

60 SECONDS IN A MINUTE

60 MINUTES IN AN HOUR

1440 MINUTES IN A DAY

3600 SECONDS IN AN HOUR

86400 SECONDS IN A DAY

525600 MINUTES IN A YEAR

**पर वक़्त की मारामारी तो है boss**

TIME **MIS** MANAGEMENT

7<sup>th</sup> April, 2018

**All India drugs control officer's confederation and  
Food & Drugs Control Administration Gazetted officers Association**

“We all have time to either spend or waste and it is our decision what to do with it. But once passed, it is gone forever.”

- Bruce Lee (“Zen in the Martial Arts” by Joe Hyams)



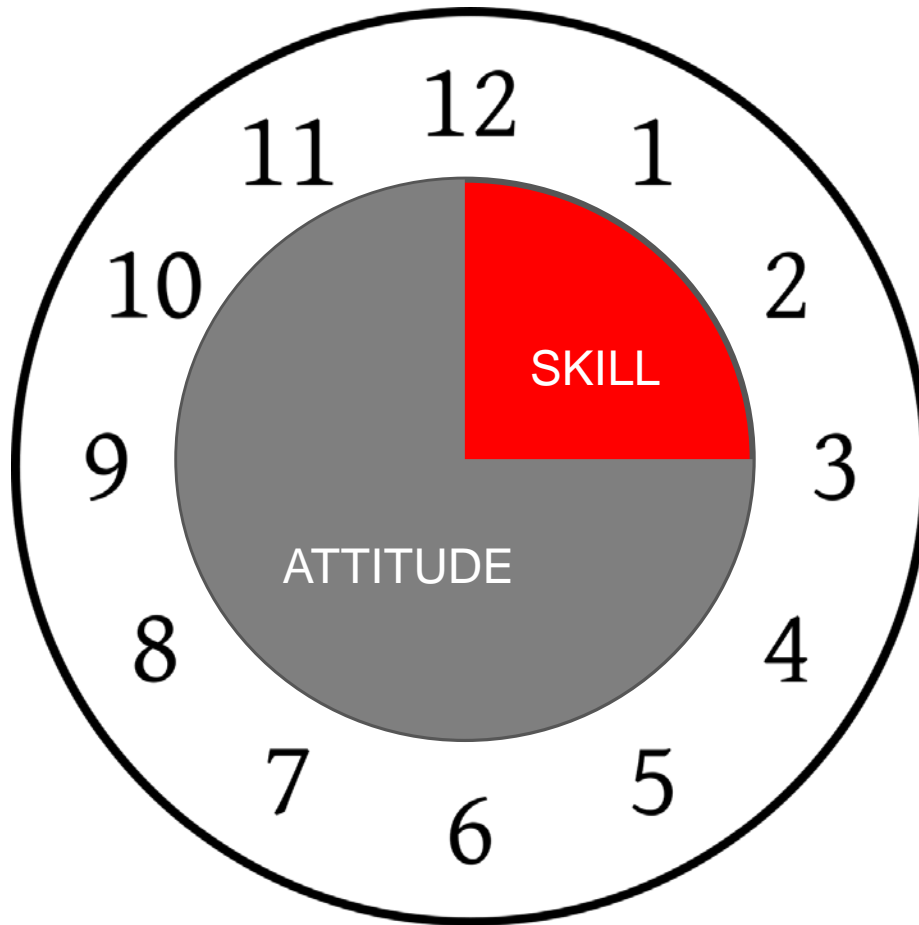
# TIME MANAGEMENT PHILOSOPHY

Time Management is more than just managing time. It is about **controlling** the use of the most valuable - and undervalued - resource. It is **managing oneself** in relation to time. It is **setting priorities** and **taking charge** of the situation and time utilization.

It means **changing those habits** or activities that cause waste of time. It is being **willing to adopt habits** and methods to **make maximum use of time.**



# IS TIME MANAGEMENT A SKILL OR AN ATTITUDE ?



# ANSWER THIS QUESTIONS

1. Do you feel like you are busy and you run out of time? Yes / No
2. Does the length of your to-do list make you feel more stressed? Yes / No
3. Are the time management systems you have learnt too complicated or time consuming? Yes / No
4. Do you feel you can be more time effective but you are not sure how? Yes / No
5. Does good time management mean being up-to-date with your tasks? Yes / No

If you answered YES to 2 or more of these questions then your current time management systems are failing you. Either because you don't use them or because they are ineffective.

A YES answer to the last question means you definitely need a new approach with a different mind set.



TIME MANAGEMENT FROM THE HEART

The

7

Principles

for today's context



# THE 7 PRINCIPLES

1. LET GO
2. RESPONSIBILITY
3. WHOLE LIFE
4. PERSONALIZE
5. INSTINCTS
6. FEEL SUCCESS
7. BUILD YOUR PERSONAL TIME MANAGEMENT SYSTEM



# 1. LET GO

You can't get everything done. You need to accept this is true.

It would be nice to do all these things

There is a way you can still feel like you are contributing in areas that are really important to you.

Accept that you will not get to complete all the tasks you would really **like** to do.

You need to LET GO of the idea that you will GET EVERYTHING DONE






1.

URGENT

and IMPORTANT

1.

URGENT

and IMPORTANT

2.

IMPORTANT

BUT NOT SO URGENT

1.

URGENT

and IMPORTANT

2.

IMPORTANT

BUT NOT SO URGENT

3.

URGENT

BUT NOT IMPORTANT

1.

URGENT

and IMPORTANT

2.

IMPORTANT

BUT NOT SO URGENT

3.

URGENT

BUT NOT IMPORTANT

4.

NOT IMPORTANT

NOR URGENT

**Do First**

URGENT

and IMPORTANT

**Do Next**

IMPORTANT

BUT NOT SO URGENT

**Do Later**

URGENT

BUT NOT IMPORTANT

**Don't Do**

NOT IMPORTANT

NOR URGENT

# PLOT THE TASKS

Tasks	Urgent and Important	Urgent but not Important	Not Urgent but Important	Not Urgent nor Important
Relationship building				
Crying baby				
Exercise				
Long term planning				
Kitchen Fire				
Interruptions and Distractions				
Deadline driven projects				
Trivia				
Crisis management				
Recreation				
Personal growth				
Time wasters				
Popular activities				

1.

URGENT

and IMPORTANT

**MANAGE**

2.

IMPORTANT

BUT NOT SO URGENT

**FOCUS**

3.

URGENT

BUT NOT IMPORTANT

**AVOID**

4.

NOT IMPORTANT

NOR URGENT

**LIMIT**





## 2. RESPONSIBILITY

Take full responsibility for how you spend your time

Time management is much more about choices and decisions than to do lists and appointments.

“if they just left me alone I’d be able to manage my time well.”

There are always choices. Taking responsibility means you take the viewpoint that you have choices in all situations.

What you need to see is how **you** contributed to the outcome and what **you** could do differently



## TRY THIS ACTIVITY NOW

Think of a recent situation where you had to work hard to finish something at the last minute (or you ran out of time before you got it done).

Write a briefly description of the situation.

List at least 5 of the reasons why you did not get this task done earlier:

NOW list at least 5 things you could have done to get the task done earlier:

Write down three main ways that you will keep yourself on track with being responsible:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



### 3. WHOLE – IN - ONE

Most people separate work life and personal life. Life away from work can be split further depending on what you are involved in.

Your life is **ONE LIFE**. And you have a limited amount of time to fit everything in to that life. Your use of time will be more effective for you if you can **SEE** your life as **ONE WHOLE**.

Have a visual representation of how you will use your time for  
**ALL** roles you play



# HOW DO YOU ALLOT YOUR TIME ?

Imagine your car had 5 different petrol tanks. Your engine takes petrol from different tanks depending on how you are driving. Each week you get 60 litres maximum.

You do NOT have a fuel gauge. If any tank is empty when the engine needs it, the car stops.

How will you decide which tank to put the gas in?

Don't handle your time that way. Look at your time like it is one full tank. Think about use of your time like a long drive (how much fuel will I need to get there) and use a fuel gauge.



# HOW DO YOU ALLOT YOUR TIME ?

There are several aspects to help you see your life as one life.  
They are:

- Use a structure
- Know your capacity
- Create one time management system
- Define and Balance your roles



# STRUCTURE

Activity without a plan wastes massive amounts of time and energy

Create an Ideal Week template

Create an ideal week structure. Make it colourful and make sure you have included all aspects of your life (not just work).

Structure creates flexibility and leads to time mastery



# CAPACITY

Capacity is the amount of hours available to you to do what you want to do. It is the size of your (time) fuel tank.

What happens to the food that won't fit in the fridge? You either give it away or it is wasted!

The major BENEFIT of the weekly structure is being able to easily see when you are at (or near to) your time capacity. When you see this you can now make better choices about how to spend your time.

One of the MAJOR insights that people when they go through this process is that they see that there is much less time available than they imagine

This is the BIG SHIFT in MINDSET





## 4. PERSONALIZE

Create your personalized time management system

Your dominant time perspective

Your thinking and communications style

Your preferred learning style

Your top 5 values



# TIME PERSPECTIVE

Your time perspective is related to making money, achieving goals, addictive behaviour, mental health and several other behavioural patterns

HIGH PAST POSITIVE	HIGH PAST NEGATIVE
HIGH PRESENT HEDONISTS	HIGH PRESENT FATALISTS
HIGH FUTURES	HIGH TRANSCENDENTAL FUTURES



### High Past Positive

Often recall happy past events like “the good old days”. Usually happy, have fun, have friends, see the bright side of (past) life. Usually resist change, meeting new people, new ideas, prefer to stay with that they have done in the past as they see the past as positive.

### High Past Negative

Recall painful past events regularly. Keep going over past regrets and replaying past negative events in their mind. Not easily conned or deceived, able to see risks in any situation. Tend to be shy, anxious, nervous and often unhappy.

### High Present Hedonists

Spontaneous, fun focused people who live in the present minute. Their lives revolve around short-term fun. They have lots of friends, are usually happy, seek new experiences, and enjoy the moment. Can also max out their credit cards, have risky short term sex, risky drug and alcohol experiences, move jobs (sometimes by choice), can throw temper tantrums when they don't get what they want NOW, get bored quickly.

### High Present Fatalists

Live in the present and believe FATE determines everything (rather than what they do). Hot temper, blame others, rarely conscientious, prone to anxiety and depression.

### High Futures

Planners who focus on goals, delaying gratification and keeping commitments. Healthy, successful, make the most money. Can miss out on enjoying their success, don't stop to smell the roses. May make sacrifices for future benefits that never arrive. May see their past and present as lacking fun and success because they focus on the next goal.

### High Transcendental Futures

Believe in life after death or in leaving/upholding a legacy or traditional that spans many lifetimes. Usually patient, happy and content. May consider the present doesn't matter. At the extreme may be willing to sacrifice themselves and others for afterlife rewards.

# THINKING AND COMMUNICATING STYLE

Your thinking and communications style significantly impacts on how you perceive events in life, your emotional and cognitive responses to those events and how you make decisions.

Understanding your style and other people's styles makes a huge difference to your time management

Your style will influence what your time management system looks like. Your personalized system will need to help you to manage your time management weaknesses. But, just as important is that the system needs to be suited to your style so that it feels like it is part of you and is effective for you



# YOUR COMMUNICATION STYLE

What is your communication style?



-- Triangle – Direct, confident, takes control, achieves goals, task orientated, fast paced, will do whatever it takes

-- squiggly line – Driven by emotion, creative, enthusiastic, loud, life of the party, spontaneous, loves attention, talkative



-- square – detailed, thorough, logical, like to be planned and prepared,



-- circle – wants to make people happy, people focused, builds strong relationships, builds trust, keep harmony, always helping

What are your time management strengths and weaknesses?

# LEARNING STYLE

Your learning style impacts your time management  
We all have a preference for the way we learn.

Some people prefer to be hands on do things and try things.  
They are **Kinaesthetic**

Others learn better when they see things in a visual  
representation.  
They are **Visual**

For others hearing something really helps them to understand  
it.  
They are **Auditory**

What is your learning style?  
What will you do to use more of this learning style  
in your time management system?



# VALUES CLARIFICATION

Your top five values are the aspects of your life that are most important to you. These values drive your motivation, your emotional responses (conscious and subconscious) and the mind set that you see the world from.

Knowing your top 5 values intimately, will enable you to make better choices on where you spend your time so you create the life you want.

What most people find when they go through this activity is that they have many more than five (often around 20) values that they are trying to live by. When you have 20 important values it is almost certain some will be in conflict with each other or with your goals.

List your top 5 values (preferable one word) and how you define those values.

How will you include your values into your time management system?

## 5. INSTINCTS

There are usually only 1 or 2 really important tasks each day. I believe that once you make sure you are spending consistent time on the important areas of your life, you will intuitively spend time on the tasks that are best for you.

You use your weekly plan to keep your focus on the most important things in your life. Your weekly plan also gives you some structure, in that you know at any point in time, what is the most important task for you to be doing right now

The key is to trust yourself. Knowing the BIG STUFF is taken care of means that you can trust yourself to intuitively select the other tasks to spend your time on.





## 6. FEEL SUCCESS

Time Management is all about making sure you do the tasks that will help you to feel good about yourself. To feel happy, to feel satisfied and fulfilled. To feel enjoyment, to feel love.

That is why values and goals are so important in this approach. Your values and goals guide you to what is most important in your life.

It's about being able to find the time to be the best you that you can be.

Write it down.

Time Management Success for me looks like:

---

---

---



## 7. BUILD YOUR PERSONAL TIME MANAGEMENT SYSTEM

Start by using a simple planner. One week to two pages. Ring bound so you can easily add pages for notes and tasks. Keep it simple -- appointments by week, notes and tasks – that's all you need. Your planner now goes with you everywhere.

From now, ALL notes and ALL tasks get written in the ONE planner you now have for everything.



Nobody  
is too busy,  
it's just a  
matter of  
priorities.

RUSHANDWIZDOM

Thank You

Anil Nair

[anilnair@zyduscadila.com](mailto:anilnair@zyduscadila.com)

+91 997405 1061