

## **USE YOUR TIME EFFECTIVELY FOR A BRIGHT FUTURE**

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Success of majority depends on habits and behaviors. One of the major obstacles for development is skills of Time Management. Time is equally distributed among every human being on earth, which is a highly perishable thing. If we do not use proper methods to master and deal with time, we will end up with heavy mental stresses. While time is the most expensive thing one can spend, time cannot be managed but the human behaviors to be managed as expressed by o'ley.

To organize and use every minute in an effective manner, there are many simple and low cost techniques. The first and foremost important habit to develop to use the available time effectively is to understand the importance of free time, planning time and action time.

Before any activity begins, there should be a free time to relax and energize. Then there should be a planning time to look details of the activity to be carried out. Most importantly all the relevant activities should be written down. "Palest ink is much better than a brightest memory" is a very important phrase in this regard. If it is a day work, it should be things to do for the day, week or month.

If it is an activity, it should be the activity list or check list. Once it is ready, it should be closely investigated to identify priorities and time required for activities. Next step is applying four D concept to carry out the list.

- Do it,
- Delegate it,
- Delay it and
- Delete it

are the four D steps in handling the things to do.

After each activity, it is very important to evaluate the procedure to check whether there is any possibility to improve the activities carried out to produce better results with higher efficiency with less effort. Developing

these habits will not only be able to use all the available time slots effectively, but also it will give a mental satisfaction as the actions completed are visible.

Another main means of time wasting is spending time to find lost or misplaced items. Practicing the phrase **“Place for everything – everything in place”**, you will be able to reduce considerable amount of time you spend every day to search lost or misplaced items. It may be in your office, home, working table or at any other place. Reserve places for all the important items like key holder, one file to store all the important documents at home, penholder on a table, etc. Good colour code, labeling system will be highly useful to identify items.

Most importantly, continuous practice and enjoying these habits will enhance the benefits. Never ever leave any item at a place, if it (which) does not belongs to that place.

**Manage your time for a stress free life and win the world.**

