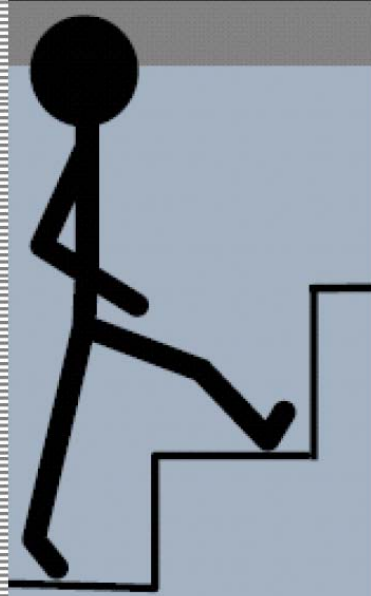




dare to be different

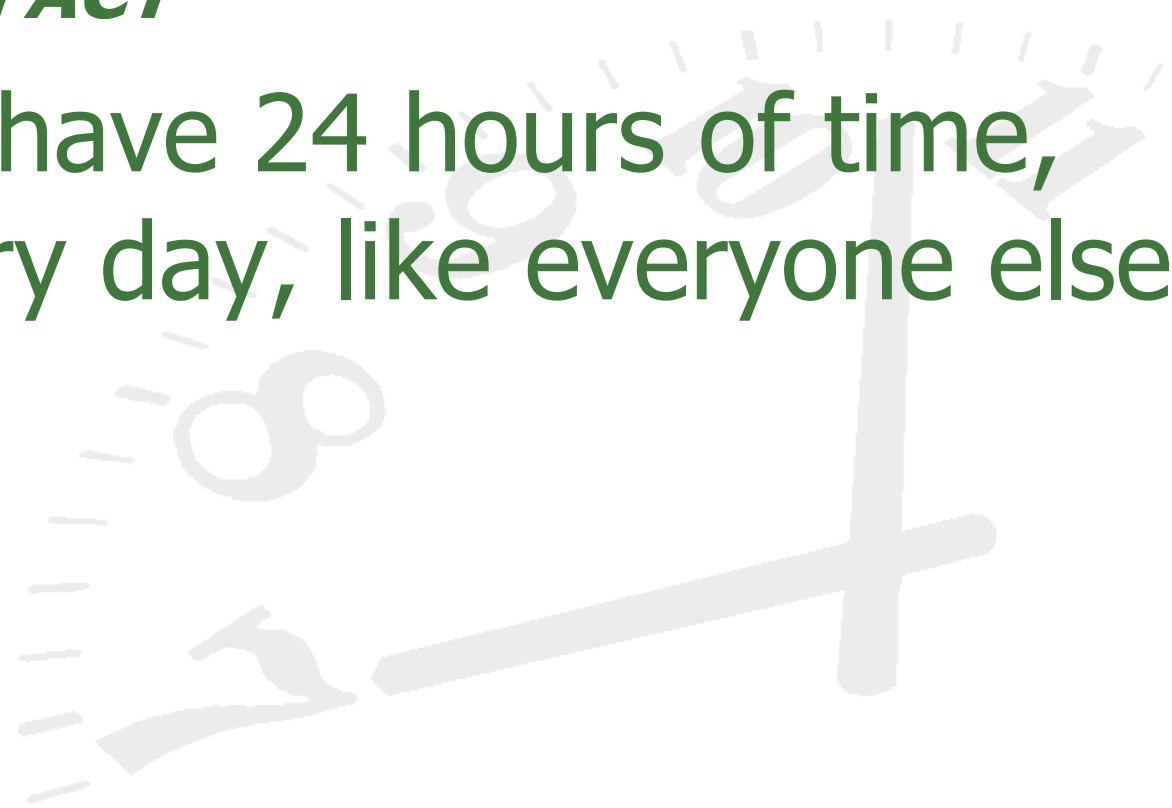


# **HOW TO ACHIEVE MORE WITH YOUR TIME**

## BASIC FACTS

- ***FIRST FACT***

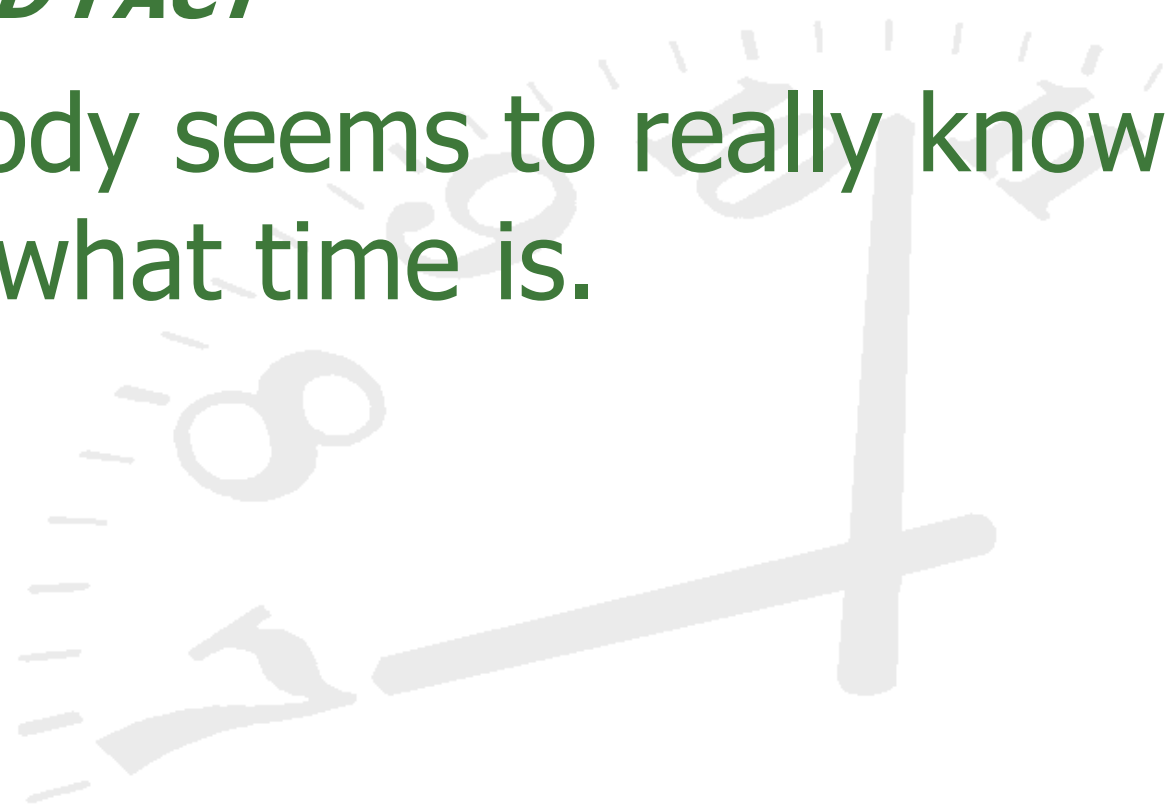
- ☑ You have 24 hours of time, every day, like everyone else.



## BASIC FACTS

- ***SECOND FACT***

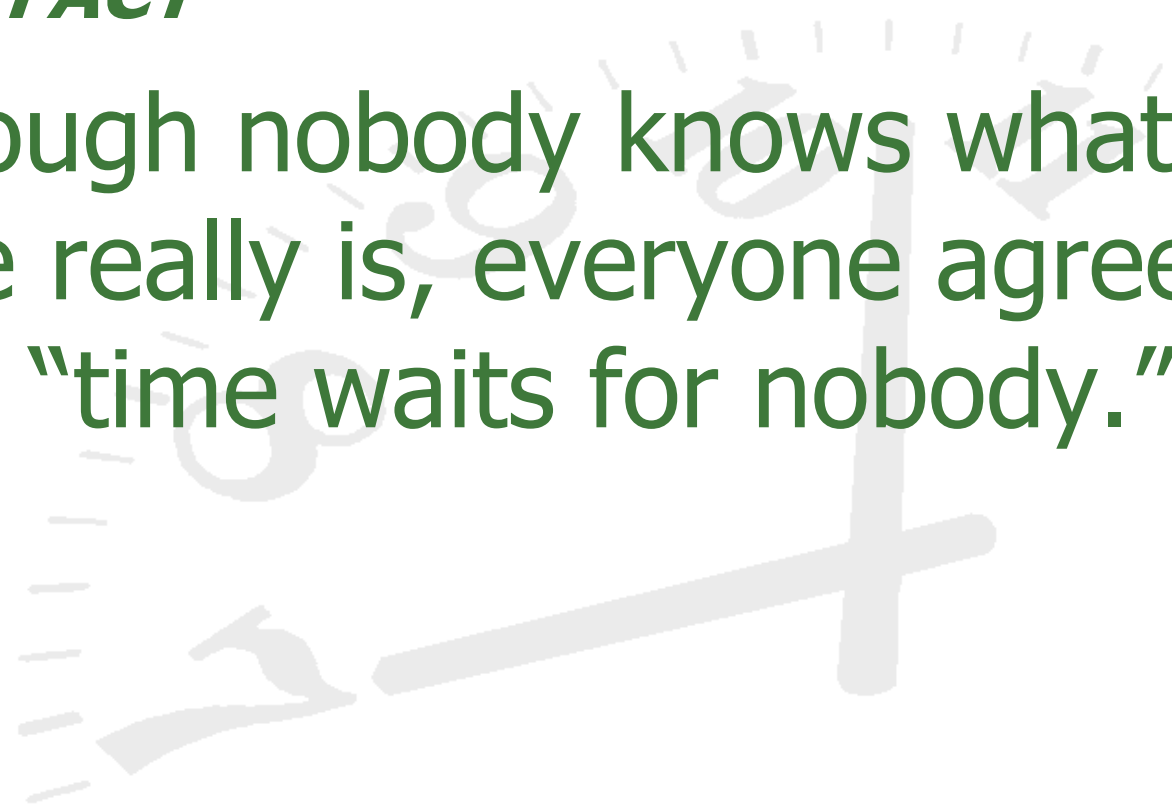
- ☑ Nobody seems to really know just what time is.



## BASIC FACTS

- ***THIRD FACT***

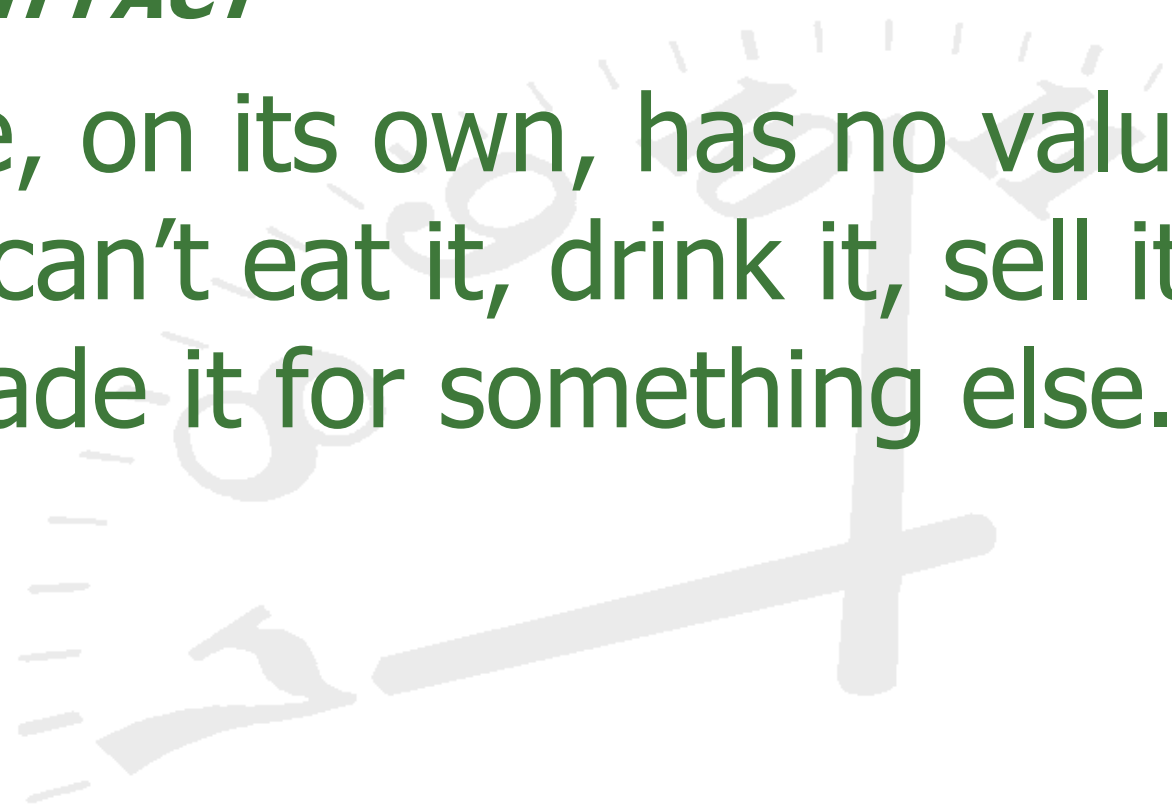
- ☑ Although nobody knows what time really is, everyone agrees that “time waits for nobody.”



## BASIC FACTS

- ***FOURTH FACT***

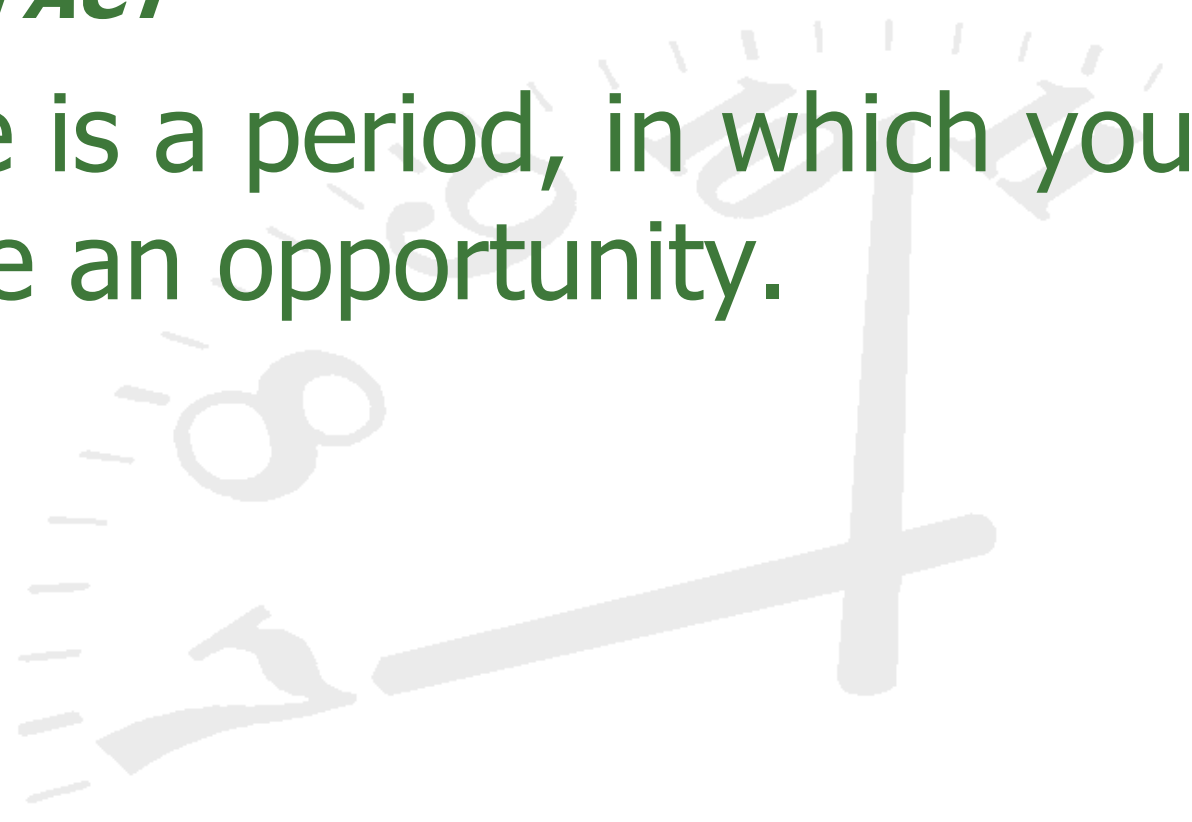
- ☑ Time, on its own, has no value. You can't eat it, drink it, sell it, or trade it for something else.



## BASIC FACTS

- ***FIFTH FACT***

- ☑ Time is a period, in which you have an opportunity.



## BASIC FACTS

- ***SIXTH FACT***

- ☑ You have opportunities for service and production. These are your working time activities.

## BASIC FACTS

- ***SEVENTH FACT***

- ☑ You have opportunities to restore your body and brain cells through rest and relaxation. These are your leisure time activities.

## BASIC FACTS

- ***EIGHTH FACT***

- ☑ You have opportunities to improve yourself through study and practice. These are your spare time activities.

## BASIC FACTS

- ***NINTH FACT***

- ☑ You have the freedom to assign a period of time to different opportunities.



## BASIC FACTS

- ***TENTH FACT***

- ☑ By listing your opportunities for each day in advance and assigning a certain amount of time to each opportunity, you have an opportunity schedule.

## BASIC FACTS

- ***ELEVENTH FACT***

☑ “Time is money,”  
said Benjamin Franklin.

Ashok Grover does not agree!  
It is much much more than  
money.

## BASIC FACTS

- ***TWELFTH FACT***

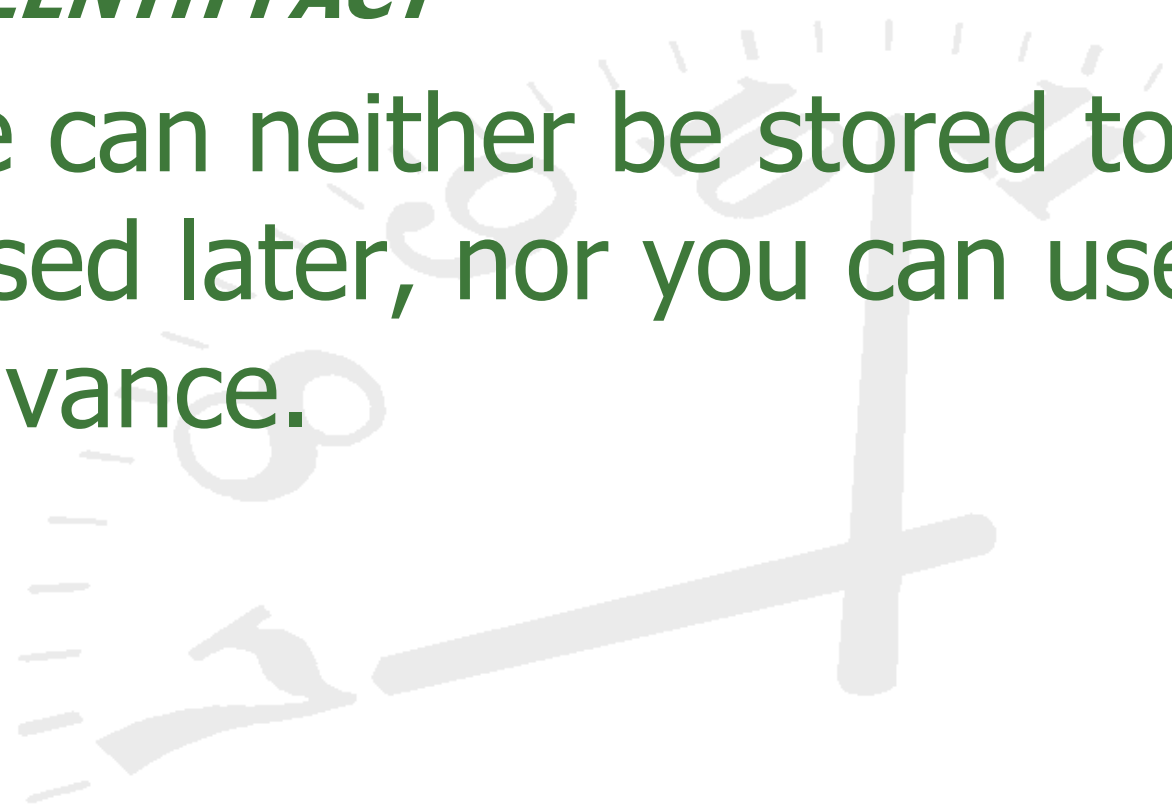
You can never have free time, in which you do nothing.

Every moment of the day you are doing something.

## BASIC FACTS

- ***THIRTEENTH FACT***

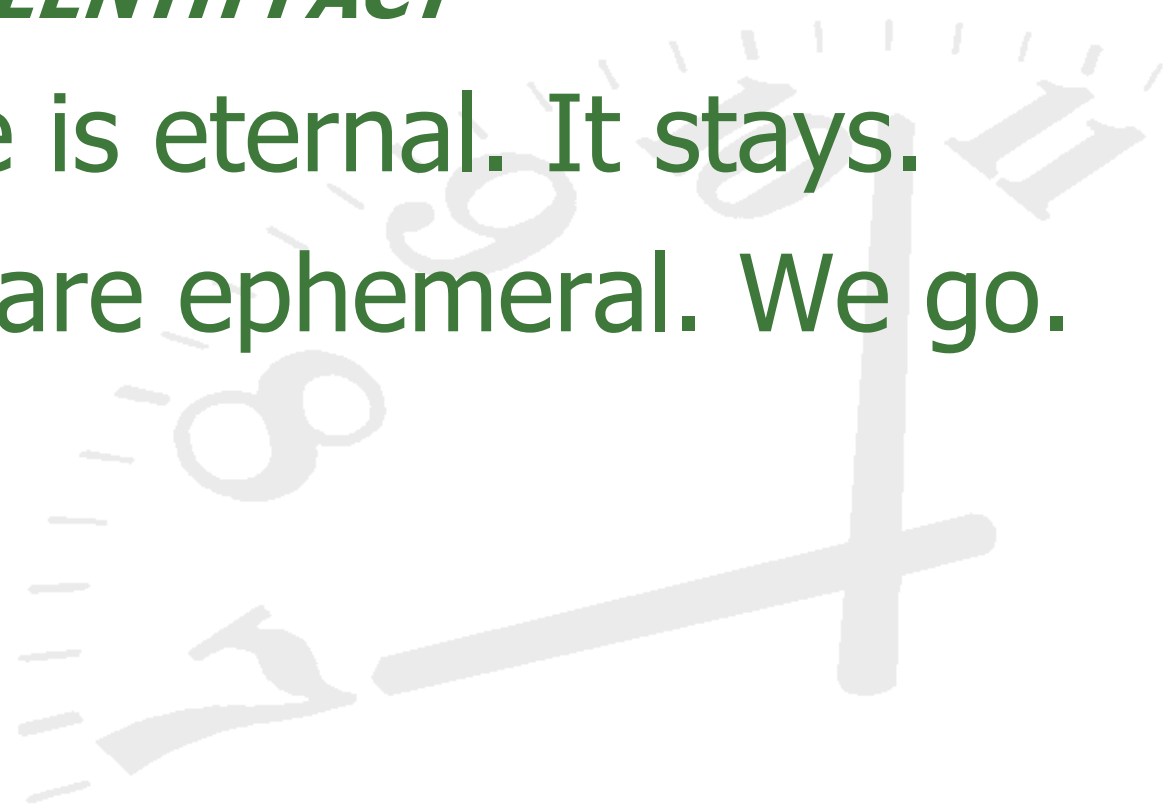
- ☑ Time can neither be stored to be used later, nor you can use it in advance.



## BASIC FACTS

- ***FOURTEENTH FACT***

- ☑ Time is eternal. It stays.  
We are ephemeral. We go.



# THE CENTRAL SHIFT IN ATTITUDE

## ***"Concentrate on results, not on being busy"***

- Follow the *Pareto Principle*, or the 80/20 rule.
- This states that typically 80% of unfocussed effort generates only 20% of results, and that the remaining 80% of results are achieved with only 20% of the effort.
- By applying time management, including planning, we aim to change this to ensure that we concentrate as much of our effort as possible on the high payoff tasks.
- This ensures that we achieve the greatest payoff possible with our investment of time.

**URGENT**

**NOT URGENT**

**IMPORTANT**

**Q I**

- CRISES
- PRESSING PROBLEMS
- DEADLINE DRIVEN PROJECTS

**Q II**

- PREVENTION
- RELATIONSHIP BUILDING
- PLANNING
- RECREATION

**Time Matrix**

**NOT IMPORTANT**

**Q III**

- INTERRUPTIONS
- SOME CALLS
- SOME MAIL
- SOME REPORTS
- SOME MEETINGS
- PRESSING MATTERS

**Q IV**

- TRIVIA
- BUSY WORK
- SOME MAIL
- SOME CALLS
- TIME WASTERS
- PLEASANT ACTIVITIES

# WHY DON'T PEOPLE MANAGE THEIR TIME?

- They are too lazy to plan,
  - They might be enjoying the adrenaline buzz of meeting tight deadlines
  - Some people enjoy crisis management
- OR*
- May be, they just don't know about it!

*The problem with crisis management and tight deadlines is that while they can be fun, often they can lead to high levels of stress, a disrupted private life, tiredness and, occasionally, to failure of projects.*

# TOOLS THAT HELP IN TIME MANAGEMENT

Some of the popular, effective time management tools:

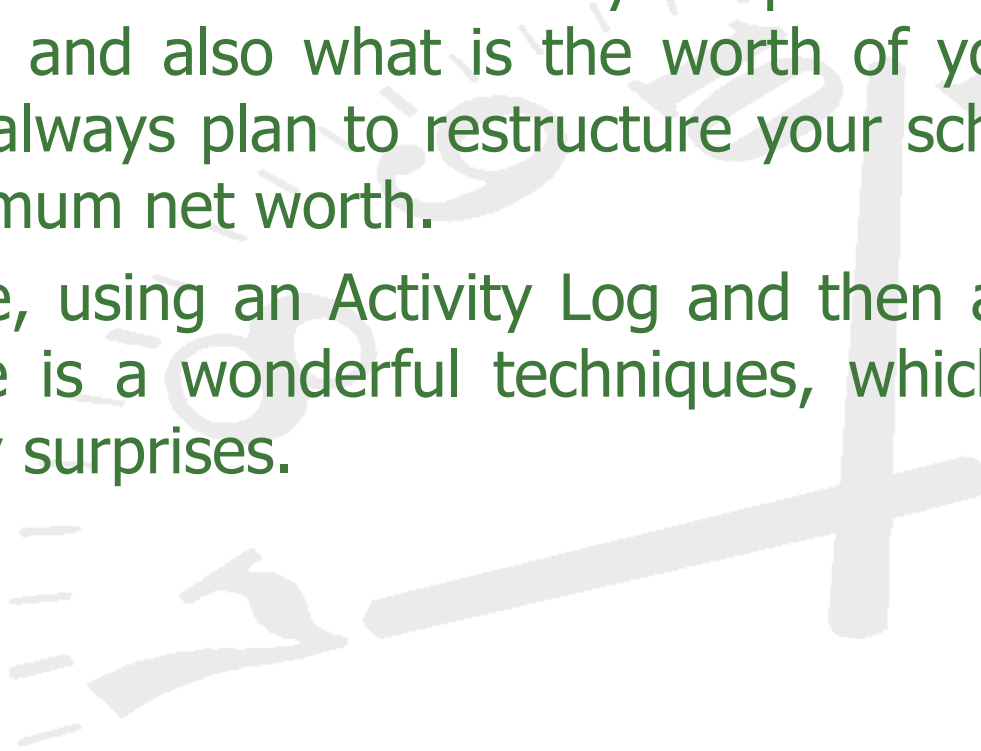
- ⊗ The Activity Log
- ⊗ SWOT Analysis
- ⊗ Reading Skills
- ⊗ Phone Skills
- ⊗ Prioritized 'To Do' Lists



## *THE ACTIVITY LOG*

If you know how much time you spend on various activities, and also what is the worth of your time, you can always plan to restructure your schedule to get maximum net worth.

Therefore, using an Activity Log and then analyzing the same is a wonderful techniques, which throws out many surprises.



## HOW SHOULD YOU USE YOUR TIME?

- What would you like to spend your time on?
- What do you do well?
- Job Clarification
  - *What are the measures of success?*
  - *What is exceptional performance?*
  - *What are the priorities and deadlines?*
  - *What is the purpose of the job?*
  - *What resources are available?*
  - *What costs are acceptable?*
  - *How does this relate to other people?*



# SWOT ANALYSIS

- It is important to know what your strengths and weaknesses are. A good way of doing this is to carry out a SWOT analysis.
- SWOT analysis provides a formal approach to evaluating your  
**S**trengths and  
**W**eaknesses, and the  
**O**pportunities and  
**T**hreats that you face.



# READING SKILLS

A lot of our time is devoted to reading documents. Improving reading skills can significantly reduce the time taken to assimilate a document.

There are two main strategies to achieve this:

- **Speed reading**, where you learn to read quicker and more smoothly, and
- **Effective Reading Strategies**, where you learn how to extract the information that is required from documents in the most efficient way possible.



## *PHONE SKILLS*

When you are on a job involving serious train of thoughts or uninterrupted flow, telephone calls can completely disrupt these valuable states of mind. Time is spent not only in taking the call; but also in taking necessary action and then in recapturing the mental position. Therefore, taking frequent calls while trying to concentrate can be very stressful and time-waster.

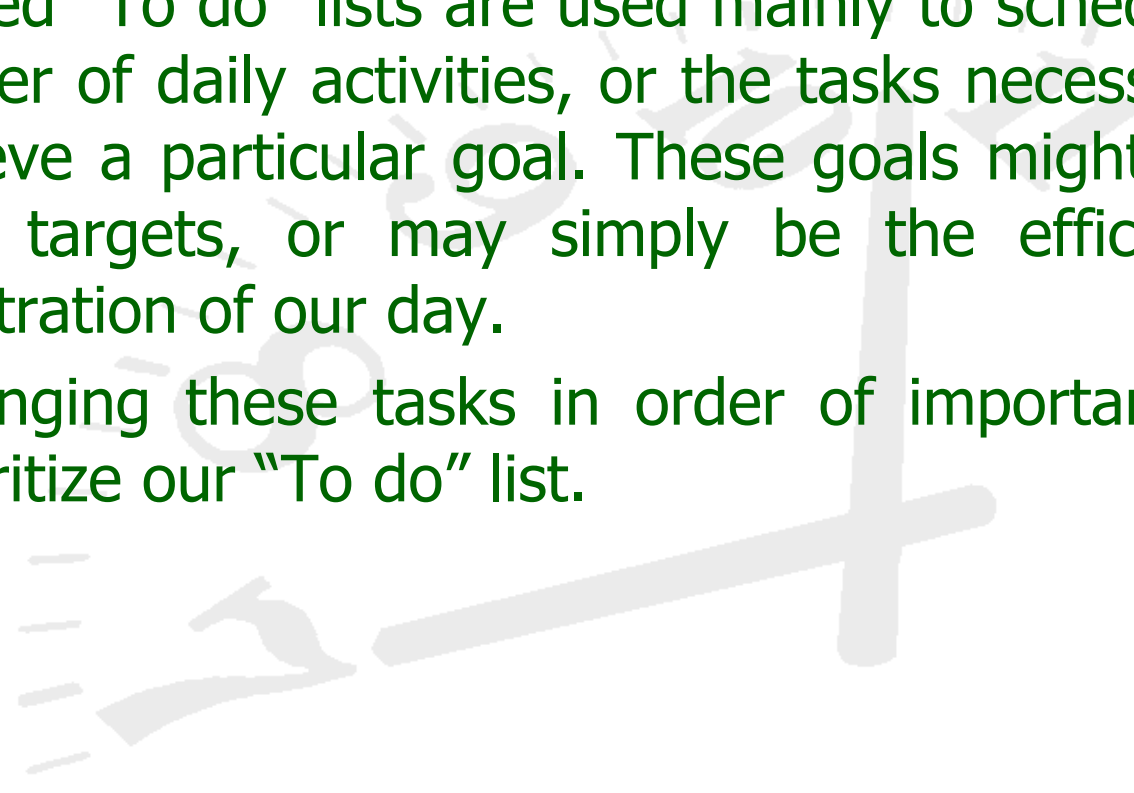
- In such situations, you may put your phone on divert or have your calls screened.
- Alternatively it may be more effective to work in a room without a phone, or to work when no-one else is around.



## *PRIORITIZED “TO DO” LISTS*

Prioritized “To do” lists are used mainly to schedule a number of daily activities, or the tasks necessary to achieve a particular goal. These goals might be specific targets, or may simply be the efficient administration of our day.

By arranging these tasks in order of importance, we prioritize our “To do” list.





# *USING WAITING TIME EFFECTIVELY*

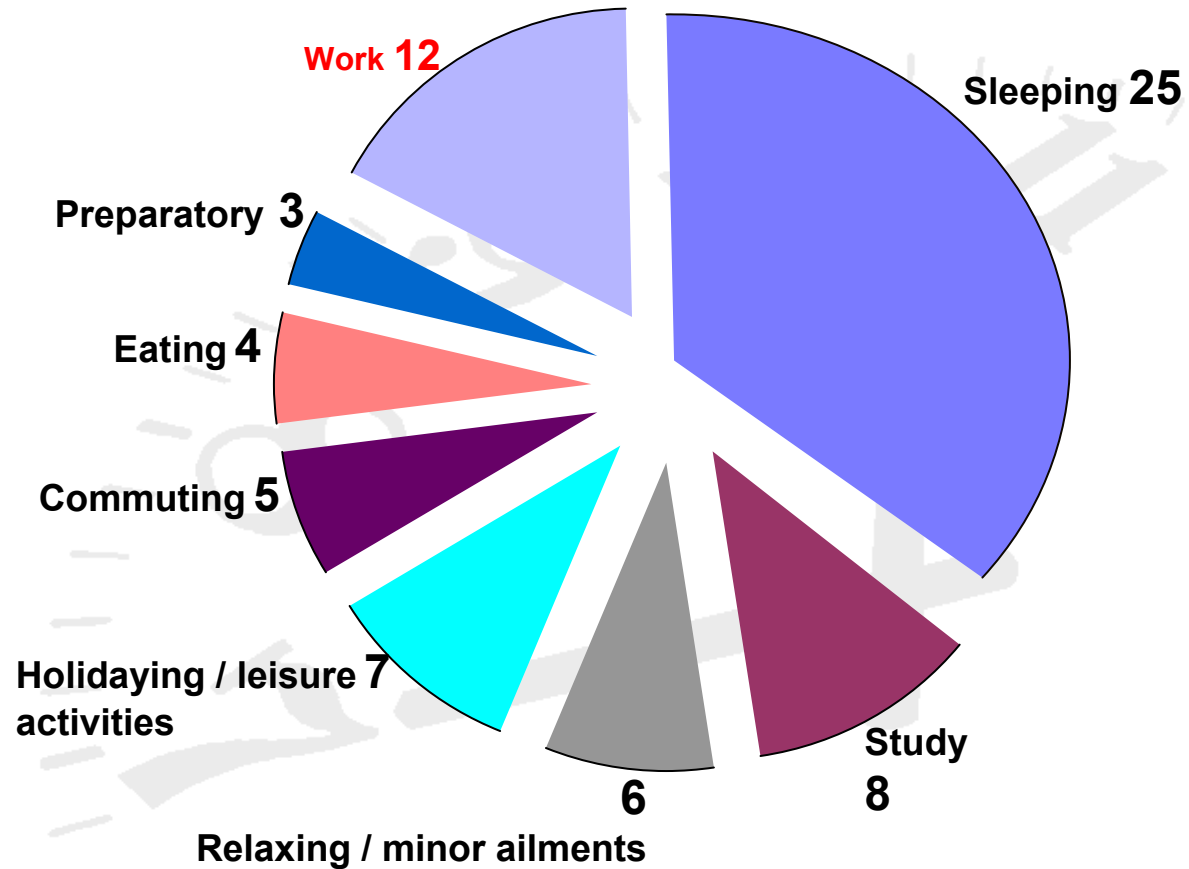
If your work involves travel to meet people often, or you need to interact with people who have a highly structured day, you may be spending a lot of time waiting. Similarly, to be present for an appointment at a specific time, you may have to leave a large amount of contingency time. If your journey goes well, all the time saved may result into spending a lot of time waiting at the other end. Unfortunately some people may also play power games with you by keeping you waiting to try to gain advantage. You must work out how to convert this waiting time to your advantage.

## GOLDEN RULES TO FILL UP THOSE 'GAPS'

- Confirm appointment the day before.
- Try to arrive at the site of the meeting not more than 5 minutes early.
- Try to leave arrival times approximate with some flexibility. This gives you some margin of error should you be held up.
- While waiting, keep yourself busy – It helps you to utilize your time, you do not get 'bored', are able to get more work done... and also it looks better!

# Finally.....

A life span of 70 years consists of...



## Finally.....

In 1936, Charles Schwab an American billionaire paid **US\$ 25,000** to a consultant to advise him how to make better use of this resource known as "time". Do you know what did he advise?

".....Start your day with a prioritized 'to do' list and concentrate on the high priority jobs which have better pay-off and the results of which are more meaningful for you.....and by sleeping just one hour less everyday, you can add 5 years to your working life!

Should you ignore such a valuable advice just because it comes to you **FREE** ?

*Share your thoughts with...*

## *Ashok Grover*



- An Engineer-MBA, Ashok Grover has spent more than 38 years in Indian industry of repute. Currently, Director of **Skillscape**, earlier he has worked with Parle Group, Mohan Meakins Group, Ajay Piramal Group, Hawkins Cookers and lastly JBM Group as Chief Human Resource Officer.
- Ashok Grover has acquired expertise and added to his credit many proprietary and innovative HR practices, which he initiated at the organizations he worked for.
- He has a clear focus which is reflected in the Vision statement of **Skillscape**:  
– *Value creation by enhancing people and organizational competencies.*
- LinkedIn Profile: <http://www.linkedin.com/in/ashokgrover>

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