Welcome
Dr. A.V. Kiran Kumar
Assistant Professor
S.V. University
Tirupati.
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
87600 HOURS
Value
1 year value – student fail
Month value – Carrying Mother
One week value – weekly imagine 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

<table>
<thead>
<tr>
<th>Time</th>
<th>8 hours</th>
<th>Personal work</th>
<th>Office work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td>Personal work</td>
<td>Office work</td>
</tr>
<tr>
<td>Afternoon</td>
<td>8 hours</td>
<td>Personal work</td>
<td>Office work</td>
</tr>
<tr>
<td>Evening</td>
<td>8 hours</td>
<td>Personal work</td>
<td>Office work</td>
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## Weekly plan

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Use</th>
<th>Waste</th>
<th>Total</th>
<th>Plan of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>Tuesday</td>
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# Monthly plan

<table>
<thead>
<tr>
<th>Week</th>
<th>Useful</th>
<th>Useless</th>
<th>Plan of time</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
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<td>2nd</td>
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<td>4th</td>
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## Yearly plan

<table>
<thead>
<tr>
<th></th>
<th>Useful time</th>
<th>Success percentage</th>
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<tbody>
<tr>
<td>January</td>
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<td>February</td>
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<td>November</td>
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<td>December</td>
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**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

Cost per year = (salary + taxes + office space + office equipment + 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 %