

Time management

The process of planning and exercising control of time to be spent on specific activities to increase efficiency and productivity is real time management. Working smarter, not harder, get more done in less time is the need of the hour. Have you ever felt that there is not enough time in the day, but some achieve more than others? Why? Answer is time management. Effective time management defines priorities and goals of your future tasks to achieve best results.

Be ready to take control of your time and work on time management skills.

Prioritisation: Firstly, decide the order of your priorities of the day. Review your schedule and label to do your list. Decide accordingly to your order of importance and urgency. Urgent task should be completed as soon as possible. Important tasks need next immediate attention.

Goal setting: Setting goals for the day help in organising to do list. Goal setting for days, weeks, months and year create the priority list and reduces stress. Manage your time keeping in mind, day-to-day goals and long-term goals.

Planning: Always plan your things in a realistic way by breaking down your schedule hourly basis and organising your thoughts and desk before beginning work each time will bring better results. Allocate sufficient time for each task, beforehand and focus with full concentration to complete it. Analysing your daily pattern of most productive time. Schedule gives you understanding when you focus best. So, do your complex tasks during these hours.

Focus: Distractions while working most important tasks waste your time. Instead of doing multitasking focus on one work at a time with full devotion. This will improve the quality of your results and save more time. Avoid time wasters such as gossips, lengthy discussions, and Mobile related activities.

MOTIVATION: Motivation is one of the essential parts of time management. It always brings more energy doing your work efficiently bring good results. You will always be enthusiastic about your goals. Even if you are physically tired, you will always be willing to put in more time to complete your tasks in time. If you are enthusiastic, self-motivation positivity leads to **Chardikala**.

Managing your time well shall lead to immense benefits.

- Lower stress and anxiety.
- Better focus and concentration.
- Improved quality, efficiency and productivity.
- Better confidence and decision making.
- More free time and energy for personal activities.

Become a highest achiever of success by managing your time exceptionally well. So focus on activities to results with your time management.

Manage time to become a successful person.