

TIME-MANAGEMENT FOR GRADUATES

Prof. Nilesh Dhekre
SRM College of Social Work
Chandrapur

TYPES OF PEOPLE

- Regular & Punctual
- Irregular & Undisciplined

MYTHS ABOUT TIME MANAGEMENT

- Time Management is nothing but common sense. I do well in college. So I must be managing my time effectively.
- It takes all the fun out of life.
- TIME MANAGEMENT? I work better under pressure.
- No matter what I do I won't have enough time

TRUTH ABOUT TIME MANAGEMENT

- Increases productivity , Reduces stress
- Improves self-esteem, Helps achieve balance in life
- Increases self-confidence, helps you reach your goals
- There are 168 Hrs. in a week

STEPS TO MANAGE YOUR TIME

- 1. SET GOALS
- 2. SET RESPONSIBLE EXPECTATIONS and
Remember that No one is perfect
- 3. Make a Schedule
- 4. revisit and revise your plan

REVISIT YOUR VALUES

- Knowing what is valuable to you gives direction to your life.
- Your energy should be oriented first toward things that reflect the values that are most important.
- Examine your values to help you make **TIME MANAGEMENT** decisions

WHERE TO START & SET GOALS.

WHAT IS IMPORTANT ?

- Make your goals specific and concrete. Don't be vague.
- Set both long-term goals and short-term ones to support them.
- Set a deadlines for your goals
- Integrate your goals: college, personal & career
- Realize that goals change but know which goals to stick to

MAKE A SCHEDULE

- set up your semester calendar
- Block all imp. Set time obligations
- Block all class and F.W. time
- Look at the syllabus for class schedule
- Note the weight of the activities
- Highlight all exam & project due dates
- Go through university papers
- Study-time, time for your sanity

NEVER DO TODAY WHAT U CAN PUT OFF TILL TOMMOROW

- PROCRASTINATION is my sin
- It brings me nothing but sorrow
- I know that I must stop it
- In fact I'll - tomorrow

HOW TO OVERCOME PROCRASTINATION

- Win the mental battle by committing to being on time.
- Set and keep deadlines
- Organize, schedule and plan
- Divide a big job into smaller ones
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Other ways of overcoming

- Find a way to make a game of your work or make it fun
- Reward yourself when you're done.
- Tell your friends and roommates to remind you of priorities and deadlines
- Learn to say “NO” to TIME- WASTERS

REVIEW

- Time and energy mgmt. can make you more productive and reduces your stress level.
- remember 3 steps
- Set goals
- Make a schedule
- Revisit and revise your plan

Time mgmt. strategies

- Be tough with your time
- Actively avoid procrastination & time wasters
- Learn to say “NO” to distractions
- Employ a variety of time management strategies to maximize your time
- Relax and enjoy the extra time you have discovered.

THANK YOU....!

