





**Welcome**  
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# Time Management

# Why do we need TM ?



- ❑ To save time
- ❑ To reduce stress
- ❑ To function effectively
- ❑ To increase our work output
- ❑ To have more control over our job responsibilities.

**EVERY DAY DEPOSIT  
YOUR ACCOUNT 86,400  
HOW MUCH YOU CAN  
USE?**



One second -

One hour

One day

One week

One month

One year

**1 SECOND**

**60 SECOND**

**60 MINUTES**

**1440 MINUTES**

**720 HOURS**

**8760 HOURS**

# Value

1 year value – student fail

Month value – Carrying Mother

One week value – weekly magazine  
editor

One day value – now the value of daily  
editor

One hour value examination  
preparation students

One minute value Emact missing  
students



**Your born in poor that  
not your mistake  
You die in poor  
That's your mistake**



# According to Stephen Covey

- 1. Urgent important
- 2. Not urgent important
- 3. Urgent Not important
- 4. Not urgent – Not important

# How To Use time Effectively

- Effective planning.
- Setting goals and objectives.
- Setting deadlines.
- Delegation of responsibilities.
- Prioritizing activities as per their importance.
- Spending the right time on the right activity.



# Daily planning every one

Morning	8 hours	Personal work	Office work
Afternoon	8 hours	Personal work	Office work
Evening	8hours	Personal work	Office work

# Weekly plan

Sunday	Use	Waste	Total	Plan of time
Monday				
Tues day				
Wednesday				
Thursday				
Friday				
Saturday				

# Monthly plan

1 <sup>st</sup> week	Useful	Useless	Plan of time
2 <sup>nd</sup> week			
3 <sup>rd</sup> week			
4 <sup>th</sup> week			

# Yearly plan

	Useful time	Success pecentage
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		



# Time Management



## DEFINITION

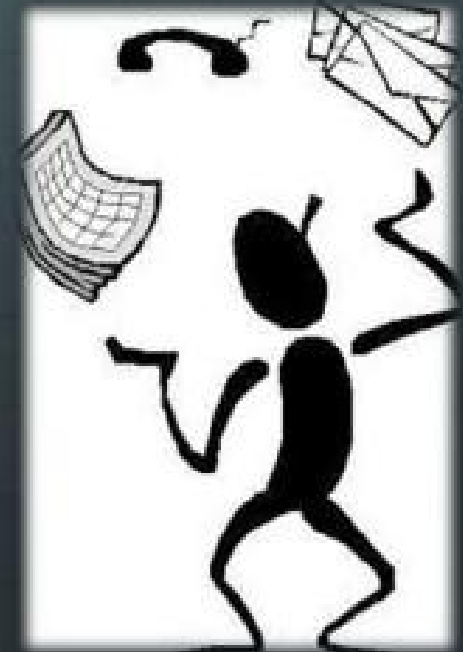
Time management is the act of taking conscious control over the amount of time spent on specific activities.

You exercise time management to increase productivity, effectiveness and efficiency.

You practice skills and use tools and techniques to aid you when accomplishing tasks, projects or are working toward goals and deadlines.

# 1, Costing your Time

- 🌐 Understand the true value by calculating your cost per year
- 🌐  $\text{Cost per year} = (\text{salary} + \text{taxes} + \text{office space} + \text{office equipment} + \text{profit you generate})$



# How To Manage Time



1. Prepare yourself first, by taking 30 minutes of your time to fix yourself something to eat and relax. *Assign realistic priorities to each task.*

# Achieve your goals

- Be your own judge and your own motivator,

*Make Time Management  
your tool for success.*



Manage your time & keep smiling...



Question ???



- Time Management – 140 %