



Time Management

*"If you love life, don't waste time,
for time is what life is made up of." ~ Bruce Lee*

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Time management is a necessity in any project development as it determines the project completion time and scope. Time management is considered as subset of Project management.



Why Time Management is Important

"The Time Famine"

Bad time management = stress

This is life advice



By some estimates, people waste about 2 hours per day.

Signs of time wasting: .

- Messy desk and cluttered (or no) files
- Can't find things
- Miss appointments, need to reschedule them late and/or unprepared for meetings
- Volunteer to do things other people should do
- Tired/unable to concentrate



- **Being successful doesn't make you manage your time well.**
- **Managing your time well makes you successful.**



- **Why am I doing this?**
- **What is the goal?**
- **Why will I succeed?**
- **What happens if I choose not to do it?**

The 80/20 Rule



- **Critical few and the trivial many**
- **Having the courage of your convictions**
- **Good judgment comes from experience**
- **Experience comes from bad judgment**

Planning



- **Failing to plan is planning to fail.**
- **Plan Each Day, Each Week, Each Semester**
- **You can always change your plan, but only once you have one!**

TO DO Lists



- **Break things down into small steps**
- **Like a child cleaning his/her room**
- **Do the ugliest thing first**

TM Summary



- Take time to work-----It is the price of success
- Take time to think-----It is the source of power
- Take time to play-----It is the secret of perpetual youth
- Take time to read-----It is the fountain of wisdom
- Take time to be friendly-----It is the road to happiness
- Take time to love and be loved-----It is the nourishment of the soul
- Take time to share-----It is too short a life to be selfish
- Take time to laugh-----It is the music of the heart
- Take time to dream-----It is hitching your wagon to a star.