

## Time Management

Our life revolves around the passing of the time. To waste the time is to waste the part of the life. The time cannot be paused, bought, or can be changed, but we can do learn to use it in better way. Time is one of the scarcest resources and unlike the money or the energy, is irreplaceable. By learning the effective time management, you will learn to take control over your life.

Taking the control over life involves taking control over time by planning. Planning will take time itself, but the initial time investment frees a much more time later on. Like the most other things, an effective planning is the skill which starts off being difficult, but soon will become a habit.

### Balancing the Work and Family

The successful people are very clear about what is important for them. They know how to set the priorities and concentrate on doing things that will give them a great satisfaction and happiness in the life.

- Why the relationships are so important.
- Practice the moderation in all the things.
- Balance the work and family life.
- Recognize when your life will come out of balance.

### Time Management Principles

Time management explains the attributes which are needed for the effective time management, and also the benefits of beginning with the limited range of the tactics, before extending these into the overall time management strategy.

#### Identifying a Time Loss

This will explain the importance of carrying out the objective review of how do you currently spend the time and identifying what proportion of the time is spent in the areas which are not essential for achieving the goals.

#### Urgency and the Importance

This will describe how to use urgency/importance grid to classify the tasks which you currently perform, and how to optimize an amount of the time which you do spend on each of the type of task.

#### The Effective Decision Making

It describes the various techniques which can contribute to the more effective decision making.

#### Setting the Goals

This will discuss of adopting the proactive approach in the order to anticipate the events and be in the position to identify and define the goals clearly.

**Defining the Objectives**

This will explain how to analyze the goals to define the series of objectives and need to rank the objectives in order to identify means and actions which are needed to achieve them.

**Time Saving Techniques****Dealing With The Interruptions**

This will explain how to evaluate what the interruption represents as the demand on the time and how to deal with the non-urgent interruptions in the polite but an effective way.

**Knowing When to Delegate**

This will explain how to overcome a reluctance to the delegate, and also how to decide which tasks are most suitable for the delegation.

**Delegating Effectively**

This will give details about the practical aspects of the delegating work, the importance of providing the ongoing support and the feedback, and a need to evaluate a outcome and apply the lessons learned when delegating the work in future.

**Managing The Incoming Calls**

This will describe how to screen the incoming calls when you do not want to be disturbed, and a various tactics for keeping the incoming telephone calls as short as possible.

**Managing The Outbound Calls**

This will explain the use of the outgoing call log to help the plan and structure the calls, and maintain efficient time management approach for making the outgoing calls.

**Organizing The Workspace**

This will explain how to deal with the incoming paperwork in the efficient way, and how to identify the manual and the electronic filing systems which meet the needs of a way you do work.

**Communicating Effectively**

This will discuss the various time saving techniques which you can use to improve the efficiency with regard to the written communications. This includes: speed-reading, the business letters and the email

**Practical Time Planning****Understanding the Overload**

Describes most common sources of the work-related stress, and provides the objective assessment of an extent to which you would be suffering from the overload at work.

**Negotiating the Workload**

Inability to say 'No' to the requests can be significant contributor to the stress and the overload. This section explains how to decline the requests when it will be appropriate to do so.

**Planning The Day**

Make schedule or plan all your tasks according to the workload and the performance cycle. This will save your time in thinking what to do next.

**Using The Activity Networks**

The activity networks, have become established as one of a most popular resource planning techniques that are available.

**The Critical Path Analysis**

It will show how to identify a critical path within the networks of the activities and how to calculate a total float and a free float available.

**The Effective Resource Planning**

This describes the resource planning, which is concerned with an effective scheduling of all the resources available in the order to deliver outputs which are required.

**Preparing The Planning Diagrams**

It discusses various ways which the resource planning information may be summarized for presenting to the senior management

**Eliminating the Time Wasters**

The Time-wasters will surround you all the sides and will tear away at your minutes and hours, holding the back from producing a critical results which are vital to the success in the career.

- Eliminate a time wasters in life;
- The Law of an Excluded Alternative;
- Identify a major time-wasters;
- Practical ways to overcome and avoid them if possible.

**Maximizing the Productivity**

It is only what you do produce to what you put in determines the success. Over the time, the results-orientation goes hand-in-hand with the big payoffs in the life.

- Work with full capacity;
- Develop an ability to get the results;
- Concentrate on the high-value tasks;
- Increase a quality and the quantity of the results.