

LIFE SKILLS DEVELOPMENT



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Life Skills

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Dr. Y. Daniel

TIME MANAGEMENT

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Introduction

"Time is very democratic in nature because it treats all persons absolutely impartially" Time is something we cannot control. Whether we are administrators, principals, headmasters, or leaders, we all have a lot to do in a short period of time. Time management entails properly organising our days in order to accomplish our goals. It's vital to remember that time is finite, even if it seems like there's plenty of it. We cannot squander time; thus, we must organise our days into portions/segments and assign duties to each portion to ensure that we complete everything we need to. Time management is all about having the appropriate mindset and being disciplined with how we spend our time.

Time management is the systematic process of organising and managing the time spent on specific activities with the goal of increasing effectiveness, efficiency, and production. This entails careful planning and strategic allocation of time to tasks, ensuring that resources are used best to accomplish the intended results. Individuals may increase their productivity and make better use of their time by prioritising work, having clear goals, and controlling distractions.

Time management refers to a combination of skills, tools, and practices that help people successfully organise and use their time, especially while working on specified activities, projects, or goals with deadlines. The concept of time management was originally limited to commercial and work-related tasks, but it has now expanded to include personal endeavours.



Today, time management includes not only work obligations, but also personal responsibilities, hobbies, and leisure activities. Individuals can optimise their time utilisation in all parts of their lives by implementing various tactics such as prioritisation, scheduling, and delegation. Thus, time management provides a beneficial foundation for increasing productivity and striking a balance between professional and personal commitments.

Time management is the strategic organisation of tasks and activities to increase an individual's productivity. Its major goal is to increase efficiency, allowing individuals to complete more high-quality work in a shorter timeframe.

Organisation, planning, and scheduling are critical components of efficient time management because they allow everyone to make the most of their available time resources. Furthermore, time management approaches are personalised to an individual's specific circumstances, capabilities, and personal characteristics, assuring the adoption of strategies that best meet their demands and maximise productivity.

Importance of Time Management

Increased Productivity

By managing time well, people may do more work efficiently. People can increase their productivity and attain their goals more quickly by carefully prioritising and allocating their time.

Reduced Stress

Proper time management reduces stress levels. When chores are organised and scheduled, people feel more in control of their burden, which reduces anxiety and overwhelm.

Improved Decision Making

Time management encourages people to examine priorities and make informed decisions about time allocation. This promotes improved decision-making abilities and more efficient resource utilisation.

Enhanced Focus and Concentration

Time management makes it easier to define clear goals and deadlines, which helps to stay focused and avoid distractions. These promote better concentration and deeper engagement with tasks.

Better Work-Life Balance

Effective time management enables people to devote time not only to work-related duties, but also to personal pursuits, hobbies, and relaxation. This contributes to a healthier work-life balance and general well-being.

Goal Achievement

Effective time management is essential for attaining both short- and long-term objectives. Breaking down larger activities into manageable segments and committing to working on them on a regular basis allows for constant progress towards goals.

Opportunities for Growth

Effective time management promotes personal and professional growth by prioritising self-improvement activities and allocating time for learning and development. The ongoing development of skills and knowledge creates fresh prospects for growth and advancement.

Major Barriers to Time Management

According to Donald E. Wetmore, everyone has time thieves in their lives and at work.

Poor planning

Students frequently fall into the trap of satisfaction, assuming that they can squeeze all of their lectures into the last week before exams during study break. As a result, students find themselves overwhelmed by the huge syllabus that needs to be completed. To avoid this, study duties must be well planned and scheduled.

Crisis Management

People sometimes confuse the terms urgent and immediate. Stephen Covey popularised a helpful little graph that may be used to help people find out how to deal with those critical disruptions that disrupt their plans. It appears like this:

	Important	Not important
Urgent	Crisis	Trivial
Not urgent	Focus	Waste

An example of something urgent/not important would be receiving a call from a friend while at work, informing him/her that he/she has free time scheduled in the next hour and has to play to complete the game because someone dropped out last minute. This circumstance is in the Urgent category since it occurs "right now," but if the friend is not a business associate, client, or prospect, it is likely insignificant.

Procrastination

The old parable of the rabbit and the tortoise is an excellent example of procrastination. The rabbit's overconfidence caused him to postpone in his race preparation, whereas the tortoise remained persistent and constant in his preparations. Finally, the tortoise's careful time management and determination propelled him to victory, demonstrating the value of efficient time management.

Interruption

Drop-in visits and cell phones are common distractions for students. Individuals with good focus abilities, on the other hand, can mitigate these disturbances by taking proactive steps. This could include shutting off their cell phone or gently expressing their unavailability by saying, "I am currently occupied; I will send message later." This forceful attitude helps to retain focus and productivity in the face of potential distractions.

Not Delegating

This is a common problem for senior scientists or team leaders who lack trust in their hard-working colleagues. As a result, individuals struggle to efficiently manage their daily activities and time. The accomplishment of Disneyland's development in 365 days, from groundbreaking to opening day, demonstrates the value of delegating and excellent cooperation.

Unnecessary meetings

It is smart for a scientist to avoid attending meetings when they have no relevant role or contribution to offer. For example, a research scientist at an institution may choose not to attend an emergency meeting on a student's hostel issue, as such matters are normally handled by deans, administrators, and teaching faculty.

The Shuffle Bles

A student routinely wastes time because of disorganised paperwork on their desk. Their notes are disorganised, causing severe disruption when attempting to take timely and intelligible notes.

Poor networking

Networking is vital, and combined or group study, which is commonly performed by professional college students, shows its

advantages. This strategy allows for faster comprehension of essential ideas and improved memory of critical information.

Bad attitude

Some students waste their time by focussing on their sentiments of being overwhelmed by study materials rather than committing to genuine preparation and attentiveness. This not only impedes their own advancement, but also takes up their friends' time.

Negative People

Some team leaders find themselves surrounded by negative or inactive coworkers. Despite detailed planning of daily and weekly activities, they are hesitant to take action, resulting in a lack of development.

ABC Method

Alan Lakein invented the ABC approach, a simple yet effective tool for improving time and work management skills. It entails organising jobs into three priority levels: A, B, and C.

- i. **A jobs:** These are high-priority, time-sensitive jobs, such as projects with tight deadlines.
- ii. **B jobs:** These jobs are significant but less urgent, requiring attention once A tasks have been completed. Examples include organising completed projects or handling necessary but not urgent tasks.
- iii. **C jobs:** These are low-priority jobs that can be completed as time allows, usually with minimal immediate impact.

To effectively apply the ABC method:

1. **Understanding Importance:** Classify tasks according to their relevance and impact.

2. **Prioritising by Deadlines:** Give priority to tasks with approaching deadlines.
3. **Daily Planning:** Set aside time for each task and develop a daily schedule.
4. **Estimating Task Duration:** Determine the time required for each task precisely.
5. **Setting SMART Goals:** Make sure your goals are specific, measurable, attainable, relevant, and time-bound.
6. **Allocating Resources Wisely:** Make efficient use of time and resources.
7. **Utilising Technology:** Use tools to track performance and improvement.
8. **To increase productivity:** avoid multitasking and focus on one work at a time.
9. **Minimising Distractions:** Create a distraction-free work environment to improve concentration.
10. **Preventing Overworking:** To avoid burnout, ensure that workloads are acceptable.
11. **Regular breaks:** increase productivity by providing mental refreshment.
12. **Regular Assessment:** strategies should be evaluated and refined on a regular basis in order to maximise efficiency.

Three Secrets to Time Management

1. ***The value of time.*** Unlike money and goods, lost time cannot be recovered or recreated. Furthermore, time is a resource that cannot be replaced.

2. **Time budgeting.** More than money, time needs to be allocated effectively.
3. **Concentration.** Concentration is defined as performing one's present duties with care and attention. Such care and attention are only feasible when a person concentrates on what he does.

Five Steps for Successful Time Management

1. Set defined goals (whether academic or personal).
2. Create a term calendar to note key events.
3. Make a weekly plan of classes, meetings, etc.
4. Set times to work on each course.
5. Create a to-do list for each day the night before.

Realising the value of time

- To realise the significance of a **single year**
Ask a student who has failed a class.
- To understand the significance of **one month**,
Ask a mother who gave birth to a preterm son.
- To understand the significance of **one week**,
Contact the editor of a weekly newspaper.
- To understand the importance of **one hour**,
Ask the lovers who are waiting to meet.
- To understand the importance of **one minute**,
Ask someone who missed the train.
- To realise the significance of a **single second**,
Ask someone who has just escaped an accident.

- To understand the significance of **one millisecond**,
Enquire about the person who won a silver medal at the Olympics.

Conclusion

"Time is like a river." You cannot touch the same water twice since the flow that has already passed will never return. "Enjoy every moment of life."

The word "time management" is inaccurate. One cannot manage time, but one may manage events in their lives in relation to time. Everyone wishes for more time, yet we only have 24 hours, 1,440 minutes, or 86,400 seconds per day. The ability to manage time is determined by skills acquired via self-analysis, planning, evaluation, and self-control. Time, like money, is valuable but limited. It must be safeguarded, used prudently, and budgeted.

Effective time management is critical for increasing productivity, lowering stress, making educated decisions, staying focused, striking a work-life balance, attaining goals, and encouraging personal growth and development. Successful time management results in increased personal happiness, more accomplishments at home and at work, and a more fulfilling future.

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