

Sr. No	Contents
1.	Introduction
2.	<i>Chapter one</i>
4.	<i>Chapter two</i>
3.	<i>Chapter three</i>
4.	<i>Chapter four</i>
5.	<i>Chapter five</i>
6.	<i>Chapter six</i>
7.	<i>Chapter seven</i>

TIME MANAGEMENT

Introduction

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness.

The meaning of time management in simple words is that if we ask anyone what they would wish they had more of in life. The answer of the common man would be they wished they had more time. In this fast paced life we want more time, as we feel time is flying very fast and we have more tasks that we have not completed in the time we actually have, we can

achieve this in the discipline known as time management.

The book deals with methods which we help you to manage your time effectively, to fulfilling what you desire in life which you have not accomplished till now.

Chapter one

Time management is the coordination of tasks and activities to maximise the effectiveness of an individual's efforts.

There are a list of tips for Effective Time Management:

1. Set goals correctly, such goals that are achievable and measureable...
2. Prioritise tasks wisely based on importance and urgency...
3. Set a time limit to complete a task...
4. Take a break between tasks...
5. Organize yourself...

6. Remove tasks/activities which are non essential...

7. Plan ahead...

The best example of time management is giving priority to what's important and what's not. You want to ensure that what you're doing is of the highest value and worth the time you put into it. This includes your sleep and hobbies. Make sure you're resting and working on the things that are most important to you.

The first thing you need in time management would be forming good habits and also do break the bad habits. You will see a vast difference in your life by practicing this, your will have developed many new skills or habits. The bad habits will reduce with this

activity and you will have more time as a result of your new skills which you have now.

Have always found ourselves using the phrase, “There just aren’t enough hours in the day?”.

Everyone feels this way from time to time, whether you’re a working parent, a busy entrepreneur, student or any other human in this fast paced world.

We all have the same amount of hours in the day but yet we are not able to manage our time effectively.

There are time management skills to use our time effectively and be productive to accomplish not only your daily tasks but also your larger life goals.

Some of the time management skills are as follows:

1. PURPOSE

Whether you want to build a fulfilling career, find more passion in your life or make time for your health and wellness. This aim starts with a single foundation i.e finding your purpose. You must utilise the time to achieve the task which you value most and will bring you the desired success. This will sustain the feeling of fulfilment that comes from accomplishing your goals.

2. FOCUS

Focus on what you really want and use the time to complete the task. When we tend to focus, we definitely achieve it. They task maybe challenging so by focusing instead of backing down with

uncomfortable emotions like boredom, frustration or lack of response the end result gives you satisfaction. So do focus.

3. BELIEF

Time management skills aren't just about time, they're about your entire mind-set. You must be having number of limiting beliefs that could be holding you back but they all have the same result you're defeated before you have even begun. Believe in yourself and in your ability to learn to improve time management with your confidence. This only comes with your deep belief.

4. GOAL SETTING

The best goals are the Smart Goals. Be clear with the outcome you plan to achieve and designate the time needed to reach your goal. Prioritise the goals and work in completing them in the order you want as and when managing the time so that you can accomplish them successfully.

6. ASSERTIVENESS

You probably had a time when you reluctantly said “yes” to something and later regretted it. You must have in the end done the task hurriedly or even though you didn’t have the time you must have not done it. Practice assertiveness by eliminating

distractions. Your time is yours, so take control of your workspace and time so you can get more done. This will be possible when you take out time for your goals. So be assertive.

7. THE PAUSE

If you have trouble saying “no”, one of the best ways to improve time management skills is to stop answering immediately. Think about it. Too often people ask us to do something and we instantly say yes. Then we have a commitment we’re stuck with. Instead of answering right away and providing a response you’ll later regret, step away from the email or tell the person you’ll need to think about it.

Don't instantly commit for one month, instead take time and ensure that you commit only to tasks or activities that support your core values and goals. If something someone asks you to do doesn't align with those values and goals, be bold and politely decline. At the end of the month, assess. You will realize that by practicing this skill you have saved a lot of time and still have time to fulfill more, besides what you have already accomplished.

8. SELF - CARE

The world's most successful people know the importance of self - care. The point is, sometimes the

best thing you can do is give your brain a break from the tasks you are doing continuously.

You can take a vacation or a lunchtime walk around your office building, taking a break gives your brain a chance to reset it. This increases it's creativity and you focus and this leads to better problem solving. Step away from your task for a minute or two after attempting everything, this helps to improve time management. You'll return with renewed concentration and vigour. So do practise self - care, it is essential in our routine to manage our time.

Chapter two

We all know that by now that time management is the process of organising and planning how to divide time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time even when time is tight and pressures are high. The highest achievers manage their time exceptionally well.

The best techniques in time management are too many but one of the best in accomplishing the task is the ability to focus. The world which we are now living does not allow us to focus on our tasks

completely, the main reason is the digital media, cell phones and many other forms of distractions which appear relatively harmless but can actually prove to be the main reason that we cannot focus on the given work. They are the costliest in terms of making us waste our time

We get so involved in the social media and innocently keep picking up our phones and check messages and media pages to see the latest news and gossip from our friends. The few minutes add up and make us waste a lot of our precious time. So eliminate such distractions as you tend to spend many hours by even not realizing that we have wasted our valuable time in doing this every day and hence your productivity becomes low. There are also Televisions and music channels which make you

wander from your important task and hence the time which plays a vital role in our lives is mismanaged due to not focussing on your work and getting distracted by all these non essential items. So all you can do is to eliminate these distractions then only your productivity will increase.

Multitasking In Time Management

If you feel that you have to do three things at once, then you might find it really difficult to do so. In order to be productive you need to do many things at once and effectively! You can't rush things for the sake of having them finished. Multitasking is a very defined and complex art. Your brain processes are maximized, but if you don't know how to effectively

multitask, then it might get overloaded. Although taking things one at a time would be ideal so you won't get messed up with details and other data. Multitasking can be efficient if you know how to do it effectively.

The biggest problem with multitasking is that it should not become a habit and this must be broken right away. A person might try to perform two or three tasks at one time but if the same person performs only one task he would be more productive and efficient. We can accomplish three tasks at one time say if you wash dishes, do grocery shopping and cook at the same time it would be better to do one task and complete it rather keep moving on to the next two tasks. Completing one task and moving on

to another would be an ideal way in multitasking, this will help in time

Management. Performing more tasks at one time not only takes more time but also tires you adding stress and fatigue into your mind. The productivity is always lower as you cannot focus yourself into doing one task with completion. Your overall performance takes more time with your valuable time having being wasted in this way. This makes us aware that multitasking is very tedious, so make sure that you don't have tasks unfinished.

HOW TO SCHEDULE YOUR TIME

There are words said by a known person that missing a half day of work is the same as throwing away a

half day's wages. Similarly, taking a whole day to complete a four hour job is the same as your employer throwing away a half day's wages paying you for work you didn't do.

Learning how to build a schedule and effectively manage your time can save your company thousands of dollars as you effectively move from one project to the next.

We all know there are 24 hours in every day. In an ideal world, eight of those would be spent sleeping every night and another eight hours would be dedicated to working. If you are spending more than eight hours at work every day, you are doing wrong. After all, you should work to live rather than live to work.

But learning how to schedule your time efficiently so that work can be completed in the allotted time can be a real challenge. If you are creating a schedule that only you will follow, it may be a little easier than it is to create a schedule that works for everybody.

Time management is a key element of efficiency. When you manage your time better you will be more productive and have better results. Be organized as this makes you more efficient. By creating a schedule you can take charge of the time you have and thus your work can be done effectively.

Try managing the hours, days, weeks and also the months to create a schedule for time management. The best way to do is to establish a daily routine to achieve the greater levels of success. The first aspect of a daily routine is your sleep schedule, get enough

sleep as sleep is very essential for success. The important thing is the habit of waking up and sleeping at the same time instead of sleeping in between the day. Meditate and exercise and also eat a healthy meal. All these habits will help you create a schedule and you will be in control of how to use your time once everything is organized.

HOW TO BUDGET YOUR TIME

Time budgeting is about spending your time on high quality activities that help you achieve your realistic goals. Just like organizing your expenses to save more money, a time budget can conveniently help you to get more things done.

A time budget helps you organize your daily, weekly, monthly, or yearly tasks according to priority levels. So you allocate enough time to perform them more efficiently.

Time budgeting teaches you to stay disciplined, motivated and self - aware of your abilities. This helps you to allocate time for each activity and so you do not rush through activities.

For example, you may take an hour to complete a task that others can complete in twenty minutes. It depends on how hard you work to get a particular activity done. The time differs and hence self awareness will help you analyse your time so that you can avoid wasting time and be more productive.

Setting limits in your time budget and respecting them is a key to ensuring that you can relax without becoming overwhelmed and maintain a positive outlook on life.

You can also plan and prioritize and then set the deadlines to get your task done successfully. This helps you to have more free time for yourself. A good way to understand this is to switch time for money. The easiest way to accomplish an important task is to budget your time the way you would do for your money. Complete the previous task before going to the next task as the time is limited so take only those tasks which you can handle effectively and also efficiently.

IMPORTANCE OF TIME MANAGEMENT FOR STUDENTS

Learning how to manage time is one of the most important skills children learn at school. Many students often struggle with finding enough time to get their assignments or studying done. This can cause them to feel overwhelmed, frustrated, and stressed. However, with proper time management, they can study well and focus on all aspects of their school life.

Effective time management is the productive use of your time, allowing you to get everything you had planned done. This can include assignments, projects, study groups, or extracurricular. Good time management helps them to complete tasks with minimal effort and make most of your time, working smarter, not harder.

Here are tips to assist students to effectively manage their time:

1. Define and prioritize your tasks

Before setting aside any time to get your work done, you have to decide what you need to get done and arrange it in order of importance. Create a checklist of everything you need to get done, such as assignments, projects, study groups, etc. and add in deadlines. This will help you to arrange them in order of importance, if the list seems long, try grouping similar tasks together so you can get them done at the same time. After completing them, you can cross them off the list to help you keep track of what you have done and make sure nothing is forgotten.

2. Break down tasks into smaller tasks

A student gets overwhelmed if they have to tackle a massive project at once. If you have to write and turn in a 20 pages report, try doing two pages a day, so the work will be get done in about ten days. The thought of working on a 2 pages report is less intimidating than working on 20 pages. You will be able to manage your time successfully and do the project without stress.

3. Be realistic and flexible

As a student you can't dedicate 24 hours to studying you need to get other things done. There's class, extra-curricular, sleep etc. find out how much time

you have. Once you have done this you can allocate time for the activities you have to complete. Work smarter and utilize your time well. Importance of time management is taught in school as a subject, however it is the first step towards success, so make the most of every day to effectively manage your time.

4. Start early in the day

Start early to complete assignments whenever you get the time whether in the morning or right after school so that you finish early. Don't wait to start until later in the evening, as by that time you have less energy and ofcourse less time leading to delayed

bedtimes and also unfinished assignments and more stress for everyone

5. Get 8-10 hours of sleep

Getting enough sleep is important for you to recharge your mind and have the energy needed to stay on track the next day. This schedule also helps you to have more time for the work and also for yourself. Following this routine will help you to unwind at the end of each day and also get enough sleep that you want.

6. Reward yourself

Once you have done the tasks successfully by effectively managing your time, it becomes a feather

in your cap. This will become a habit that needs to be nurtured and rewards can reinforce this habit. Celebrations are fun, so whenever you complete a task, celebrate the win, whether big or small, it will assist you in establishing a routine that will turn into a habit and you will preferably practice this always.

Chapter three

TIME MANAGEMENT IN WORKPLACE:

One of those things which working professional can't get enough of is WORK.

Whether you're new to your work or a veteran, you always need another hours to finish your tasks from your to-do list.

It is difficult take control of every single minute of your day especially when there are too many distractions around. Since childhood, our parents and teachers have advised us to spend time and money wisely. Here we are talking about the importance of time management in the workplace.

Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

There are many advantages that come along with proper management of time. In your professional lifetime management can benefit you in the following ways:

1. Deliver work on time

Allocate a finite time period to complete your tasks on time, it also helps you to manage your workload in the most effective way. When you have allocated your tasks according to the time your brain gets

ready to follow the structure and you will accomplish those activities within the desired time-frame. Thus, you can easily deliver work on time, if you have managed your time well.

2. Provide a better quality of work

As a dedicated employee, you are expected to provide work of certain quality and standards. With the proper utilization of time and by giving priority to the activities to be completed first, you can easily provide a better quality of work. Prioritization helps you focus on important tasks by keeping them in the highest priority which enables you to work on them with full attention and focus. Hence the quality of the work is improved.

3. More productivity and efficiency

It is no secret that effective time management with skills make you more productive and efficient as a working professional. These skills are helpful in finishing tasks as early as possible without compromising on the quality of work.

Your overall productivity is affected when you're working on those tasks which are unimportant but effective time management skills helps you to decide to first work on tasks which are important and also urgent.

We all have experienced the woes of time management at work. You wake up hopeful and

optimistic, you do everything as planned. But if you leave late from home at the same time you get hit by traffic, when you arrive at your workplace you are frustrated with the world. Sitting down to complete a project you have been procrastinating for weeks and back to back meetings until noon and yes you're already late for the first one. You finally walk out of the last meeting checking mails and you have very little time left.

The good news is that there are ways to reclaim the lost hours of the day. You can do this by time management at the workplace.

4. Create a daily schedule and stick with it

Manage your time at work though the step is absolutely crucial. Don't attempt starting your day without an organized to do list. Before you leave work for the day, create a list of the most important tasks for the next day. This step allows you to get going as soon as you reach office.

Note down everything on paper instead of being awake all night and thinking about the tasks for tomorrow. Your subconscious mind goes to work on your plans when you sleep without overthinking and the morning will bring new insights for the workday. Creating a schedule before performing a task helps you in time management as every thing you have planned.

5. Group similar tasks together

Save yourself mental energy by trying to complete all of one type of tasks to do before moving on to the next. Turn off the phone as it is a big distraction so that you completely eliminate the temptation but create a time for answering mails and calls before the task instead of in between the work.

6. Prioritize wisely

As you organize your to do list, prioritization is a key for successful time management at work. Start your work by eliminating tasks that you shouldn't be performing in the first place. Then identify the three or four most important tasks and do those first make sure you finish the essentials.

This will help you in the achievement of goals without disturbing your time management. The workplace will definitely be better for you and the interest in your work will be more, as well in an organized manner.

BENEFITS OF TIME MANAGEMENT:

Time management refers to making the best possible use of available time.

Managing time well enables an individual to do the right thing at the right time.

Time management plays a pivotal role in one's personal as well as professional life.

There are many benefits of Time Management.

Time management makes an individual punctual and disciplined. One learns to work when it is actually

required, this results in effective time management. A task plan or a to do list gives an individual a sense of direction at the workplace. When you jot down activities at the start of the day you know what is to be done in a particular day as per their importance and urgency and you can plan the work according to the specific time slots assigned to each activity. You are sure to work with an increased output.

One becomes more organized as a result of effective time management.

Keep the things at their proper places which will help you to minimize the time which goes on in unnecessary searching of important files, folders, stationery items etc. People thus learn to manage things well as a result of Time Management.

You can accomplish tasks at the appropriate time and will also understand the value of time which makes you stand apart from the crowd. This will make you more popular at the workplace as well amongst the peers.

Individuals who stick to a time plan are the ones who realize their goals and objectives within the shortest possible time span. Managing time effectively helps employees to meet targets way ahead of deadlines and finish off tasks just when it is required.

The most important benefit of effective time management helps an employee to reach success quickly and stay firm at the top for a longer duration.

Better time management helps in better planning and eventually the individual learns to plan things well and know where they stand five years from now.

Research says that the individuals who accomplish tasks on time are less prone to stress and anxiety.

Time management enables an individual to prioritize tasks and activities at the workplace.

ADVANTAGES and DISADVANTAGES of TIME MANAGEMENT:

Intellectuals say “time is money” and anyone can effectively take advantage of time management by managing time appropriately. This sounds like a simple and direct vision that many will not fully understand.

The importance of time management will provide insights that will certainly change the faith. It is more than a process for effectively managing time for your work. It doesn't require much effort, but good planning is essential.

There are disadvantages too, time management if done correctly, can be very useful. But if you're not able to do it right, it can affect all your planning and work. If someone does not accept punctuality and time it is a main disadvantage. Then he will take longer to create and plan things. If you are not precise on your goals and thus unable to manage your workload, you will be affected by tasks that are not completed in the shortest possible time.

Forgetting appointments because you have been working on another tasks and saying "no" will be

very difficult for you therefore do manage you time instead of saying no to anyone.

Not focussing on the steps before the work is an added disadvantage. Taking too many tasks with too much self-confidence and not finishing the work on time is also a disadvantage of time management. Such individuals only waste their time planning instead of performing the work.

Fatigue and stress are common problems that makes a person tired of life. The unsuccessful attempt to take charge of time management makes them lose interest in their work. Not relaxing brings more difficulties in life.

Time management allows people to succeed and they can easily enjoy their lives if the time is managed in an organized manner.

Chapter four

Time was introduced to us when we were just kids and only knew the playing hours, but soon or lately, we got our own senses about how important “The Time” is.

Some people still face the problem of wasting time on unnecessary tasks while some utilize their time wisely and achieve lots of knowledge, success, wealth in the early years of their lives. But the only thing that stays common to all successful people is “They know the value of time.” Instead of wasting time, they use it for their betterment.

Time management is a concept that may take several hours to make anyone realize, how important it is,

but in return you would have already lost many hours.

We can learn the value of time through moral stories on time management because time is gold.

- MORAL STORIES ON TIME MANAGEMENT

1) TIME IS GOLD

This is the story of a lazy man who was a friend of a king. One morning the lazy man asked the king, “Why everyone says I can’t do anything? And even when I go to get a proper job, everyone refuses me. My enemies have told everyone that I never do any work on time”

The king said, "Let's make a deal, before sunset, you come to my treasury and collect as much gold and pearls you can. They will all be yours."

The man rushed towards his home to his wife. He explained everything and after hearing the husband, the wife said, "Go and get the gold and gems now. Time is gold for you."

The lazy man sat down and said, "I can't go now, give me lunch first." After having lunch, he decided to take a nap but instead, slept for 2 hours. Then, late in the afternoon, he picked a few bags and went towards the king's treasury. On the way, he felt hot, so he sat down under a tree to rest and ended up sleeping for another 5 hours.

When he finally reached the palace it was already late in the evening, it was the time for sunset. Therefore, the palace gates had been shut before he could reach there.

He lost the golden chance to get rich because, he didn't know the value of time.

Moral of the Story:

Time is precious. Spend it wisely and stop wasting time on unimportant things.

2) FOCUS ON THE ROCKS

A philosophy professor, once, decided to teach the students some valuable lesson about Time management. This is one of such Moral Stories on time management to teach the value of time, so he stood before the class with some items on the table.

When the class began, wordlessly he picked up a big and empty jar and proceeded to fill it up with rocks, about 2 inches in size. He then looked towards the class and asked the students if the jar was full. They all agreed to it that it was full.

So the professor then moved to pick up a box of pebbles and poured them into the jar. He then shook the jar gently. The pebbles, ofcourse, rolled through the gaps between the rocks.

He the again looked up to the students and asked if the jar was full. They all again shook their heads in agreement.

For the last time, he turned towards a jar, and this time, picked up a box of sand and shook it lightly.

Ofcourse, the sand moved into the gaps and filled up everything else.

He then asked one last time if the jar was full or not. The students were surprised but responded with unanimous “Yes.”

“Now”, said the professor, “I want you to realize that this jar actually is your life. The rocks are the important things your family, your children, your health, your partner things that are everything, if nothing remained but only these then your life would still be full.

The pebbles are the other things that matter like your job, your career, your house.

The sand is everything else. The small stuff, the unimportant stuff.”

“If you put the sand(unimportant stuff) into the jar first”, he continued, there is no space for the pebbles (career, job) or the rocks(family, children).

Moral of the Story:

The same goes for your life.

If you keep filling the jar with the sand means if you keep spending all your time and energy on the petty things, you will never have room for the things that are prime for you.

Pay attention to the things that are valuable to your happiness. Spend some time with your children. Take your partner out for dinner. You will never be out of time to go to work, offer a dinner party, help your spouse in cleaning the house etc.

First and foremost, Focus on the rocks the things that really matter. Set your priorities. The rest is just sand.”

These MORAL STORIES ON TIME MANAGEMENT teaches us to learn the value of time.

The term Time Management is self explanatory, it means managing your time.

At the end of the day, all you got are 24 hours. Of these, at least six to nine hours are spent sleeping. A couple of hours are used in preparing and to eat meals. Add in three to four hours of commute, being stuck in traffic and the rest of the time goes in other minor challenges which are mostly unexpected. We thus have only ten to twelve hours or sometimes even less time.

Within this time, we must complete our work tasks, study, manage a hobby, take care of ourselves, socialize, and spend time with our family.

Time management is an art we have to do without losing our mind, which becomes quite difficult when we have more work and less time to do our tasks.

Chapter five

TIME MANAGEMENT IS THE KEY TO SUCCESS

Time is one of the most precious thing of our life. The life that we are given is valued in the amount of time. From our childhood to the last day of our life, we spend our time as we like.

The time we have spent doesn't come back to us. It is very essential to manage our time for a blissful, successful and happy life.

Time management refers to the process of wisely planning and executing tasks and goals to get maximum benefits. There are many tasks to do in our daily routine and with perfect time strategy we can

complete them by sorting out the tasks to achieve success and mental satisfaction.

Have you ever wondered how it is that some people have enough time to do everything that they want to, whereas others are rushing from task to task and never seem to finish anything?.

Time management skills are essential because few, if any, of us ever have enough time to do everything that is asked of us, or that we want to do.

Time management is defined as using your time productively and efficiently. It is using the hours in your workday to your full advantage. This means optimizing the amount of time in a day to be as productive as possible. Time management is easier

said than done. As with most soft skills it takes a lot of practice to get good at it.

7 Best Tips To Improve Your Time Management

Skills:

- 2) Determine your priorities
- 3) Avoid Multitasking
- 4) Avoid Distractions
- 5) Learn to say no
- 6) Use Time Management Apps
- 7) Organize your day

Take breaks

Time is a priceless asset. The time once lost cannot be reclaimed and reused ever. That is why we must harness the time available in such a way to get the

most benefit out of it. Success only approaches when we utilize our time suitably and efficiently.

The skill of time management will make more goals oriented and help us realize our dream. Time management is a method to work smarter rather than harder to get more out of your time and resources.

Don't waste time on insignificant things, use it productively.

Time MANAGEMENT TIPS FOR HOME:

When you've 101 tips and only 24 hours in a day, it can seem like there's never enough time to get everything done! The secret to a successful life is managing the time you do have well, whether it's cleaning the house or organizing the rest of your life.

So, if your mind is going crazy with to-do list you just don't know how to manage time effectively. Take a few moments to manage your time at home with the following tips:

1. Make a weekly schedule

Organize and manage your time better by planning a schedule for the week ahead. Put in time specific activities first like dropping off and picking up the

kids, exercise classes, appointments, meetings and so on, especially when you have things like cleaning tasks or going for dinner.

2. Tidy often

Tidying often will help minimize how much cleaning you need to do, if you clean as you go and pick up after yourself, you can keep the house looking neater in general. Simple things like wiping counters in the kitchen straight after preparing a meal, or putting the kid's toys away each night before bed can make all the difference.

3. Work as a team

Work together as team so you will have more time to relax and enjoy each other's company, whether it's with your kids, your partner or your roommates. Assign chores to your kids to help them learn about responsibility and looking after their things. Team work and sharing the tasks by creating a schedule evenly lessens the burden you feel about having to do all the work.

4. Tackle monthly deep cleans

Deep clean your rooms each month so that you have more time to relax throughout the month. Clean your cupboards regularly and restock the necessary

items needed when you do grocery shopping and also buy detergents or laundry cleaners in advance.

5. Set laundry days

Most people don't have time to wash every day, even if it seems like your wash pile is never ending! Set days for doing laundry and stick to these. Do washing and hang it out to dry before leaving the house for the day, one by one. Once home from work put a wash immediately instead of delaying it for later.

6. Organise your paperwork

When it comes to tips for time management, it is important to keep paperwork organised. Bills, forms,

medical records, school papers etc. keeping these neat and tidy in a designated binder or folder with labels can help you save time searching for them when you need it. Once your paperwork is organised, it's much easier to stay on top of things

7. Put it back where it belongs

No one wants to waste time but we all do it. The trick is to get better at doing it less. Make sure everyone puts things back in the same place. Keep things exactly where they belong even if it takes longer than it should. This makes it easier to find it when you need them.

8. Get up earlier

If you're busy sooner or later you will want to know to wake up earlier to create time. Even if you gain an extra 10 to 15 minutes, it makes a positive difference to how you feel about your day.

9. Create a monthly budget

Create a budget plan for the month, this will help you to keep track of your income and also the expenses throughout the month and save you time worrying about money, you can also create a household budget separately, it will be very helpful.

10. Tweak, adapt and improve

Knowing how to manage your time effectively all comes down to personal preference. Meal planning might not work for you but setting a monthly budget may. It's about trying things out and seeing what works for you. So Tweak ,adapt and improving it can help in managing your time efficiently.

HOW TIME MANAGEMENT INCREASES YOUR CONFIDENCE

Many times we attempt to get a meeting with someone important, and when we call up their office, the receptionist says that she needs to check if the person concerned has time, so she will have to

check his schedule if she can fit you in with him. Every single, successful person in the world manages their time and has a receptionist or a personal secretary to help manage the time in his work. Regardless of how they do it, every successful and confident person in history knows that their time is money.

Whether you are a manager you may be giving duty to two different employees to get the particular task done. Time management is always required to meet deadlines and two people do it more efficiently, of which one maybe completing the task later but one of them sets a strict schedule to finish it on time with proper management of time. The person who completes it on time successfully with his skills has increased confidence because he planned it and

reached his goal. Planning of the future provides him with mental peace and relaxation, taking anxiety away which is also crucial for building confidence.

For example in a game of chess, a good chess player does not move one of the chess pieces randomly but all chess players plan their next moves to get desired results. This is only possible with thinking about the what their next move would be and the player also tries to guess the opponents next move in advance and plans a strategy accordingly. As the planned play goes in their favour, their confidence increases.

Likewise, when you correctly manage your time, you are preparing for your next move with more confidence. This means that you will not get distracted with trivial tasks, and you will complete your task on time or before time.

This truly shows that time management increases confidence.

Time Management is important for Personality Development:

Time management is one of the most important skill to to tweak for someone seeking to improve their personality development. The entire process of personality development enhances quality of life, helps you to be a better person and helps you build your confidence. Being able to properly manage your time is crucial because if a person does not have any time management skills, he will not be able to do anything on time, and all his personal development

activities will suffer which in turn will destroy self-confidence.

Productivity:

Proper time management improves your productivity and thus helps you perform better. When you start performing better, you start to gain more and believe that you can do it. This is a never ending cycle, as your time is managed correctly, your productivity increases, you are ultimately increasing your confidence. As your confidence increases, your body craves more of it, and you will continue to fuel the cycle. Thus proper time management helps you to improve your productivity. If there are no

improvements in productivity, your confidence will start to decline.

Manage your time by knowing how to spend your time in an organized manner by creating a daily and monthly schedule.

Plan ahead without wasting your time aimlessly with irrelevant stuff. Focus on things what need to be done by planning in advance may it be for a day, week, month or a year.

Set time limits for goals and tasks. Try completing a big task first as 90% of your work will be done instead of smaller ones which might add up to only 10% of your work to be done.

Eliminate half work by completing a task, finish it, if you are working on a report, don't randomly stop to check your phone, social media or mails for no reason. This will prolong your task instead of completing it, you will be distracted. Your work will be delayed.

Leave buffer time, don't jump from one task to another. You may think this is a good use of time, but in reality, it has the opposite effect. Do recharge your mind and body with breaks, this helps you immensely. You can also have more time to correct any mistakes that you have made.

Time management is thus essential for self confidence. It is a skill which is important for personal development, self improvement and self empowerment. All this leads to the ultimate

confidence building which increases the confidence in you that you can do it. Your confidence allows you to even achieve further goals.

Time management helps us to build confidence by increasing our productivity. As our productivity increases, which is essential for our personal development, it enables us to plan our next move.

This shows that time management plays a very significant role and we should therefore follow it, so that there is a systematic routine every day in our lives.

Chapter six

VALUE YOUR TIME

To value your time properly, you need to understand who you are and what is most important to you. You also need to have an awareness of what brings you joy and what causes you undue stress. Then, practice training your focus on time as your most precious asset.

Truths about the value of time:

There's one thing you can't buy more of this in this world and that is time. With all the distractions and noise that surrounds our daily lives, it's easy to waste time on meaningless things.

In other words, we become consumed by time and not the other way around.

Why Time Is So Important

We fail to take advantage of the benefits that time provides us.

Time is much more important than we are led to believe.

The truths about the value of time are many:

1. Your Time is valuable

You can't hold time in your hands. Despite its tangibility, the importance of time exceeds monetary value.

Like money, you can waste time or save it. Unlike money, you can't get the time back you've spent. So choose to spend it wisely and not all in one place.

2. You never know how much Time a loved one has left

A person who is here today can be gone tomorrow. The argument you had with a friend could be the last words you ever say to them.

This illuminates the importance of time in that you should only spend a little of it being upset at someone you love.

Also, it shows that you should spend as much time with the people you love.

3. You don't know how much Time you have left

You never know how much time you have left on earth. Even those who are terminally ill have their fate decided by the almighty.

It would be reckless to say live every day as your last since that would lead to very impulsive decisions.

There's no sense in wasting time when you don't know what tomorrow will bring.

4. Time teaches you

Lessons learned from life teaches you the importance of time. It takes time to make mistakes and even more time to learn from them.

Time is the greatest teacher of all and experience is what builds your character and morals.

In fact, time and experience run parallel to each other.

5. How you spend your Time affects you

If you spend all your time watching T.V, you will be amazing at watching T.V. If you take that amount of time to do something productive, you will get good at something.

It takes time to get good at anything. Make an effort to improve a skill by putting the work in.

6. Who you spend your Time with changes

A study reports that friends can influence your decisions for better or worse.

Friends can help you avoid risky decisions, but they can also normalize bad behaviour. You should be more inclined to do whatever a good friend suggests and encourages.

Don't spend too much time with bad influences as it can be a downfall for you.

7. Time dulls the edge of pain

Don't carry the pain of ten years ago, time is the best healer, try to forget a bad memory whenever it crosses your mind. Live for today and the future.

Moving forward with time is the best medicine so value the time you have now.

8. Treasure Time because it's fleeting

Time perception includes the past, present, and the future. We can learn from the past and look forward to the future, but the only time that is important is the present.

Be in the moment, every moment because that is all you have. The present slips away quickly, so make every moment count.

9. Time binds you to other people

The era of time that you were born in links you to the collective experience of others.

Without knowing someone, if you were raised around the same time, there is much you can relate on.

Thus time binds people together for this reason.

10. Nothing can escape it

There is not a thing on Earth that can escape the clutches of time.

Every living and inanimate thing ages over time. Oceans become barren and new-borns become centenarians.

It's a strong concept that's a great example that nothing in this life is permanent.

11. Taking Time to help others is powerful

Any amount of time you can dedicate to serving others is time well spent.

How much you're able to do for someone in a little amount of time shows the importance of time.

Taking an hour out of your week to speak to a homeless person will make them feel more human.

Spending 15 minutes to help someone learn can change their life.

12. Time is everything and nothing simultaneously

It's true that your time is one of the most important things in this world.

Alternatively, time isn't real. Just because you spent a lot of time on something doesn't mean you have to stick with it for the rest of your life.

The same goes for dwelling on the past events. You can spend just as much time on whatever brings you joy.

13. Strong relationships are forged over Time

When you take the time to get to know someone, you will become close to them.

If you never make a genuine effort to get closer to a person, then you will never know the importance of time.

Fostering strong relationships with those around you pays off. You can't go about this world without any support.

We all know that the world is a lonely place without good friends and family to connect with.

14. Time management helps you throughout

There are only 24 hours in a day. You can make the most of it by optimizing your time.

Time management skills can help you in every walk of life.

It will make you a better worker and friend when you don't overbook yourself.

When you make time for both work and play it benefits your mental health.

15. Time flies after a certain age

Life can be defined by check points and milestones. As you grow up, these milestones are defined for you.

You graduated from school or you got your first job.

You get older and these checkpoints are less defined.

Your life is stable and while exciting, a repetition.

A part of understanding the importance of time is recognizing you need to have measureable, timely goals.

Life will fly by without it.

These are some of the truths about the value of time.

Time management makes us realize it when we follow it with confidence.

Chapter seven

Being an entrepreneur is exciting, but equally demanding.

Every person would like to become a successful entrepreneur but actually only a handful are able to become one.

Time management is very important to an entrepreneur right from organizing and chairing meetings to planning and making all impossible tasks possible and to finishing them on the time when it has to be done.

Dealing with employees and meeting prospective new clients can be complicated at times but these tasks too have to be performed on time to achieve better results for their company.

In every business time management is the key to productivity.

Time Management For Entrepreneurs: Simple Tips

1. Put a time limit on your time

An entrepreneur can't always predict how the day or the week is going to be, therefore put a time limit on your time ,don't be for more than 5 minutes on a call and not more than 2 unplanned meetings should be attended.

2. Use technology to save time

Technology has made such rapid advance so it's now easy for the entrepreneur to use it as a key aspect in almost every business. This helps to save precious minutes and invaluable hours every day.

3. Delegate, delegate and delegate

Delegation is the best tool to free yourself up to bring the maximum value to the business. You are doing several tasks so you can easily delegate to someone by spending 10 to 30 minutes in getting them aboard and comfortable with the task. If you have less time instead spend 5 minutes today and for the days to come, in doing a task.

4. Anticipate interruptions

To practice time management anticipate interruptions may it be personal as well as business related. Entrepreneurs with family commitments to look after should avoid disturbing their work plan and the plans should not be disrupted. They should keep time available for their daily work schedule.

5. Be Productive

Time management is much more than just piling on your to do list, but it means knowing to better manage your time, as well as how and when to focus on your efforts. Entrepreneurs will see a difference in efficiency within their company as well as increased productivity. Therefore they should learn

to be more productive in their work, value the time you have now and accomplish what you must with success and finally reach your goals is the best tip for entrepreneurs.