

STREAM: **B.COM SEMESTER-1**

SUBJECT: **TIME MANAGEMENT**

UNIT-1

INTRODUCTION

Q: 1 What is time management in simple words?

Time management is continues process. Time is money, time is valuable things. If one time opportunity and time go out so never come in your life.

❖ **Meaning**

Time is the things which more important compare to another thing like money. So real time is our money, our brand, our valuable things.

❖ **Characteristics of time management**

- Time management is process of organizing and planning.
- Divide your time into different activity.
- Got it, right and you will end up working smarter.
- Event when time is tight and pressure are high so the highest achiever manage their time exceptionally well.

Q: 2 What is importance of time management and priorities of time management.

Importance

- A good time management skill increase your productively.
- A time management skill help you reduce stress for your over bed work.
- Take a time and priorities for your effective work.
- Effective time management clarify your goals and priority your most important task.
- As a result you have more time to achieve biggest and better result.

Priorities

- While priority is important and necessary.
- Establishing priority is necessary in order to complete everything that needs to be done.
- Priority is important because it with allow you to give your attentions to complete it.
- To complete task that are important and argent so that you can later.

- Focus on lower priority task.
- Achieving target for good priority that you want to it.

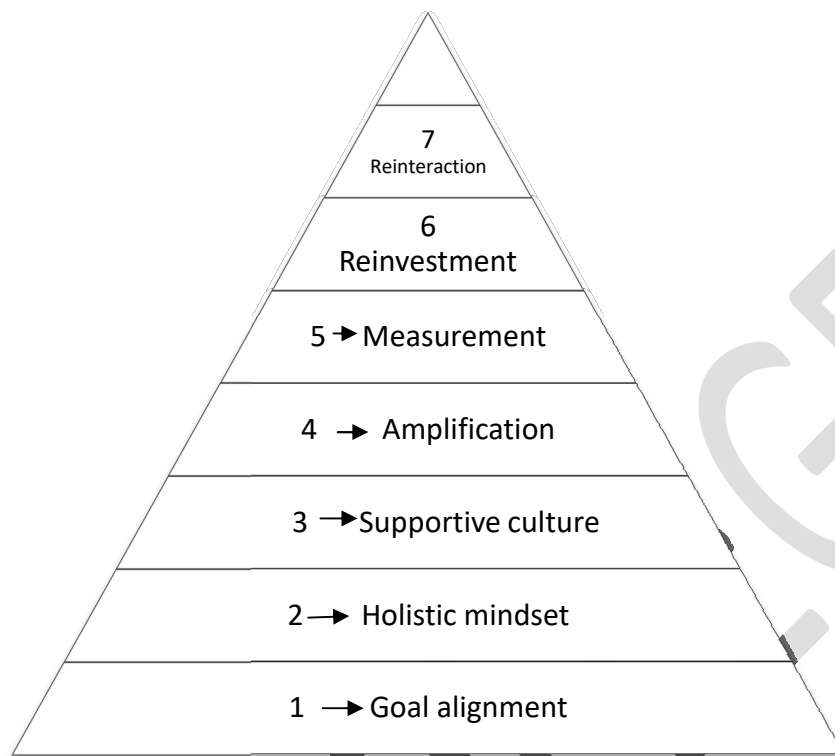
Q: 3 What is strategy of time management? And it's matrix system.

- Know how you are spending your time.
- Stick to daily schedules.
- Priorities
- Tackle the most difficult task first.
- Batch process similarly task first.
- Set reasonable time limit for your work.
- Learn when to say no.
- Avoid multitasking.

Time management matrix system

Urgent	Not Urgent
Qurt-1	Qurt-2
➤ Crisis ➤ Pressing problems ➤ Deadline driven problems	➤ Relations build ➤ Finding new opportunities ➤ Long term planning ➤ Preventives activities ➤ Personal growth ➤ Recreation of goals
➤ Interruption ➤ Emails, calls, meetings ➤ Popular activities ➤ Proximate, pressing matters	➤ Busy work ➤ Time wasters ➤ Some calls & email ➤ Pleasant activities

Q: 4 Draw the productivity pyramid



Q: 5 Objective of time management and principal of time management.

Objective

- Understand the concept of time management.
- Implement such concept in activity.
- Recognize some fact and principle of time management.
- Overcome challenges to time management.
- Manage and control problems.
- Increase productivity.
- Reduce stress level.
- Be clear about your mission and goal in your life.
- To increase awareness of your attitude towards time.
- To recognize the benefit of time management.
- Describe techniques for improving time management.
- Identify common difficulty of time management.

Principals

➤ **Planning**

This task is most important before a good time management approach in management tasking. If your planning are good then your management is so excellent.

➤ **Priority**

Priority is the second principal of time management. Priority is one of the best categories of time management are based on different level of firm.

➤ **Delegation**

Additional advantages of delegating task and responsibilities are specified by Felton and Sims [2009] as increased motivation of individuals to who motive other and delegate with other.

➤ **Discipline**

Its discipline or the behavior element of time management are so important to its overall success. You can have all of the available tools and skills.

➤ **Scheduling**

Planning is understanding what you need to get done were scheduling is committing the time when you will do them, for example you might block time out in scheduling.

➤ **Measuring**

The main principal of time management is measuring. How to measure a time on its scheduling or not measuring is most important task to overall control level action to how to measure a time.

UNIT-2 **TIME WASTERS**

Q: 1 Write introducing and meaning of time wasters.

A time is based on over regular daily activity. Word forms of plural time wasters it is countable known if you say that someone for something is a time waster you mean that they cause you to spent a lot of time doing something that is own necessary or does not introduce any benefits.

Meaning

Time waster means a person or things pass or spent his time on behind of different things are called time wasters.

➤ What are the top 10 time waster

- 1) Mobile phones
- 2) Unproductive meeting
- 3) Overloaded Emails, Messages & Chats.
- 4) Social media[Whatsapp, Instagram etc]
- 5) Technical difficulties.
- 6) Multitasking
- 7) Expectations
- 8) Unnecessary group chats with group member.
- 9) Television
- 10) Disorganization

Q: 2 What is office environment? What is meeting/write office goals.

Meaning of office environment

Office environment means the relation between employee and his work combination together on one specific place to achieve the goals.

OR

The place which meet two or more person to specify his corporate goals using his skill thought workers and employee to top level to bottom level.

Meaning of meeting

Meeting means the prepare agenda of the company object schedule, employee skill, performance, financial condition of company of different project prepare of generate skills of employee are called meeting.

OR

In other words meeting means the preparation all schedule the top level to bottom level.



Q: 3 Write a short note, about biggest time waster television, mobile phones/internet/telephones goals.

1) Telephone goals

❖ Advantages

- To provide platform to spreading information on social media.
- To spread information fastly and instant.
- Recently data transfer one app to another app.
- High speed data recover media.
- Acceptance of challenges.
- Provide more and new knowledge of the things.

❖ Disadvantages

- More expensive on present time.
- If you power goes out your phone will not work and you loss customers.
- Updated new system continuously.
- Require hardware cards that can be costly.
- A telephone setting privacy may require a site visit from a technician.
- Lack of talking with other.
- Electricity and wire problem.

2) Mobile phone/internet

❖ Advantages

- Easy communication
- Find GPS

- Earning money
- Promoting business
- Data store
- Generating income
- Entertainment
- Re-search
- Online payment, banking
- Photos and videos sharing

❖ **Disadvantages**

- Distraction
- Wastage of time
- Addiction
- Cyber-buying
- Sleeping disorder
- Loss of study
- Health problem
- Ear and eye
- Leakage of information
- Privacy and security issue
- Road accident

3) Television

❖ **Advantages**

- Provide information
- Learning English on news
- Generate skill thought different program
- Learning new skill development
- Save the internet charges, recharge amount
- Entertainment purpose
- Unity between family members
- Best time pass
- Awareness of various culture
- Personality development

❖ **Disadvantages**

- Time wastage
- Increase electricity bill
- Influence on health
- Create a noise pollution
- Loss of eye vision
- Sleep disturbance
- Impact on family relationship
- Behavior

Q: 4 Poor delegation/saying “no” to anyone delegation skills

Delegation skills

It can be hard to let go of a job you have been doing for a long time. More often than not if we let others take on some of our responsibility we can free up our for more important task which could lead us towards our career goals.

So, what stock us from delegating?

Delegating may fill like losing control of task infect it is your releasing that your time is better spend elsewhere.

It may fill as thought a job is completed faster and more effectively by you when short investment of time spend showing someone else and how to doing can save you much more time.

If you show them the right way and provide support it will be done just as well as when you do it.

Learning to say ‘no’

Saying no can be hardest part of our day. We even felt quality about saying no and subsequently put yourself in stressful condition. One way to justify turning down a new task is to remember previous time you took on extra work only for that work to become a burden. You also need to remember you are important.

The work you do is integral to your department and to the wider business, for you to be able to work as effectively as possible you must learn to say ‘no’ ask to do something which will not benefit your core responsibility.

The more you say no and give justification in saying so your manager may look at alternative solution such as hiring more employee or purchasing it's solution.

Q: 5 Emotional blocks of time management

Time management is not just using a diary to record your task and appointments. It is rather asset of principles habits and skill that will help you to do your job and be productive.

i) Too many tasks on our schedule

We should admit that there is always more task. We need to do then we think you can simply solve this problem by identifying the time require to finish each task before jotting them down on our schedule.

ii) Too many interruption

This is worst enemy of time management phone calls, on schedule visit and being distracted by minor issues are the top interruption we encounter. Working is like a car the more time you spend constantly on a task the more effective you become.

iii) Lack of priority

Some task are important but they are not urgent. You give priority according to task. The urgent task would be top of your list then the important once without having priorities you might end up consuming your time on something less urgent or an important.

iv) Now and then

This is one of the most common glitches of time management by delaying any of our task for tomorrow we are losing our time of new and tomorrow. When you delay a task remember that you must delay another task of tomorrow's list.

v) Fear and failure

When we are afraid of working on a task to problem will accrue first we tend to delay it and second we keep thinking about it which will consume a lot of energy out of our brain the golden rule says that the task that we are suppose to finish but we are not working on them will make us more tired than if we just work on the.

vi) Lack of organization

These might be lack of organization in setting the agenda based on urgency or lack of proper task disturbance or lack of organization in our work environment.

vii) Lack of strategies direction

Lack of strategies direction in any organization can lead to centralized working system. The employee with routine task if you have any task on your list that can be done by someone else delegate it if there is a task that is not priority than delay it that delay it that is not important then delete from your list.

viii) Unable to say “No”

Lack of enough courage to say “No” to some task can present big problem for and effective time management in most culture saying “No” is not a common expected answer if you keeping to say “Yes” to all the needs and on you end up getting none of them. Next how much time you have and where you feet in your schedule.

UNIT-3

TIME MANAGEMENT TOOLS

Q: 1 Which ways to overcome time wasters/how to reduce time wasters?

Introduction

Time waster is main effect of the any good time management. So, on this time we use a tool which reduce time waster in every place we need a time management tools which we use for the top level to bottom level or our personal life and achieve personal goal.

Ways

- Priorities and stay focus on your personal and professional goals.
- Evaluates your daily task and priorities.
- Delegate [Collaborate] as much you can.
- Let go of the idea that nobody can do what you do the way that you do it.
- Figure out your goals.
- Keep track.
- Relationship problems.
- Emotional overcomes.
- Schedule your day.
- Do the hard task first.
- Write it down your goals.
- It is worth your time.

- Don't cheat on your time or work.
- Set time-limit.
- Emails, message, chats all are the time waster.
- Don't create anxiety on your mind.
- Substance misuse [daily habit remove]
- Stress
- Don't waste your time on more sleep.

Q: 2 What is the planning components of time management?

1) Idea

Idea is the first step to create a planning of time management. A good idea or creation make a good construction of the any good planning.

2) Strategy

After idea describes your strategy after implementation of idea second and necessary tool of the having good planning of the time management, may your own strategy create own empires.

3) Funding

Above two tools implementation collect the money or create fund for implementation of strategy and idea and running of the company though different resources like create funding share capital, commission, dividend, bonus etc.

4) Customer

Customer is the king of market, so collection of customer is the primary and basic tool of the planning if your customer are satisfied with your product which is your best planning for example discount, decrease rate.

5) Expenses

Above tools ever after make a list of different expense of top level to bottom level. Maintain the expenses on good planning your expense are depend upon your profit and loss.

6) Market

Market is the place which relation between traders and customers using buying and selling. The market are based on different level of customers monopoly market, single market, two way market, research your market condition and produce your product on market.

7) Sales

This tool is basic priority of the planning. The exchange of commodity on the base of the market, so many types of sales like personal sales, door-to-door sales, inside, outside, direct, social sales etc.

8) Forecast

In any planning forecasting is very necessary and important tool of the planning different types of forecast like sales, production market, customers, policy, target market, bonus, salary , commission etc are for the forecasting.

9) Entrepreneur

A good planning the last task is the make entrepreneur of own business or enterprise this result is good planning or good management.

Q: 3 Write objective, policy, programmer schedule strategies of time management.

Introduction

A good time management are based on it's object, idea, policy, program schedule and basic priority and strategy of the time management.

Objective

- Effective planning
- Setting goals and objective
- Setting deadline
- Priorities activity
- Delegating responsibilities
- Improving yourself
- Understanding others

Policy

- Follow GTD method [Goods and Trade Department]
- Set monthly and weekly priorities for work and task.
- Plan out your day.
- Break large task into smaller task.
- Time block your day.
- Batch similar task together.
- Limit checking email and work messaging.

- Stay organized.
- Avoid repeated task.
- Switching and half working
- Find productivity tools work for you.

Programs of time management

- Organization of planning
- Strategy meeting
- Research
- Design
- Waste cost camping
- Marketing meeting
- Presentation of stock holders
- Appointment
- Company
- Peer review

Schedule strategies

- Indentify available time
- Schedule essential actions
- Schedule high priority activity
- Schedule of contingency time
- Schedule of discontionery time
- Analyses your activity

Q: 4 What is time teach system and budget of time management?

The time teach system means the system which are how to teach a spent time on different activities and work are called time teach system.

What is time teach system work?

- Organize day by priority
- Strategy plan homework, assignment
- Avoid loaded work
- Plan for potential crisis
- Set aside personal time
- Write suggested list of the work of time

Time teach system meaning

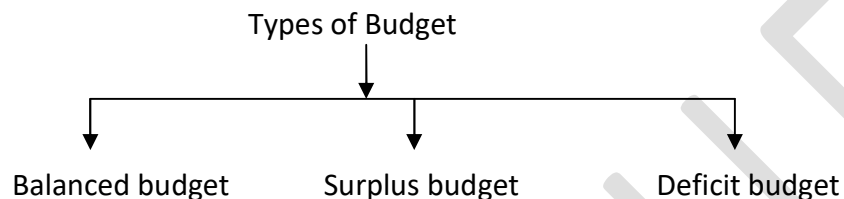
Time teach system means the time which are teach the how to spent on specific work / specific learning, new teaching system are called time teach system.

OR

How to teach or learning of new system are called time teach system.

Budget of time management

The budget are a tool that can help you see how much time it takes to deposite to do specific task you can use them to priority your work make decision about what to do and find way to be more efficient they are beneficial to the people who only have a little free time but want to make the most of it.



1) Balanced budget

A budget is deemed a balance one if the accepted government expenses equal the estimated government receipt during a given financial year.

2) Surplus budget

The second of the three type of budget are the surplus budget. A budget surplus is when income or revenue exist expenditure.

3) Deficit budget

The government budget balance also referred to us the general government balance public budget or public financial balance is the difference between government revenue and spending.

Q: 5 Which tool is best for time management and how to save time?

The government best tool of the time management is promote techniques, task management strategy, management techniques, project management.

Essential time management tools

- Plan ahead
- Use a timer
- Timely multitasking
- Have routine
- Track a time
- Delegate
- Just say no
- Batch your work
- Automatic
- Time block

How to save time for personal goals

1) Specific

Your week, goals must be clear and not negative and focused on your personal aspect. Create more attention on your daily task and priority.

2) Measurable

Goals should be measurable and pure attention on it personal goals and save to time if it is possible to measurable action and work.

3) Achievable

Your goals should be achievable. Prepare a list of achievable goals in your daily task and if your goals are save more time then you achieve your goal instant and fastly.

4) Relevant

Your personal goals are preferable and more relevant because more relevant aspect more time save and relevant aspect are fastly work compare to other goals.

5) Time based

Personal goal are may be time based or related to time bonding aspect. More time given your work, work is more good and based on time.

Q: 6 Discuss following application of time management.

- i) Practical experience and games on
- ii) Goal setting
- iii) Weekly plan

i) Practical experience

Time management is important skill in both personal and professional life. It involves organizing and planning. How to allocate your time effectively to achieve specific goals practical experiences and games can be valuable tools to enhance your time management skill.

- Work project
- Daily routine
- Meeting and appointment
- Multitasking awareness
- Time tracking

❖ Games as an application of time management

1) Pomodoro Technique

Play a game where you work for a set period [for e.g. 25 min.] and then take a short break.

2) Time management simulations

Games like “ Dinner Dash “ or time management challenges players to efficiently manage resources and time to achieve specific goals. This game simulates a real life situation and decision making under time management.

3) Escape room games

Online or physical escape room games require time sensitive problem solving. They teach team work and effective use of limited time.

4) Strategic planning games

Games like civilization or SimCity involve long term planning and resource management. These games help develop strategic thinking and ability to task over extended period.

5) Time tracking apps with games

Apps like Habitica turn task and habit into a game where completing tasks earn rewards or progress a character. This gamified approach can make tasks more engaging and encourage consistent time management.

ii) Goal setting

Goal setting is a fundamental component of effective time management. It involves identifying specific objectives, creating a plan to achieve them and allocating necessary time and resources. When integrated into a time management framework, goal setting can significantly enhance productivity, motivation and overall success.

1) Clarity focus

- Define clear objectives
- Prioritize tasks

2) Smart goals

- S= Smart, M=Measurable, A=Achievable, R= Relevant, T=Time bound

3) Time allocation

- Time blocking
- Deadline sensitivity

4) Motivation & commitment

- Intrinsic motivation
- Monitor progress

5) Resource optimization

- Identify resources
- Efficient resource allocation

6) Reducing overwhelm

- Break down goals
- Daily planning

7) Flexibility and adoptability

- Review and adjust
- Learn from challenges

8) Life balance

- Holistic approach

iii) Weekly plan

- 1) Set clear goals
- 2) Priority task
- 3) Time blocking
- 4) Create weekly overview
- 5) Daily to do list
- 6) Flexibility