

Time Management

A Talk by Dr. Ashish Sahani

© Randy Glasbergen
glasbergen.com



**“Time management is a great concept,
but who has time for it?!”**

Characteristics of Time



- It is linear and unidirectional.
- It is Finite.
- It is available to everyone in equal measure.
- It is always on the independent axis.

Work expands to fill the time available for its completion. ~Parkinson's Law

Eisenhower Matrix

	Urgent	Not Urgent
Important	Emergencies Deadlines Scheduled appointments. (DO)	Working on long term goals Self-study Personal development (Spend Maximum Time Here)
Not Important	Phone calls, Interruptions (Delegate/Postpone)	Idle chatting, internet surfing, socializing online, texting friends, personal phone calls. (Delete)



What is important is seldom urgent and what is urgent is seldom important. ~ Dwight Eisenhower

SMART Goals



Learn to Say No



It's only by saying "No" that you can concentrate on things that are really important. – Steve Jobs

Resolve to Be on Time

- Make it a Habit.
- Simplest practice to increase your:
 - Will Power
 - Trustworthiness
 - Efficiency



Start Your Day Early



**“Early to bed and early to rise makes
and man healthy, wealthy and wise”**

~Benjamin Franklin

Thank You