

**Indian Institute of Technology Kanpur**

**National Programme on Technology Enhanced Learning (NPTEL)**

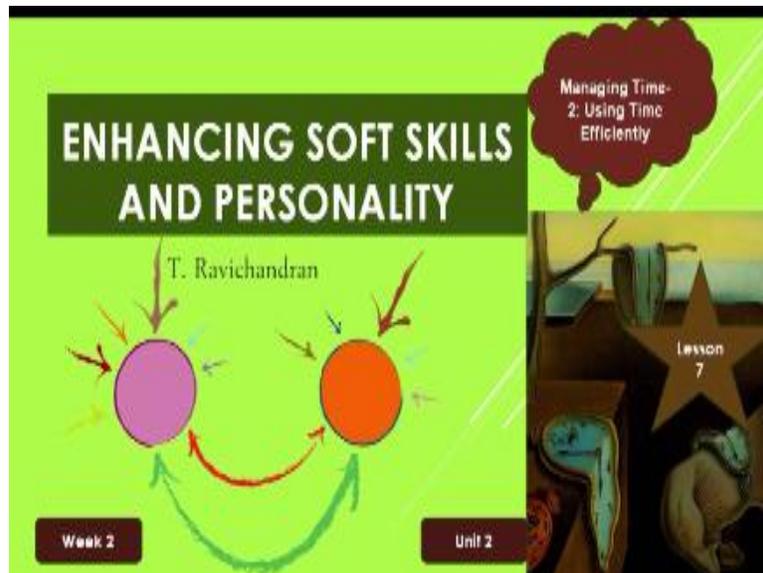
**Course Title  
Enhancing Soft Skills And Personality**

**Lecture - 07  
Managing Time-2: Using Time Efficiently**

**by...  
Prof. T. Ravichandran  
Dept. of Humanities and Social Sciences**

Hello everyone welcome back to my course on enhancing soft skills and personality we are in the second week and this is unit number two and this is actually lesson number seven on the whole in this week.

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I have started discussing with you about managing time and in this unit in this lesson in particular let us try to look at how you can use the time efficiently and before we start looking at this lesson in particular let me briefly give you the highlights of the last lesson what did we do in

the last lesson in the last lesson in which I started first to talk about managing time we discussed about the importance of time and.

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**Highlights OF THE LAST LESSON**

- ❑ Discussed about the importance of time and various perceptions of time.
- ❑ Fixed/Flexible; Monochronic/Polychronic
- ❑ Dali's "Clocks" capture the relative and flexible nature of time.
- ❑ People assess your personality by the way you treat your time.
- ❑ No amount of soft skills will help if people see you as a person who mismanages his/her time.

❑ Controlling Time:

1. Take log of your time
2. Scrutinize time leakage
3. Create Time

- ❑ To do more things in less time and much more efficiently than others, synchronise the real clock with your biological clock.
- ❑ Identify your Peak Active Time (PAT) and work accordingly
- ❑ Success is doing the right thing at the right time in the right way and living a life without any regrets.

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Various perceptions of time I pointed out the fact that it is our perceptions combined with our attitudes and again accompanied by our habits which actually make or more our life and career because of the way we respond to time okay so that determines the way people try to look at us we either have concepts in relation to time that is fixit or flexible and in terms of terminology we call those with the very succeed or time frame of mind as following mono chronic perspective and then those who have a kind of multifarious activity minded personality having this perception of time in terms.

It is Polly chronic nature so when it is mono chronic the person is very much 68 in terms of schedule and when somebody is using a poly chronic time schedule is open to interruptions and then quite flexible in terms of using the time frame in this context I briefly discuss with you about Salvador Dali's clocks which actually capture the relative and flexible nature of time why it is important that we need to know whether our mindset is relative or flexible in terms of time

because people assess your personality by the way you treat your time and whatever soft skills that you learn .

Whatever soft skills that you might employ so those skills will not help if people can see through you your perception of time and especially if you try to mismanage time whatever cosmetic touch you will give in terms of soft skills will not have any relevance so it is important that your soft skills learnt imbibed should go with your personality that has a very disciplined sense of using time and you need to know how to manage it effectively also so in the last lesson again in terms of controlling time I get three important points one takes log of your time.

I suggested that you identify not only the peak time but also the time in which you waste just identify how your entire day is spent how your week is spent identify in terms of similarities between days see how your Sundays are spent how your Mondays are spent and then see how you are spending one month see how you spend a year one academic year in certain cases it can be financially or also but see whether a pattern is emerging and then the second one is scrutinized time leakage just seen your entire week in your entire day.

How are you wasting time or how time is slipping without your knowledge and the third point I made is once you are able to identify the time leakage try to control it and then use it for more productive ways of advancing your career that is try to create time for those activities which you can use in a creative manner now to do more things in less time and much more efficiently than others I also suggested that you should try to synchronize the real clock with your biological clock so we all have our circadian rhythm.

We all have our peak active time so I just put an acronym to indicate that I call it a spat it is the time that you get a pact okay you are just pushed you feel that you have lot of energy it could be for some early in the morning some even in the evening some it could be even late night but try to identify that peak active time and try to work accordingly success is doing the right thing at the right time in the right way and living a life without any regret now let us learn in this lesson as how to use your time efficiently using time efficiently in place that you make the most.

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**Using Time Efficiently**

Implies that you make the most of your time by doing activities of high value and ensure that the time gets utilised in a productive manner.

*In reality, we cannot manage time, we can only manage ourselves, our habits, our perceptions and our relationship with time!*

**PLAN FOR YOUR LIFETIME**

- Whether it is education, career or relationships, plan for your lifetime.
- Real education is a life-long learning.
- Choose your learning path that will keep you stimulated throughout.
- In terms of your career, decide where would you like to retire from?
- At what position would you retire?
- *To reach that position and place, what should you be doing at the age of 20, 30, 40, 50?*

**BREAK YOUR LIFEPLAN INTO REALISTICALLY ACHIEVABLE GOALS**

- Identify your merits and limitations. Have a realistic assessment of the possibilities of making things happen if you work with what you have.
- *Should you not change your strategies, work in a different manner, imbibe new and different sets of skills if you want different results?*

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The slide features a green background with a white box containing the title and introductory text. Below this, there are two sections with bullet points. To the right of the text, there is a graphic of a clock face with a red figure running on a path that spirals upwards, symbolizing time management and progress. A small number '3' is located in the bottom right corner of the slide content area.

Of your time by doing activities of high value and ensure that the time gets utilized in a productive manner this means you try to filter activities of less value or activities of no value and then use all your time by doing only the activities of high value now an interesting fact about time in reality is that we cannot actually manage time whatever we do time goes on it is own pace and then you cannot stop time in essence you cannot manage it but we can only manage ourselves our habits our perceptions and our relationship with time in order to alter our perceptions.

Our relationship with time what should we do the first thing is you plan for your lifetime the lifetime expectancy has increased and if God willing and then if you are saved by all medical and technological advancements one can even live up to 80 years now what is the lifetime that you expect is it 80 70 60 50 but this is without giving contingency to the fact that there could be natural calamity or any sudden accident that can cause death before the normal expected lifespan that is a data port suppose you are assuming that you will live happily till 65 okay now what are your plans for this time.

Whether it is education career or relationships try to plan for your lifetime if you think your lifetime is up to 65 years if you think that no you are already weak and then unhealthy you will leave only up to 50 years but have you thought of what will be your lifetime plan so plan at the age of 50 or the age of 60 what are you going to do where will you be in terms of Education you should understand the trail education is a lifelong learning one diploma you got and then that led to another degree which led to other degrees which led to other advancement programs of your career.

And so on so you never end up okay having done something and then you stop educating yourself it is a lifelong learning so if you understand that how long will you continue to learn what will you learn and how will you apply that learning think about that and choose your learning path that will keep you stimulated throat this means you should choose something for which you will be so passionate about and then you will never feel tired or unmotivated whatever happens in your path so in terms of your career decide at what position would you return to reach the position and place what should you be doing at the age of 20 30 40 50 60 70 80.

So what should you be doing now once you understand that you will reach a position you will reach a level in your career and you will achieve this in your life at this age now what should you be doing to achieve that at this point of time so to do that look at the next suggestion I am giving break your life plan into realistically achievable goals identify your merit and limitations have a realistic assessment of the possibilities of making things happen if you work with what you have so first know where you are strong and also know very weak so with your strength so make a realistic assessment of the possibilities.

Of making things happen if you work with whatever assets that you have so normal people can have it let us say in five years maybe you have some special abilities you can finish it in four years are you are slightly having some deficiency so you will take 50 years so you assess how much time you will take to achieve a target that you have in your mind or a goal that you have set for your lifetime planning should you not change your strategies once you know fully that this is going to delay should he not change your strategies work in a different manner invite new and different sets of skills.

Especially if you want different results yes you should if you work in the same manner you will get only the same results if you want to produce different results totally different one you need to adopt different strategies in terms of using time efficiently some people try to resist managing time okay why do they do that they resist managing time because of the dilution.

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**Using Time Efficiently**

People resist managing time by deluding themselves into the belief that they do not want to be slaves of time. But liberation comes only by efficient management of time!

**WRITE YOUR GOALS:** Goals will become achievable only if they get written/typed in a paper (diary, planner, to-do list). You can even write them on your bathroom wall, mirror or table.

Top achievers have actually spelt out their goals at a young age and kept on visualising them and strived with constancy of purpose to achieve them.

**PRIORITISE YOUR ACTIVITIES:** While making a life-time planner, It is important to arrange your activities /work to do on a daily, weekly, monthly and yearly basis.

**STICK TO YOUR ACTIVITIES:** Once you have prioritised, you should stick to your activities and completely avoid distractions of all kinds!

**STOP LEAKAGE OF TIME:** At least try to minimize distractions and interruptions!

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Or by deluding them into the belief that they do not want to be slaves of time they say that no making schedule making tight rigid time plan so all then sticking to it that makes me look like a slave I do not want to run after time all the time but as a matter of fact liberation freedom comes from oneself only by efficient management of time only by sticking to your schedule only by sticking to your plan on trying your maximum to follow that plan you will be able to free yourself.

And create more time for yourself when you mismanage time you are actually a slave to your passion slave to your habits slave to the fact that you are always postponing and mismanaging time now how to use it efficiently in terms of managing some more physicians write your goals now your goals may keep changing maybe every five years ten years or there may be some paradigm shift in your thinking and the gold may change even at the stroke of midnight or just

overnight you can just change your plan that is fine but currently whatever goes you may have you should write or you should type it in a paper you should stick it in your diary you should put it in your planner or you should keep it in your to do list because goals they become achievable only if it gets written only if you type it only if you write it you have to see it graphically only then your mind will accept it by visualizing internally so you can write it even on your bathroom wall successful entrepreneurs.

People who tried for competitive careers like administrative services so there are people who have written their name along with IAS IPS or whatever degree they wanted to achieve on the bathroom wall and every time when they were taking but they were reading it okay and then they were trying to internalize and some people started this even when they were just in 10th standard or so and then they kept on visualizing this so it is important that you write it on your bathroom wall or even on the mirror like Steve Jobs we are told that he wrote on the mirror that that is especially.

When he was diagnosed for his cancer so he wrote on the mirror that if this day is the day that you are going to die would you do the same thing that you plan to do today okay then whenever he looked at if this is that day the final day so he altered is to do list and then he went for the most important one that is on the topmost priority some people write it on the table so wherever you want you write it and then see it keep it in your mind internalize it all the time so keeping on visualizing them and then striving to achieve the goals with constancy of purpose.

So it is very important so that determination should not go away from you that will come only when you write the goals and then we shoulder is it secondly prioritize your activities while making a lifetime planner it is important to arrange your activities or work to do on a daily weekly monthly and yearly basis use a planner whether it is offline or online but then you try to do this and then arrange the top most important one on the top stick to your activities once you have prioritized you should stick to your activities and completely avoid distractions of all kinds.

And stop leakage of time at least try to minimize distractions and interruptions let us try to look at these points elaborately now first of all time leakage how do you let the time get leaked what

do you do so that you do not realize that the entire day is just slipping and then at the end of it you feel that you are just wasted so much of your time what have you done.

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And how does time get leaked it can happen because of these reasons allowing others to interrupt so you are so busy you are in the flow but then you let people interrupt they just drop in and then they come for a chat and then they just they want to just spend some time they want to pass their time kill their time but then they come and completely interrupt your activity that should be completed by a dead line telephone calls knowing fully that it is a spam call it is a call from a vendor sometimes we just take it and then you just think that you will respond and the vendor keeps on talking to you.

And then waste your time so allowing others to interrupt is one major crush the next one is not delegating work sometimes people think that they're the best ones and then nobody can do the work like that so that is not true if there is a work that has to be done only by you okay keep it but there are certain jobs which can actually be done by other people sometimes even better than you there are technicians who are more add up and then more efficient than you who can do the job better than you so delegate work to people give woke to somebody we can do it on your

behalf sometimes there are friends who do it just for the love of helping you sometimes we are professionals who charge something and then do it.

For you sometimes there are colleagues who will take the job but then they expect something in exchange in whatever manner delegate that work that can be given to others then taking plenty of time to decide trivial things this means most of the times you are indecisive and even a very small thing that you take so much time to decide in the morning of people like President Obama and then so many celebrities even Steve Jobs they all wear the same kind of dress all the time because they have decided not to spend time on trivial things and then same color same dress and then whether it is T-shirt or a suit.

They just keep on wearing the same thing so that time is not spent or based on all deciding what to wear and even they consider that as a trivial thing so they standardized address and then they use it probe so indecisive moments in terms of deciding trivial things will kill your time take it away from you it can also happen if you work within adequate information you are not sure how a job should be done the boss has not given enough information or you are not willing to collect enough information or you are working with very less information.

So again you will waste so much of your time then you lack in a clear sense of priority you are not sure whether this is the job you should be doing it at the top or you should be doing some other job also lack of proper planning so you have not thought when you will do this but then just like that you are doing it then unrealistic and rigid planning unrealistic and rigid planning meaning that you are not giving any flexibility to your work schedule so you think that it should be finished only at this time but then there were interruptions which you did not give contingency.

So you get more stressed and then you get stressed and then become tired so that reduces your work efficiency waste your time again the other important thing which we will discuss later is when you feel embarrassed to say no or you say yes when you actually have to say no so that is a problem so people just come and hijack your time because they know you have an inability to say no to them then time leakage can happen because of disorganized is our own things look at

your table it should be completely clean or only the work that should be done should be on your table. Look at your room is it filled with untidy things and then unwanted stuff.

So keep your surroundings clean particularly you are stable your desktop okay the work place should be very clean so if you organize your surroundings so your time will get organized automatically next not keeping things in their places and searching for them you should learn that you should keep things in the right place so that if you are looking for a key you know that the key is kept next to the door on the key hanger and all keys are there so when you keep all the time you should keep in the same place.

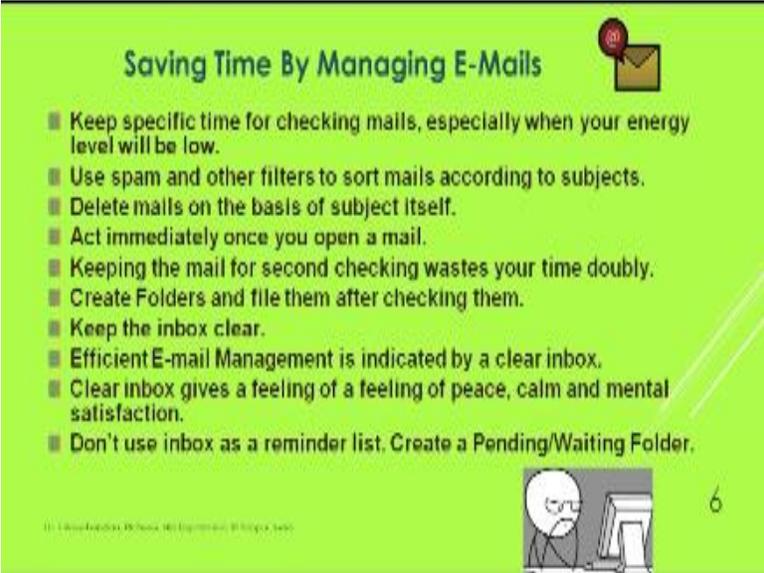
So that when you look for your mind remembers that you look for in that place only the moment you misplace it will be very difficult to track it and especially if you do not keep so many things in their places then it is a complete mess the next important one is getting distracted by social media particularly what's up Face book and in general whether for a personal or professional level getting email notifier the most important thing either on your mobile or on your laptop or on your desktop.

Is to remove all notifies okay, so when an email comes you need not know when it is coming when I watch the notification comes you do not have to know it immediately same thing with face book some people think that okay I will put it in the silent vibrate mode even that you just remove it because even the vibration if you are sensitive enough can distract you and then can cause you stress it is human tendency to just quickly check who has sent what and that anxiety that all the social network is giving us as to see whether it is an important message that I need to attend immediately.

And 99% those are not the important messages and if it is an important one you will know anyway so keeping this in mind let us look at emails particularly and see how you can save time by managing email because emails are really time disasters if you just let yourself distracted by emails instead of getting up in the morning and checking the email for the first time and then keep on checking it using your mobile apps using your laptop using your I-Pad using your computer keep specific time for checking makes people will know when you are checking mix

and when your reply will come in a day it can be sometimes in the afternoon known time before lunch or after lunch so identified those times when your energy level will be.

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**Saving Time By Managing E-Mails**

- Keep specific time for checking mails, especially when your energy level will be low.
- Use spam and other filters to sort mails according to subjects.
- Delete mails on the basis of subject itself.
- Act immediately once you open a mail.
- Keeping the mail for second checking wastes your time doubly.
- Create Folders and file them after checking them.
- Keep the inbox clear.
- Efficient E-mail Management is indicated by a clear inbox.
- Clear inbox gives a feeling of a feeling of peace, calm and mental satisfaction.
- Don't use inbox as a reminder list. Create a Pending/Waiting Folder.

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Low because this does not require high energy level for working it is just a response that is needed and use features spam filters and other filters to sort makes according to subjects so all spans will go to one filter one folder and then you just delete it and then make according to the subject you can create folders and send them a directly to the folders suppose it is just coming from a group okay and then which you do not have to see all the time it is about some subject that you are interested.

Okay let us say you are interested in cooking and you join the cookery group and then they keep on sending a menu every day so you do not have to immediately see that you need it only when you are going to cook so do not look at that frequently so use the filter let it go to your folder and be the open it when it is required or open at the specific time in each day when you have planned to open it when you look at the subject okay, and usually saying that by a new credit card okay and then you do not want a credit card.

So just by looking at the credit card subject you can just delete it look at the subject even without opening you delete it will save so much time at immediately once you open an email because the time you think that you will take a second look and then keep it and then go again and then decide just to delete or to respond if actually going to base your time in the sense that you are utilizing time twice for the same activity so once you decide to open and main decide what you will do with it and then.

If you have to delete if you have to respond do not keep it for a second look if however you need to keep it really it is an important mail and then you have to look at it carefully and answer it will have some legal validity you flag it and then keep it in a different folder but then do not keep it in the inbox why you need to keep the inbox clear because efficient email management is indicated by a clear inbox clear inbox gives a feeling of peace calm and mental satisfaction when you look at the clear inbox it is like your mind is also feeling that it is clear, never use your inbox as a reminder list, create a painting waiting folder in case you have to keep some mails as a kind of waiting or something that requires your attention at a much later stage by using these tips you will be able to save time by managing emails.

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**Other Time Cancers!**

- Our own lazy mind-set and immediate pleasure seeking thoughts. (you need to focus on the immense satisfaction you will derive by accomplishing a job as per your priority and efficiently in time)
- Tendency to leave it for the next day (postponement—next lesson)
- Believing that one works well under pressure.
- Thinking that nobody is in a rush, why should I do it in time?
- Wanting to know the end results, before starting (not starting)
- Escapist tendency—running away from any tight schedule (foolishly believing that one is freeing oneself!)
- Watching TV or surfing on the net excessively.
- Self-sacrificing helping tendency. Finding others job more important than one's own!

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The slide features a green background with a white border. In the top right corner, there is a cartoon illustration of a yellow character with a sad face and a red character with a happy face. In the bottom right corner, there is a cartoon illustration of a blue character holding a globe. The text is in a black, sans-serif font.

What are other time cancers, what are other factors of time that will eat time and consume it without giving time for you for very highly productive activities the most important time cancer

is your own lazy mindset combined with immediate pressure shaking thoughts, so you need to focus on the immense satisfaction you will derive by accomplishing a job after your priority and in efficiently in time. So sometimes often some pleasure speaking activities like even watching TV or just chatting with a friend may take over an important activity in which you need to complete an assignment before the deadline.

But the mind thinks lazy and mind set for that immediate pleasure so you need to control it and then you have to think about the great satisfaction that you will derive by completing a job as per your priority and efficiently in time and then never do your thing that you can do it today and I never try to postpone it for tomorrow, so human tendency is to leave it for the next day and then thinking that okay next day things will become bitter now about this postponement procrastination we will discuss more in the next lesson. But some people waste away their time while evaders time by believing that they will wait till the pressure mounts up they will wait till the 11th hour and they think that they are masters of lemon tower and then they think that they will work under pressure.

But the problem is often when you work under pressure you some of finish the job but then you realize that without that pressure you could have finished the job much better last minute you all look some important points, important errors but then if you could finish it before time you can give contingency for taking the document one more time and then the thinking that nobody is in a rush why should I do it in time so looking at the peer group and thinking that I everybody is in a slow mode.

So why will I run and then finish it beforetime so I follow the peer group the other mentality is to thinking wanting to know the end results saying that you need the end results before starting so saying that if only I will know I will pass in this examination, I will study otherwise I have been failing in this exam for three years there is no guarantee that I we steady now, so nobody can given written about the end result but there is only one guarantee that if you work hard and strive to improve yourself definitely the end result will be according to what you expect.

So thinking that end result should be positive and if it is not shown to them beforehand people do not even start their work. Now this is also combined with the escapist tendency that is running away from any tight schedule and foolishly believing that one is freeing oneself, thinking that okay I will avoid it, I will escape from this I will enjoy the party and this work can wait but actually thinking that you are escaping you are actually putting more stress on yourself, the other thing is watching TV or surfing on the net excessively about this I have discussed much in the previous course.

But enough to tell you that both cases watching TV or surfing on the net has to be used in a very effective manner only when required you can use that for refreshment but not for killing yourself giving you lethargy and making you feel just lazy and then become that couch potato. So I also talked about this gigantic effect that will not let you leave a cereal once you start watching it because you need to know what will happen in the end and the end can come up to three years, five years and you will just while away your time.

So be careful if your time gets bleeped because of watching TV or excessive surfing on the net so you have to curtail it. There is also one worst tendency that can again eat up your time that is the self-sacrificing helping tendency thinking that others have come to you for help and then you will sacrifice your job your goals and then make their job most important and then finish helping them to complete the job so you feel like a hero when you are able to rescue somebody from the trouble.

But then more and more you do that at the cost of sacrificing your time you are caught in a real soup where nobody else will come to help you and that can again give you stress, so these are other important features human tendencies which actually try to kill our time. Now in order to avoid this I would say that you should give due regard to your deadlines.

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**Give Due Regard to Your DEADLINES!**

- The unknown deadline that God has set for us is not clear! While the ultimate deadline that will put an end to all your work is your death, there are other unforeseen events that can force you to reduce your work pace. E.g. Job retrenchment, accident that makes one inadequate for the job, ill-health, natural calamity.
- Hence, it is important that one works with a great sense of urgency as if anything tumultuous can happen at the next moment and jeopardise the planned schedule.
- Good planners finish a job before the deadline. They keep some time for last minute revision or improvements.
- Bad planners often miss deadlines and regret over lost opportunities.

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People give can't regard to deadlines they do not bother about deadlines but if due regard to your deadlines the unknown deadline that God has set for us is not clear so as I was trying to tell you on the beginning whether you will die it 80 or 80 that is not in your hand whether you are healthy or unhealthy the unknown deadline the day in which you will stop putting an end to all your work is the day in which you die so that is not known to us, okay and then there are some unforeseen events that can force you to reduce your workspace.

For example, job retrenchment so you plan to do something through your job but then you are fired up from the job they wanted to reduce the number of focus but they are running in a financial crunch so what do you do sometimes accident that makes one inadequate for the job ill health, natural calamity all these things can actually make your pace reduced forcibly. Now keep contingency to this ones so since you actually do not know how your deadlines can be extended by unforeseen events.

It is important that you always work with a great sense of urgency as if anything tubules, kinetic turbulent can happen at the next moment and jeopardize the plan schedule it is a forced sense of urgency some people use the term the dying man metaphor as if you are going to die in the next moment so what would you do if you are given a chance to complete what you have it at your

and because you are going to just die on the next day so finish it with that kind of urgency as if there is no time left we always dilute into the belief that we have ages lots of years so many hours to complete the task but when in reality we do not know the actual deadline okay, that God has planned for us and we do not know that we cannot keep on postponing or how long we can keep on postponing things, what about good planner, good plan is finish a job before the deadline they keep some time for lost many traditions or improvements.

But if bad planners those who mismanaged time often miss deadlines and regret over lost opportunities they all the time thing that if only I had managed my time better I would not have missed that opportunity so I should have submitted that in time I would not have missed the deadline so that was very crucial for my career. The next thing that you should do in terms of time management is you should learn to convert time stealers into time gifters.

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**Convert Time-Stealers into Time-Gifters!**

- Time gets stolen from you in long periods of inactivity due to travelling, waiting for events, standing up in queues, etc.
- Brain Tracy calls them as "gifts of time"! As you could use them as extra time for your activities.
- Keep some work available for filling in these "gifts of time".  
On a long drive, you can listen to an audio book.  
While on a journey, you can write an article, finish a report, edit a paper, reread an important document.
- Make use of a laptop, a diary or simply carry some loose sheets.
- Schedule informal meetings, phone calls during this time.
- Often the best productivity happens in unusual circumstances that generate out of the box thinking and foster creativity.

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In the ways I have been describing before time get stolen from you but apart from that time gets stolen from you when you are helpless in situations where you are forced to undergo long periods of inactivity this could be due to traveling so you wait so even if you go by your flight so there is time you travel to the airport and then you go to the chicken and then you go through the security check so all the time that you spend in the preliminary travel and then the actual travel

so these are times of inactivity in terms of academic and personal productivity. Waiting for events, waiting for meetings, waiting for a program to start, waiting for a person to come standing up in queues to get your food standing up in queues to get ticket, standing up in queues even to both the bus or a train now all these times are the time Stealers they try to steal away the time from you Brian Tracy in his famous book eat that frog, says that instead of looking at dumbest time Stealers is that you look at them as gifts of time why.

Because you could use them as extra time for your activities, okay so you know that you are going to travel anyway and then normally you do not plan anything but good time managers plan that they will do some activity even during this time which are given to them as gifts so keep some work available for filling in these gifts of time on long drives for example you can listen to an audio book while on a journey you can write an article finish a report edit or paper reread a very important document.

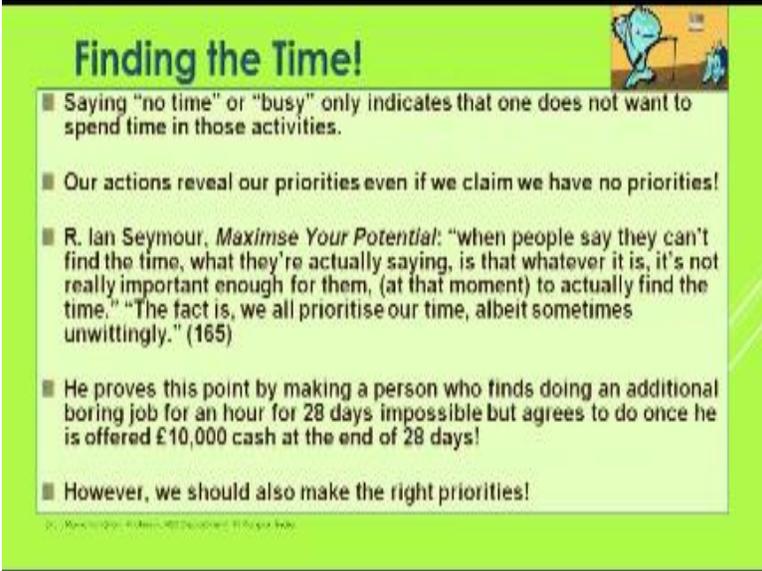
Today you can use your laptop or if you do not want to use a laptop you can use ipad or if you do not want to use any electronic gadget use a small diary or a pocket notebook or even simply carry some loose sheets okay so that will help any anytime you get an idea you note it down any time you want to write something so you need some this paper or a laptop where you can type things. Scheduled informal meetings when you are on travel when you are coming back by your cab okay, make phone calls during this time whether it is professional or personal use this time instead of just wasting it and doing nothing.

Often if you realize this the best productivity happens in unusual circumstances that generates out-of-the-box thinking and positive creativity. Many people have written good poems when they are waiting for something in the bus stop or places like that so many people have finished that most important project proposal when they were just traveling on a flight at times when the flight got canceled and then people you are just sitting inside the airport and rope that most important speech.

People similarly sit on the railway platform and then again they have created wonderful things which do not happen when you force yourself and sit in the same environment so mind has a way

of working slightly in a better manner in unusual circumstances so out of the box thinking can happen and then even creative endeavors can be done during this time so make use of this time instead of having a negative view on them as prime Steelers look at them as gifts of time and then use them as real gifts. Now apart from this generally how do you find the time when you say.

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### Finding the Time!

- Saying "no time" or "busy" only indicates that one does not want to spend time in those activities.
- Our actions reveal our priorities even if we claim we have no priorities!
- R. Ian Seymour, *Maximise Your Potential*: "when people say they can't find the time, what they're actually saying, is that whatever it is, it's not really important enough for them, (at that moment) to actually find the time." "The fact is, we all prioritise our time, albeit sometimes unwittingly." (165)
- He proves this point by making a person who finds doing an additional boring job for an hour for 28 days impossible but agrees to do once he is offered £10,000 cash at the end of 28 days!
- However, we should also make the right priorities!

Dr. Vivekananda Prasad, M.D. (Psychology) | Founder, India

I have no time so I am so busy now all these things are indicating that you do not want to spend time in those activities where you say I have no time or I am busy so people for example tell you exercise the morning okay so no I have no time I am so busy your son or daughter wants you to come for the important annual event in the school gain you say no time all these excuses rather indicate that you do not want to spend time in those activities because our actions reveal our priorities and even if we claim that we have no priorities what we do finally actually reveal to others as our priorities.

There is an interesting book by Ian Seymour word maximize your potential in which he makes an interesting observation related to this I quote from him, when people say they cannot find the time what they are actually saying is that whatever it is it is not really important enough for them at least at that moment to actually find the time.

The fact is they are prioritize our time albeit sometimes unwittingly so whether you say I do not prioritize my time or I always prioritize my time and this event is not in my activity unwittingly be linearly we are actually prioritizing our time that is determined by what we do not buy what we tell people. Now Seymour proves this point by making a person who finds doing an additional boring job for an hour for 20 days impossible.

But the same person agrees to do once the author is willing to offer him ten thousand sterling pounds cash at the end of 28days so how come this is possible first the person said that doing one hour additional work for 28 days is impossible and especially to do that boring work but when the author said I am going to give you 10,000 sterling pounds cash at the end of 28 day once you finish the job so he said it is possible and then he did it and got the money also.

Now that only is trying to prove the authors earlier point that when people say that they do not have time they actually do not want to find the time or at least they are trying to tell us that at this moment I actually do not find this important for me to do, but the next important thing is when we say that whether we like to prioritize or not we always prioritize things unwittingly we should also make the right priorities. So what should we keep in mind in order to make the right priorities.

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Steven Covey in his most famous book The seven Habits of Highly Effective People he gives a model so you can look at this on one side you have importance and urgency, so the first quadrant you feel all the urgent and important do it now activities and on the second quadrant you put slightly low ones and on the left it is I so here second one it is important not urgent and you decide when to do it okay, you have sufficient time to do it.

The third one is not important not urgent that you can actually dump it and the fourth one again comes to the left side it is urgent but not important and this is something you should delegate. This is how you can prioritize and then look at the urgent and the important and the thing that should be done only by you and you should do it now.

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	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<b>I</b> ACTIVITIES: Crisis Pressing problems Deadline-driven projects	<b>II</b> ACTIVITIES: Prevention Relationship building Recreation New opportunities
<b>Not Important</b>	<b>III</b> ACTIVITIES: Interruptions Some phone calls Some mail Some meetings Popular activities	<b>IV</b> ACTIVITIES: Trivia Some mail Some phone calls Time wasters Pleasure activities

So like in terms of details the urgent and important activities could be a crisis that you need to attend immediately pressing problems deadline given projects but as the not urgent one activities like trying to prevent something relationship building, recreation activities thinking about new opportunities they are not urgent but still important. The third one or activities in terms of interruptions, some phone calls, some mail, some meetings popular activities which sometimes you can even delegate.

The fourth one are related to activities such as you spent time in small errands trivia which you can completely ignore some email, some phone calls and time wasters and then pleasure activities so if you can divide your life plan in this manner you will be able to identify what is the important and most urgent one and give your utmost time to it. Now before I conclude you should also know something about this pare to principle.

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**PARETO PRINCIPLE**

Named after the Italian economist Vilfredo Pareto, who noted that 80% of the property in Italy was owned by 20% people.

Joseph M. Juran called it 80/20 rule and suggested that in business 80% sales come from 20% of clients.

In terms of productivity:

- 80% of your outputs depend on 20 percent of your activities.
- 80% of your problems can be attributed to 20% of causes.

Prioritize your 20% happiness determinants and avoid your 80% dissatisfaction causes.

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Pareto principle is named after the Italian economist Vilfredo Pareto who noted that 80% of the property in Italy was owned by 20% people which means only 20% of the people were actually amassing 80% of the land in Italy. Now this was later developed by Joseph M. Juran management consultant he called this as 80, 20 rule or 80, 20 principal and then he suggested that in business we can apply this to steady sales productivity extra and then he observed that 80% sales actually came from 20% of clients.

So it is the 20% of clients rather are giving that 80% of profit to your company and in terms of productivity we can apply this rule to look at the fact that 80% of your inputs depend on 20% of your activities which means there are some very important activities if you do that that will create an impression that you have completed about 80% of your job. Conversely 80% of your problems can be attributed to 20% of causes meaning there are some source of problem sometimes people read this even it could be 99% and one also depending on the situation.

For example one boss and is a really bad one who does not know how to manage time now if he happens to be a boss he can be the cost for 99% of your problems same thing with your life partner a very close colleague with whom you spend all your time and conversely if you look at 20% of your core group emotional professional academic where you have friends, academicians and then blood relations who all support you and then encourage you to do things mostly they

amount to 20% these are the people who are contributing to 80% of your life. So what you need to do using this Pareto principle in terms of utilizing your time prioritize your 20% happiness determinants what will make you happy the 20% which actually contributes to 80% of output and avoid your 80% dissatisfaction causes okay, so try to remove them and then use this 20% happiness determinant to actually enhance your 80% productivity.

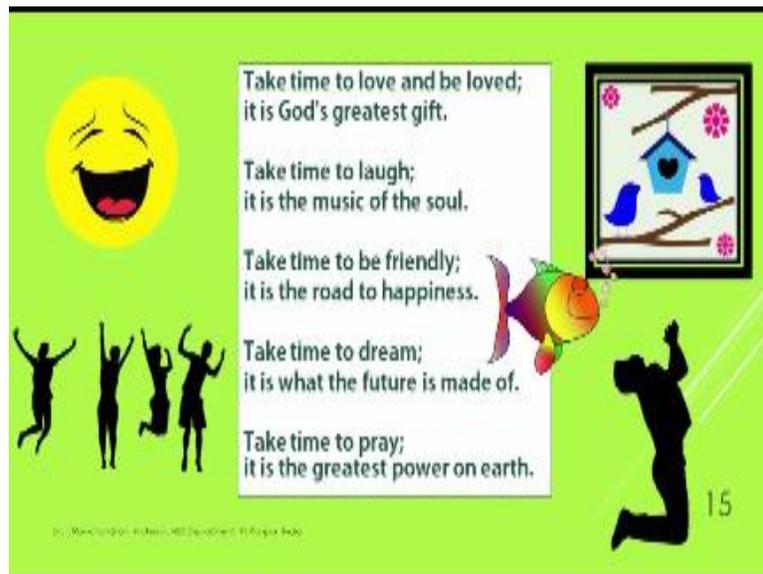
Now with this thought I would like to conclude with one interesting quotation the author is not known but still the ideals are worthwhile in terms of using your time effectively and by prioritizing unknowing for what you should spend your time so the title goes like this take time take time to think.

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It is the source of power take time to read it is the foundation of wisdom, take time to play it is the secret of staying in, take time to be quiet it is the opportunity to see God, take time to be aware it is the opportunity to help others.

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Take time to love and be load it is God’s greatest gift, take time to laugh it is the music of the soul, take time to be friendly it is the road to happiness, take time to dream it is what the future is made of, take time to pray this greatest power on earth.

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## FOR FURTHER REFERENCE . . .

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Now for further reference you should read Brain Tracy Eat That Frog about this book I will also continue in the next lesson and then Ian Seymour Maximize Your Potential it has apart from time management there are so many other techniques by which you can maximize your potential and Richard Loch says the 80/20 principle the secret of achieving more with less so it is completely using this 80/20 principle to your life and achieving more with less.

Of course Stephen Covey's book which we discussed previously also The 7 Habits of Highly Effective People and if you want to simply know by just going to an online source as what is this 80/20 rule there is a simple discussion by this Yaro Starak who discusses this rule and takes white will change your life.

So this is a very small article available online if you want to refer to with this note I take leave from you for this lesson we will meet in the next one which will be on procrastination, thank you so much for watching this video we show all the best o make efficient use of time and achieve success and happiness in your life.

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