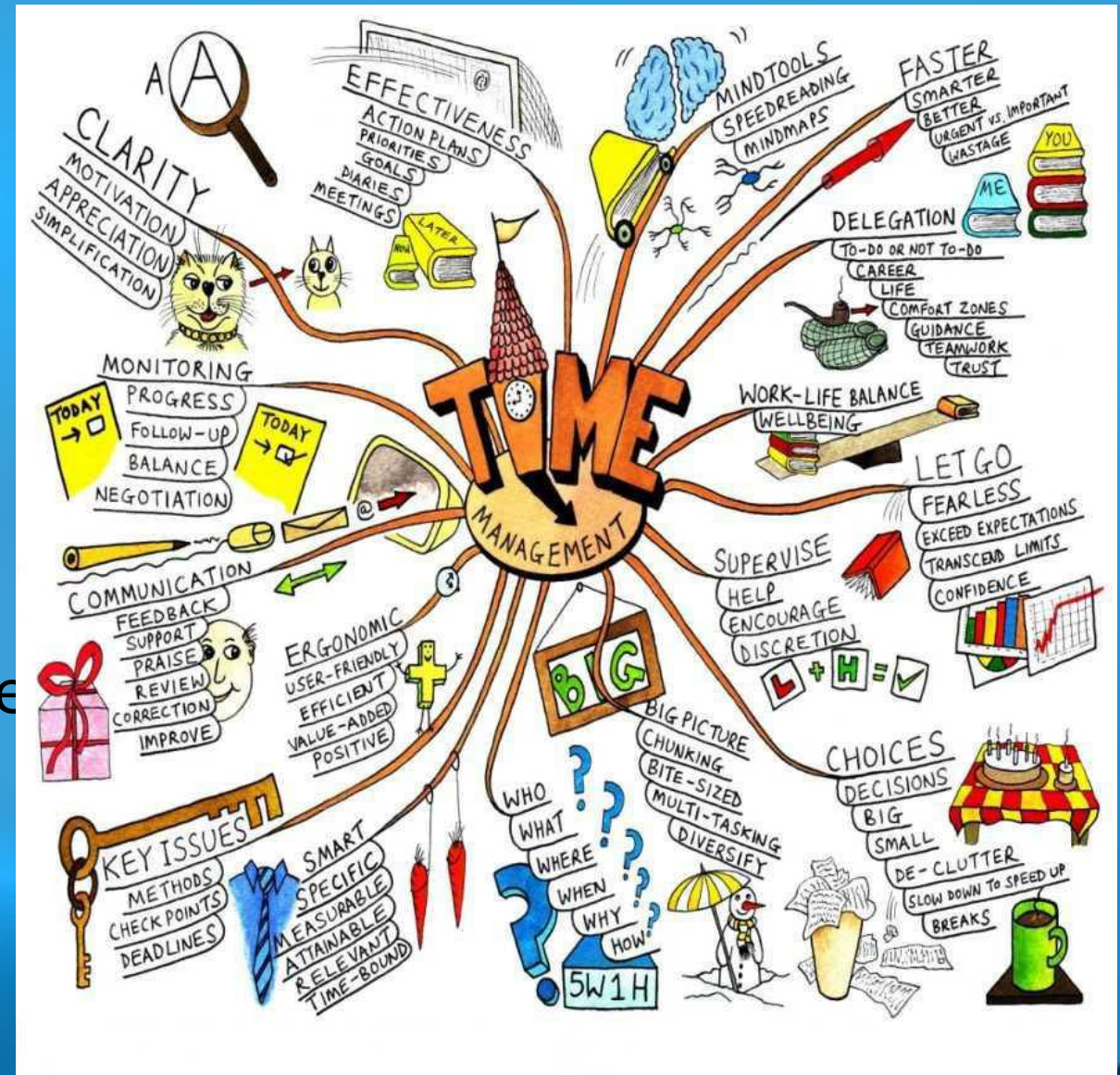


✓ Goals

- Specific
- Measurable
- Achievable
- Relevant and
- Time Bound

✓ Schedule

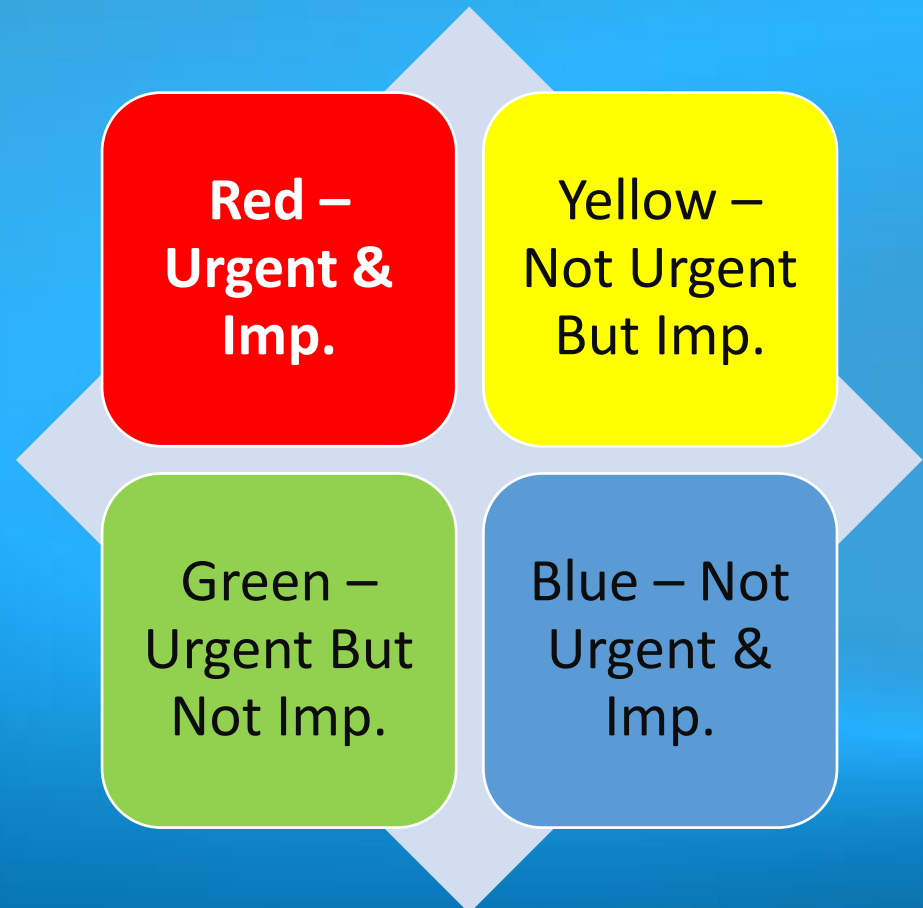
- Adhere To The Schedule
- Wherever Possible Make Backward Plans





To Do Lists, Colour Code The Tasks

Merge Them Into Your Calendar



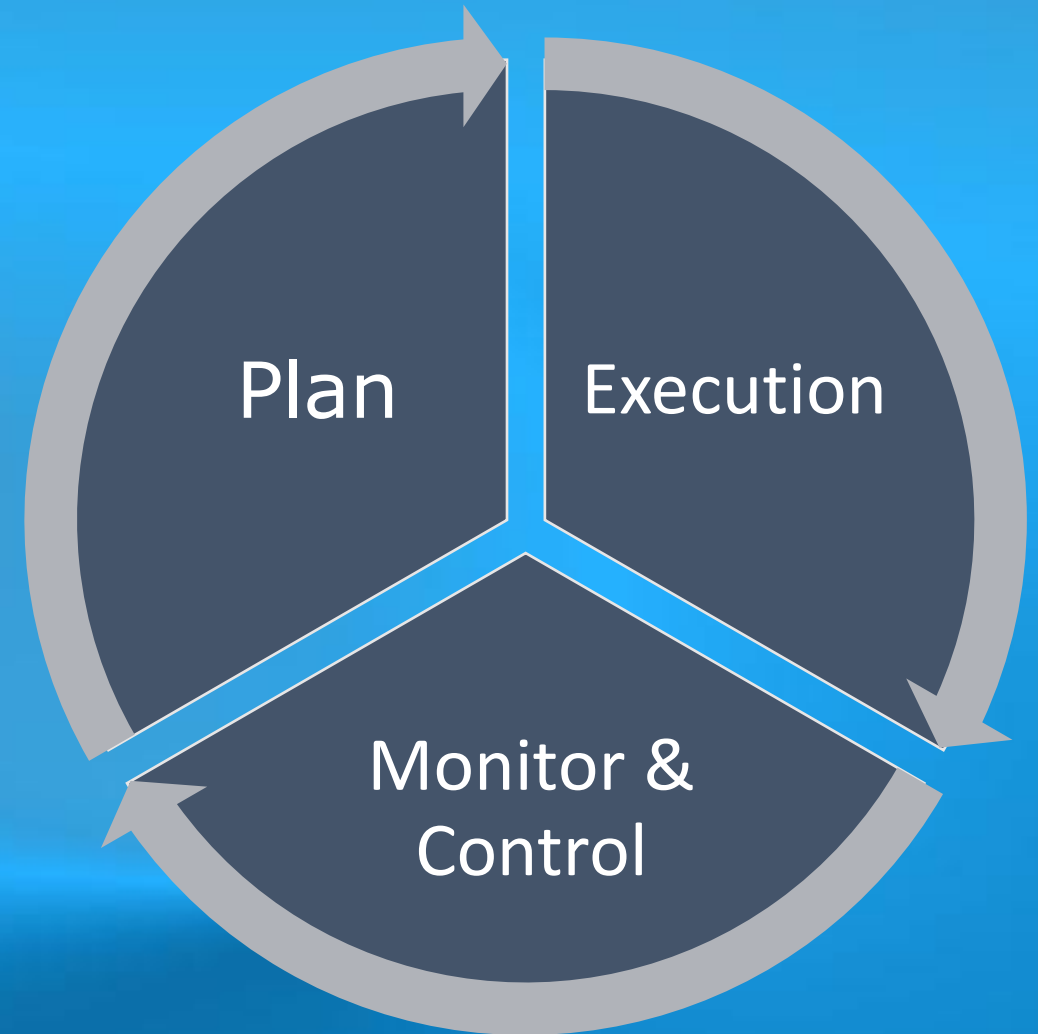
DECEMBER 2022							Feb-23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14 Makar Sankranti
15	16	17	18	19	20	21
22	23	24	25	26 Republic Day	27	28
29	30	31	1	2	3	4

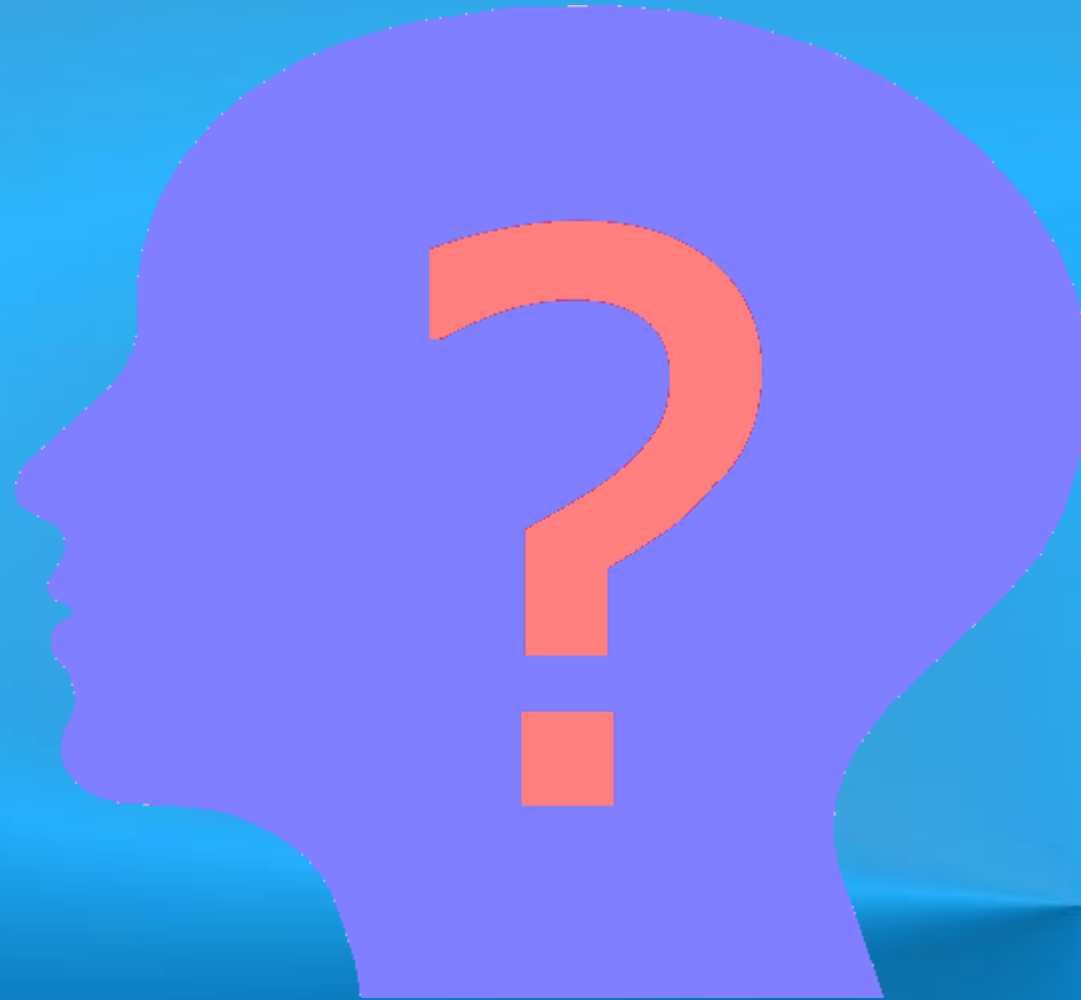
MONITORING & CONTROL



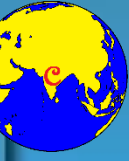
- ✓ Analyse The Execution
- ✓ Revisit Your Plan
- ✓ Revise The Plan For Improvement
- ✓ Continuous Improvement



QUESTIONS & ANSWERS



THANK YOU



આભાર માળી آپ کا شکریہ

تمہارا
مہربانی

Thank You

धन्यवाद நன்றி

ভূগাড়া पंनहाट धनाबाद

CompuBee
TECHNOLOGIES PVT LTD

তোমাকে धन्यवाद नां

देव बरं करूं धन्यवाद

आभारी आहे धन्यवादालु

ଆପଣ କୃତଜ୍ଞତା କରନ୍ତୁ ।