



How to Manage Your Time Effectively

Time is a scarce product. It cannot be stored for later use. If you fail to use it properly, you have lost it forever.

Time is limited. You have just 24 hours a day—not less not more. You have to do whatever you want to do within that time. Many attribute their failures to lack of time, poor finances, too much stress, bad relationships, and an unfulfilled life. They don't admit they have failed to manage their time wisely.

Some think there is enough time and wait. You must learn to get time to do what is important to you. Roughly draft your idea and get going. Don't wait for anything. You can develop it later. Just begin the work. Make it a habit to **set goals** and work to reach them. Devote certain time to your set goals and you will be surprised to notice the progress.

You can do a lot when you learn to say "no". Many people say "yes" when they should say "no". By doing so they over commit themselves. And end up with so much work that they cannot finish.

Stop wasting time by attending to things that are not relevant. Prioritize your activities and attend to things that are more important. No sooner you realize that you accomplish more with less time. Do something productive and will bring more value and fulfillment to your life.

Time management is nothing but drawing a plan to make intelligent choices. The most rewarding strategy is to create a 'do-it' list. Then make daily/weekly reviews and updates. At the end of the week, review your assignments and prioritize them. Then go for monthly plans and long-term ones.

Postpone unnecessary tasks and routines. Do what is important and necessary. Distracting activities will be more enjoyable when you have no targets and dead- lines.