

Welcome to the session
on Goal Setting
& Time Management
in Work-life Balance
@APHRDI Bapla on 10th June,
2019.

Let us start with the story of Hare and Tortoise

- What is wrong?
- Was the goal wrong? Or race route wrong? Or competitor wrong?
- Is it a case of Worst TM?
- Do you think the hare would have managed its time if its competitor were not tortoise?

Essentials of GSTM

- It is the Attitude that is needed for W-L Balance.
- Positive, Negative or Right Attitude?
- Attitude towards Work and Life is betrayed by Word-life Balance
- Choosing the Attitude for Balance
- Why Set a Goal at all?
- How many goals did we set till now?
- How many goals for our Work and how many for our Life do we have?
- Why that particular goal?
- Chartering balances our W-L Goals.
- Time Management as framework for Goal Setting

You can't manage what you can't measure

Strategy Vs Tactics

- Goals need to be broken into bits of short-term goals which finally reach us to the long term.
- Goals are not gaols!
- Goals must be drawn to use time but not to abuse work-life balance.
- It is not enough to set goals, it is important to chalk out the process to reach our goals.
- Most goals look great but stop dead because of a lack of process and control of process.
- Once the process is marked, one need to name the indicators that would track the process and progress.
- Goal setting also calls for team building as an important process point.
- **Bigger Goals calls for Better Health—What is our plan for that?**

“Most of us act as if this life were just a practice run for the next”.

George Bernard Shaw.

Time Management vs Life Management

- Time is the fastest perishable good(resource) and we need to use it fresh.
- Time cannot be managed it is we who have to manage our activities and resources within the specific time limit.
- Time limits are milestones which tell us where we were and where we progressed.
- TM is proof of your creativity
- TM helps in controlling your anger/disaster.
- Finally, is the family a part of this process?
- When we talk of life, our age is time and goal is happiness.
- Can we make our life a working holiday?

Plan - Organize - Prioritize - Synchronize (POPS)

- Plan according to your resources – Make TO DO Lists
- Organizing needs a team so build our team in the office
- Remember our family is a team at home
- Prioritizing gives away our personality, it reveals our character and our choices in life, our attitude towards work or people.
- Synchronize all the strengths of our team
- Do not forget to always use the word 'We', 'Us', 'Our' and Never 'I'

Prioritizing is like Solving a Puzzle



Let us first learn to prioritize our Goals		
	Important	Not Important
Urgent		
Not Urgent		

Barriers to GSTM: Time Wasters

1. Smart Phone Interruptions
2. Drop-in Visitors
3. Meetings (Scheduled/Unscheduled)
4. Crises (missing papers)
5. Lack of Objectives, Priorities and Deadlines
6. Cluttered Desk and Personal Disorganization
7. Ineffective Delegation and involvement in routine and detail
8. COPD/Superstitions
9. Attempting too much at once and estimating time unrealistically
10. Indecision and Procrastination
11. Lack of or unclear communication/instruction (Edn never taught us to question)
12. Inaccurate, inadequate and delayed information
13. Confused responsibility and authority
14. Leaving tasks unfinished
15. Lack of self-discipline
16. TV. Serials
17. News

20/80-The Pareto Principle

Focussing on the major significant 20% of ones activities will generate 80% of results.

Practice the 3 –'ates'

- Eliminate: Eliminate Non-essential workload
- Insulate: Don't say 'Yes' when you want to say 'No'Learn to say 'No'
- Concentrate : Focus on the work at your seat.. STOP--

Summing up

- Clean up your workspace
- Clarify your objectives
- Establish Priorities (make a TO DO list)
- Get through Your paper work as quickly as possible
- Group Similar Tasks together
- Break up large tasks into smaller tasks
- Use tidbits of time efficiently
- Recognize your productive hours (Make a Checklist)
- Reduce interruptions and team leaks
- Avoid perfectionism
- Learn to say 'No'
- Count your man-minutes (Team up & Delegate)
- Reward yourself

- **SMARTER Goals**
 1. **Specific**
 2. **Measurable**
 3. **Achievable**
 4. **Realistic**
 5. **Time bound**
 6. **Enthusing**
 7. **Rewarding**

- The Best Goal is Change !
- How do you change your life?

Thank you and questions?