

ਰਜਿ: ਨੰ: 1147/2002

ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥

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Date :17.07.2022

ਮੰਨੇ ਕੀ ਗਤਿ ਕਹੀ ਨ ਜਾਇ ॥ ਜੇ ਕੇ ਕਹੈ ਪਿਛੈ ਪਛੁਤਾਇ ॥ ਇਸ ਪੰਗਤੀ ਤੇ 10 ਲਾਈਨਾਂ ਵਿਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਭਰੀਐ ਮਤਿ ਪਾਪਾ ਕੈ ਸੰਗਿ॥ ਓਹੁ ਧੋਪੈ ਨਾਵੈ ਕੈ ਰੰਗਿ ॥ ਇਸ ਪੰਗਤੀ ਤੇ 10 ਲਾਈਨਾਂ ਵਿਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਂ ਤੇ ਹਸਤਾਖਰ

ਨੋਟ : ਇਸ ਪੰਨੇ ਤੇ ਵਿਦਿਆਰਥੀ ਆਪਣਾ ਨਾਂ ਲਿਖ ਕੇ ਹਸਤਾਖਰ ਜ਼ਰੂਰ ਕਰਨ।

Time Management

Time management is a productivity skill on organizing your time. It is also a human focused creative design process. It is a process of planning and exercising control of the time spent to increase efficiency and effectiveness. In other words working on priorities and focusing on goals. It will help you to regain control of your days. It is organizing time intelligently and more effectively. Learning to manage time effectively will make you more relaxed, focused and control your lifestyle. Knowing your goals will help to plan better to achieve them. If we learn to prioritize short term goals and long term goals, urgent and non urgent tasks will be able to control over life. On learning when to hit, where to hit and how to hit the target to get the maximum results.

Good time management at work means doing high quality work. More time on something does not necessarily mean achieve more. It's better to do your work skillfully with full concentration to maximize your results. Let us put our efforts in spending time more judiciously with full devotion and concentration on urgent and important tasks.

One should learn working smarter to enhance productivity to get more done in less time. Overall you are in control with confidence to choose how best to use your time. You will have increased.

Good management takes a shift in focus from activities to results. Less work but more effective .Few management tools are as under.

1. **Prioritization** : You can achieve more when you dedicate time to right things. You are distinguish between demands and availability, then assign time wisely. Only you can prioritize time and activities to get best results.
2. **Scheduling** :You should know what you need to do and when you need to do. Timing is very important. Tough tasks should be done when you are fresh to achieve more.
3. **Goal setting** : You should have clear targets to aim for. Get smart but achievable goals. Always stay motivated, allocate time effectively and stay committed to your plans.
4. **Concentration and focus** : First and foremost thing for doing work is working with full concentration .We should utilize our resources minimizing our distraction getting into focused state of flows. Utilize your resources well to stay on track. It is always tempting to put things off. We should learn to stop doing it when we understand the difference between utilizing time and wasting time. You are able to manage time well and keep improving.

Everyone has 24 hours to manage. Some get everything done, some with time to spare, how to accomplish it, right answer is time management. Good time management leads to lower levels of stress, higher levels of performance and satisfaction in life. Practice the skills to get more done in less time. Doing things in such a way that productivity is at the peak.