

A

Seminar report

On

TIME MANAGEMENT

Submitted in partial fulfillment of the requirement for the award of degree
Of MBA

SUBMITTED TO:

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Preface

I have made this report file on the topic **TIME MANAGEMENT**, I have tried my best to elucidate all the relevant detail to the topic to be included in the report. While in the beginning I have tried to give a general view about this topic.

My efforts and wholehearted co-corporation of each and everyone has ended on a successful note. I express my sincere gratitude towho assisting me throughout the preparation of this topic. I thank him for providing me the reinforcement, confidence and most importantly the track for the topic whenever I needed it.

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Acknowledgement

I would like to thank respected Mr..... and Mr.for giving me such a wonderful opportunity to expand my knowledge for my own branch and giving me guidelines to present a seminar report. It helped me a lot to realize of what we study for.

Secondly, I would like to thank my parents who patiently helped me as i went through my work and helped to modify and eliminate some of the irrelevant or un-necessary stuffs.

Thirdly, I would like to thank my friends who helped me to make my work more organized and well-stacked till the end.

Next, I would thank Microsoft for developing such a wonderful tool like MS Word. It helped my work a lot to remain error-free.

Last but clearly not the least, I would thank The Almighty for giving me strength to complete my report on time.

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INTRODUCTION

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals complying with a due date. This set encompasses a wide scope of activities, and these include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Usually time management is a necessity in any project development as it determines the project completion time and scope.

What is time management?

Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination, as well as problems with self-control.

A brief history of time management

In the beginning there was time then time grow short so time management was invented.

- Prioritise- be clear about the difference between urgent and important and only do important
- Delegate- only do what only you can do
- Insist your staff do not copy you into emails
- Don't re write your managers reports-get them to
- Never read an email more than once
- Don't let someone else manage your diary
- Always take your full annual leave
- Remind yourself good enough will have to do

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TYPES OF TIME MANAGEMENT

- Creative and productive
- physically energetic and active
- Playful and entertaining
- Learning and developing
- Reflective and spiritual
- Restful and relaxing

TIME MANAGEMENT IN THREE STEPS

Time management is a very important topic. There are a lot – I mean a lot – of books devoted to time management. Of course time management is important: after all, time is one of the resources which are not renewable and which availability cannot be increased. All of us have the same amount of time which is only 24 hours a day. Nobody can get more than that, no matter how rich he or she is.

So the problem is how to maximize this limited resource. Those who can maximize their time resource will also be successful in their life.

While there are many time management techniques out there, I think the whole idea of time management can be compressed into only three steps:

1. Have a vision
2. Based on the vision, set priorities
3. Based on the priorities, throw away all activities which do not fit

Five steps to effective time management

the five steps to effective time management are:

1. Plan
2. Assess
3. Organize
4. Prioritize
5. Schedule

Plan

Research and personal experiences have shown that individuals who set personal goals have a greater chance of success. These individuals have determined and set on paper what they would like to achieve and how they would like to get there. The goals are realistic, believable and achievable. People who set goals also evaluate their progress and make any necessary changes on a regular basis. So, if you want to better manage your time, your first step is to set the goals you would like to achieve, either for the semester, year or throughout your college career. See our Personal Goal Setting Handout.

Assess

Your next step is to assess how you are currently using your time. You cannot make productive changes unless you know what areas need to be changed. Keep a time log for three days from the time you get up until the time that you go to bed. Describe your specific activities in 15 minute blocks.

The activity should be detailed and can include comments. Prioritize your activities: A-important to you; B-important to others; and C-maintenance (basic human needs). Maintenance items may become A priority items. For example, exercising may be maintenance once it becomes a habit, but could be an A priority until then.

Next, analyze your time log. Answer the following questions:

1. Were there any surprises?
2. Would you judge this to be a typical week?
3. What patterns could you identify in your time wasters? Interruptions?
4. What part of the week would you consider most productive? Least productive?
5. What time of the day do you feel was most productive? Least productive?
6. What activities would you like to eliminate totally? What would be the cost of doing so? What is the cost of not eliminating them?
7. Which activities during the week do you deem most rewarding? Would you like to spend more time doing them in the future? What is your plan for doing so?

Have someone review your time log. An objective observer may be able to point out discrepancies or patterns that you did not see.

Organize

Ideally, you should make a list each morning of everything that you want or need to do for that day. Don't plan out every minute and don't even think about which task is most important, just write them all down. Some people find it more helpful to list their "things to do" in 5 to 7 day groupings. In this way, they can plan for longer projects and get a better sense of their week. Whichever method you choose, keep in mind that everyone has good and bad days. Don't worry if you don't accomplish everything, just include the uncompleted tasks to your next day's list and get them done.

Prioritize

After you have recorded these "things to do", go over the list and rewrite in priority order which things you need to do at the top and less important/pressing tasks at the bottom. Keep in mind due dates, commitments you have made and whether or not these tasks involve other people. If the items are for class, it is important to consider how much of the final grade they are worth. How you choose to prioritize is a very personal matter. What is important is that you are responsible with your priorities. Review your personal goals and how these priorities fit with your goals?

Schedule

The last thing to do is to take this list and begin to work these "things to do" into your schedule. You can't plan every minute of your day. Remember to leave room for breaks, socializing and those unexpected things that pop up. There's no use making a schedule that is impossible to follow.

Many college students find it helpful to keep a schedule book for the year. At the beginning of the semester, write down your classes, assignment due dates and exams. Carry your planner with you if you write your "to do" list in it!

Try these suggestions, see what works for you best and then be sure to integrate them into your learning lifestyle. Learning effective time management now will help you throughout your personal life and professional career.

Learn to say no. You will reach a point when there is only so much that you can do instead of burning yourself out or not doing quality work. Learn to balance how much you can do with what you need to do.

Time management Advantages

- Reduces your stress level
- Help you remain focused on the task
- Minimizes procrastination
- Greater self-confidence
- Meeting your goals
- Augments your productivity
- Gives you a sense of achievement
- Provides you with 100% commitment to fun activities
- Financial Rewards

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Challenges in Time Management

I feel overwhelmed. This feeling is usually caused by one of two things. The first is that people think they have to do everything, assuming that more is better. The best way to solve this problem is to focus on achieving just a few things. Prioritize and learn to say no to anything that is not on your short list.

The second reason people feel overwhelmed is they look at all the things they have to do and tend to think everything needs to be done now. To minimize this feeling, try jotting down all the things that can be done tomorrow. Put that list in a safe place, and don't think about anything on the list until tomorrow.

I'm always in reactive mode. When you get stuck in reactive mode, it's hard to make progress on the most important things. Take a little time out each day to work on those projects dearest to you. Get into the habit of solving problems ahead of time, before they turn into crises.

I don't finish what I start. Working on a project, but not bringing it to completion, is usually a big waste of time. Moreover, since almost everything we do is for somebody else, not only do you need to finish what you start, you also have to hand it off to the next person in such a way that they understand the value of what you've done. Remember that part of finishing something is making it presentable.

I don't stop doing things that are no longer worth doing. We have such trouble accepting loss that we just can give up things we know are no longer working. Cutting your losses requires that you accept defeat; it also usually requires you to deliver bad news to other people involved. Both are difficult. The good news is that both can be made easier through practice.

I procrastinate. Research has shown that one of the biggest reasons we procrastinate is that we don't feel we've freely chosen what we're doing. If somebody else has forced it on us, or if we decide to do something out of pride, guilt, or jealousy, we haven't really chosen the project. In such cases, we usually wind up putting off work as much as possible.

The second big reason we procrastinate is that we feel our self image is at stake. If we fear the result of a project might dramatically alter the perception we have of ourselves (either positively or negatively), we tend to shy away.

I don't have enough energy to do the things I want. If you alter your eating habits, so that you eat a nutritious breakfast and a light lunch, you might find you have more energy throughout the day. Regular exercise and good sleep patterns will also help you get through your important projects with more zest.

I'm easily distracted by things that are not important. To overcome this obstacle, start out by setting aside exactly one hour each day to work on only one thing. Once you get into this habit, try increasing the duration of these periods, or try setting aside more than one period per day.

I don't feel satisfied when I do finish something important. Feeling satisfied after accomplishing what you set out to do serves the same purpose as oxygen to a runner – you need to it to propel you forward.

If you suffer from this problem, try writing down each goal before you start working towards it. When you complete the goal, look back at your list and remind yourself how challenging it appeared before you started.

I don't know how to say no. Since time is such a precious resource, the only way you can free yourself to do the things you want is to say no frequently. Practice makes perfect.

I don't know what I want. The best way of overcoming this problem is to set aside a little time every day just to think. The most successful people in the world recognize the need for think time, and make a conscious effort to set that time aside. For many it becomes a kind of ritual.

That's my list of the top ten challenges in time management. Let me know if you've observed other, more formidable obstacles.

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