



رَبِّ اشْرَحْ لِي صَدْرِي ۝ وَيَسِّرْ لِي أَمْرِي ۝ وَاحْلُلْ  
عُقْدَةَ مِنِّ لِسَانِي ۝ يَفْقَهُوا قَوْلِي ۝ (طه، ۲۸-۲۵)

# Time Management



A.S. Warsy

BCH 590

[1424-1425]

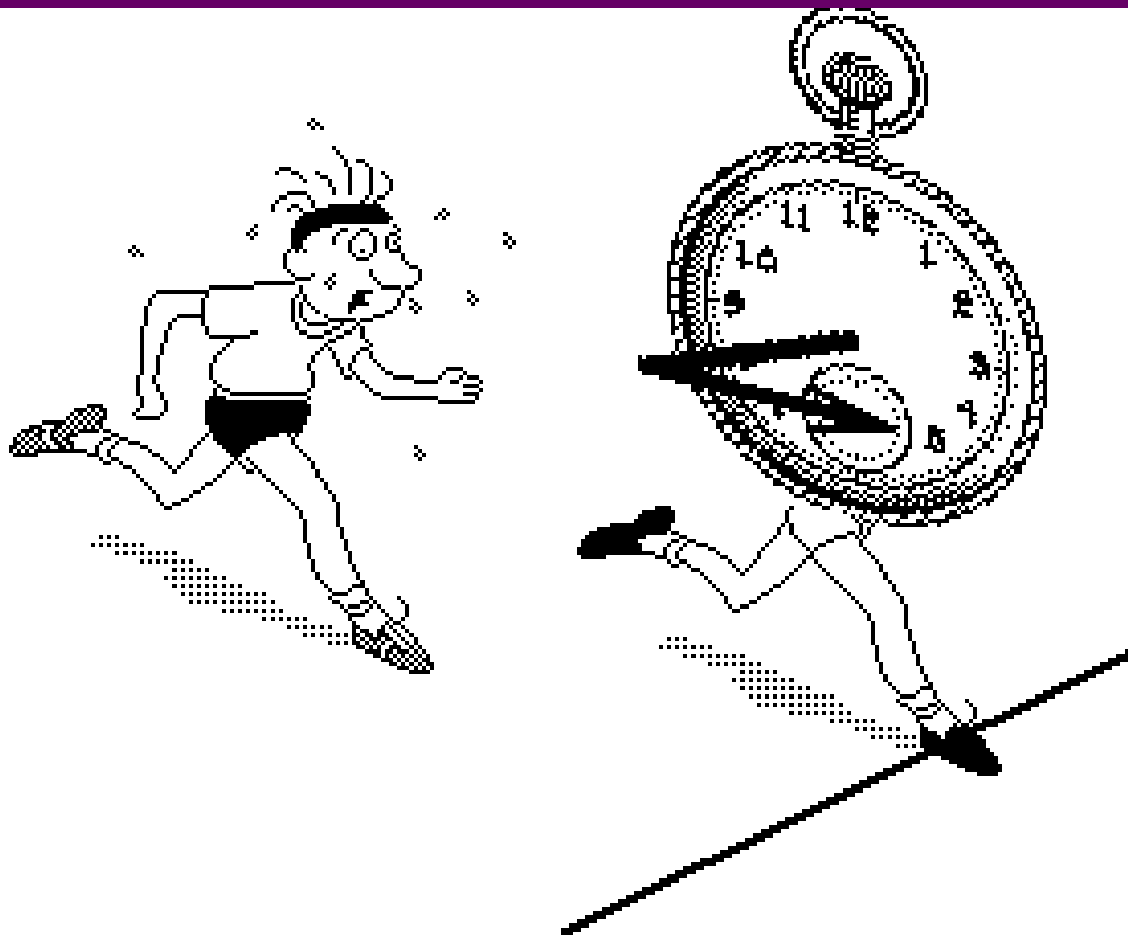
Are we managing our time or is  
the time managing us?



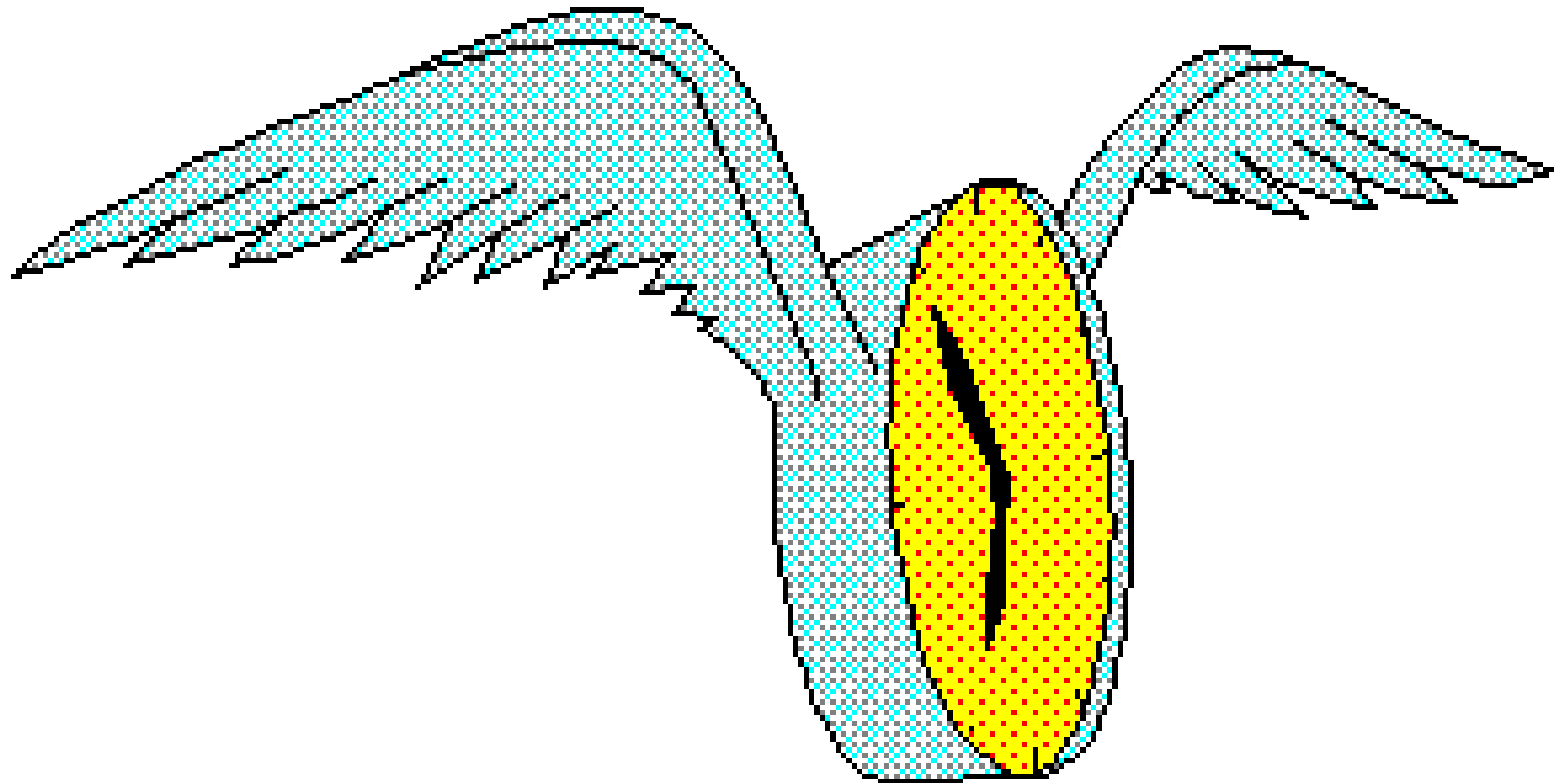
OR



# Most of us seem to be running after time



A.S. Warsy



***“You delay, but time does not.”***

***--Benjamin Franklin***

# 'Time'

24 hrs/day – Fixed for all

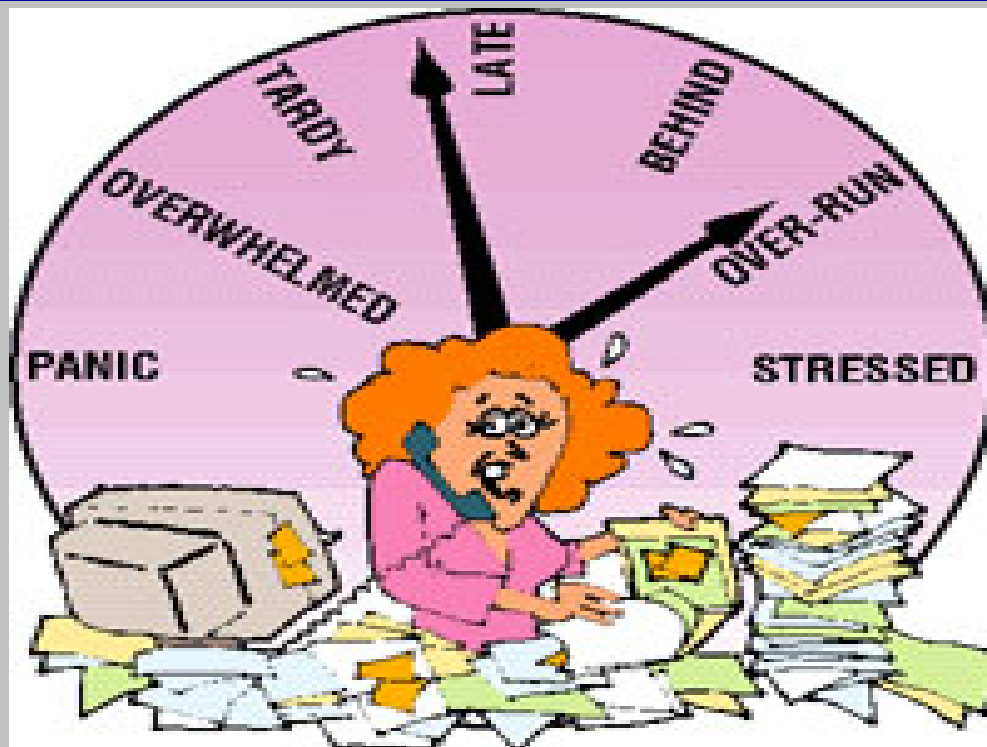
Some use time  
**Effectively**  
and  
**Efficiently**

Achieve their  
goals  
and make a positive  
contribution

Some **Waste** a  
lot of time

Goals are not  
Achieved & no  
contribution

**“It is not time which needs  
to be managed;  
IT IS OURSELVES.**



**Time Management is a skill,  
which must be learnt**





# In the West children are taught the importance of time and how to manage it.

- Books for children
- School programmes
- At home teaching



# Prologue

## Are you a good time manager?

If your answer is **YES** then you will score excellently in this lecture

If your answer is **NO** then this lecture will be useful for you.

If you are not sure, then here are a few questions to help you decide.

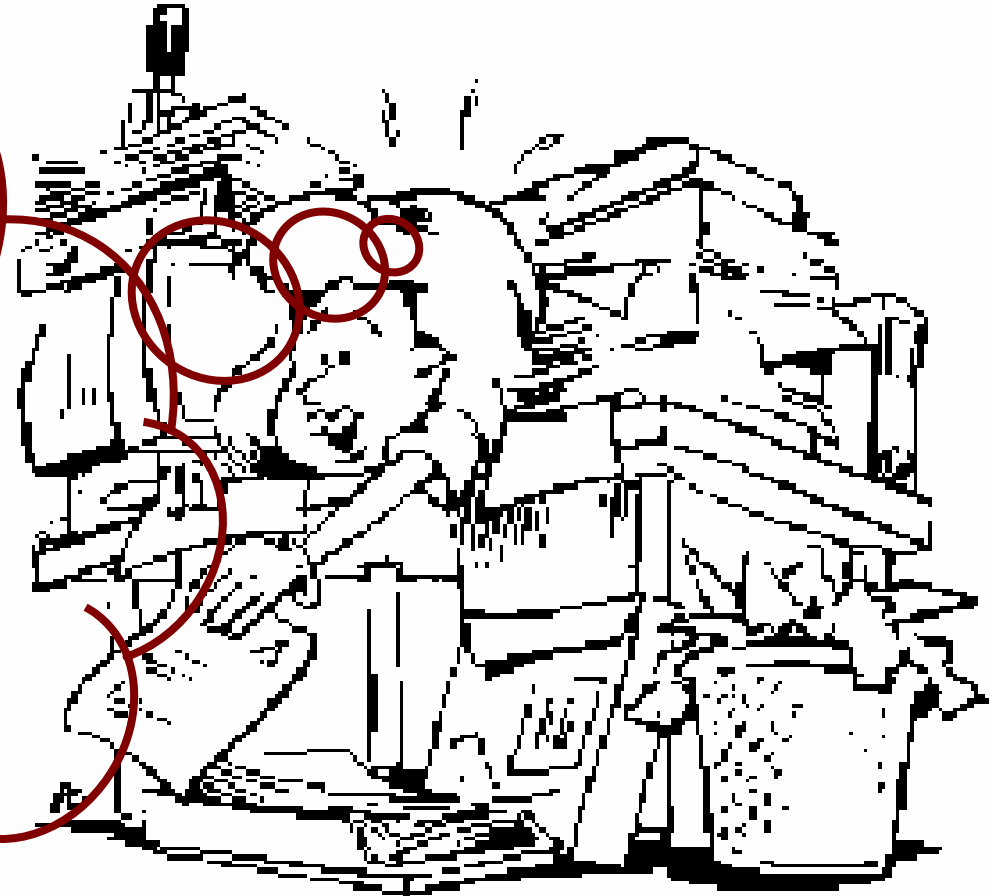
- Do you feel **out of control**, with seemingly hundreds of things to do each day?
- Do you wonder what is going wrong, the **harder you work the more work piles up**?
- Do you **end up missing dead lines**, and cannot always keep commitments?
- Have you been thinking of **exercising** for months but never find the time to do so?
- Are you finding it difficult to **read an interesting novel** as you don't find the time?
- Do you wonder how the executives run multibillion companies and still have time to play golf?
- Are you always **under stress to finish the work**?
- **Do you wonder how our Prophet Mohammed (S.A.W) managed to do so much?**

If your answer to some of these questions is **YES** then this lecture will benefit you.

# Are we in this state?

I still have

- to study
- do shopping
- see grandma
- read email
- cook
- clean my house
- complete the proposal
- etc/ etc, etc.



If 'yes' then we must try to learn how to  
manage our time

# Plan

```
graph TD; Plan[Plan] --> Lecture[• Lecture]; Plan --> Workshop[• Workshop];
```

- Lecture

- Workshop

# Objectives of this lecture

- To understand time and its importance
- To develop the ability to determine those activities which waste our time
- to develop consciousness about time and its importance
- To develop efficient skill for managing your time
- To start making efficient use of our time

# Importance of 'Time' in the Holy Quran



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَالْعَصْرِ ۝١ إِنَّ الْإِنْسَانَ لَفِي خُسْرٍ ۝٢ إِلَّا الَّذِينَ ءَامَنُوا

وَعَمِلُوا الصَّالِحَاتِ وَتَوَّصَوْا بِالْحَقِّ وَتَوَّصَوْا بِالصَّبْرِ ۝٣

- 1 By (the Token of) time (through the Ages)
- 2 Man is surely at loss
- 3 Except such as have Faith and do righteous deeds and exhorted one another to Truth, and exhorting one another to Patience.

# Surah Al-Asr

- In this Surah **an Oath** has been sworn by the **TIME**. **Time is witness to the truth that man is in sheer loss** except for the people who possess the four qualities. [Faith, righteous deeds, exhorting one another to truth, exhorting one another to patience]
- The word time is used for the **past and the passing time [present]**. Each moment of the passing time becomes past as it passes.
- The oath by the passed time signifies that that human history signifies that people who did not have these qualities incurred loss.
- The time which is now passing is the time given to each person.
- **Our real wealth is this time which is passing so quickly.**

- Imam Fakhuddin Razi in his Tafseer of Surah Asr writes: **Asr (Time, through the age) or long period is that treasure in which extraordinary events take place; in it human beings do every thing, have good or bad, more or less, and so the time in a persons life are very valuable”**
- He cited a scholar as saying: “I understood the meaning of Al-Asr, when I heard ice-celler **‘have mercy on the one, whose wealth is melting away”**
- The allotted age limited is passing quickly like the melting of the ice. If wasted or used in wrong pursuits, it will be share loss to man [individual, group, nation, mankind]

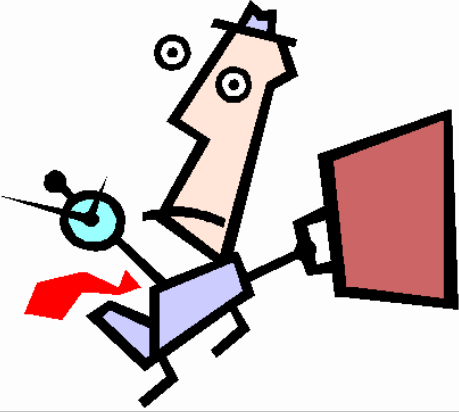


- **Life time** given to a person is like **ice that is melting**, if it is wasted or used in the wrong way, then the person is entirely at a loss.
- Sheikh Abu Al Fatah Abu Namra said “**Khasran**” are those people, who did not understand the significance of time **wasted their time**. Time moments in ones life pass by very quick and we are left empty handed”

- **Prophet Mohammad [PBUH]** said:
  - "There are two blessings which many people lose: (They are) health and free time for doing good." [Bokhari]
  - "No one will be allowed to leave until he/she has been asked: how he spent his life, youth, money, time spent in work, acting on what he learnt" [Tirmizi]
- **Hazrat Abu Bakr Siddique** use to pray "Oh Allah do not leave us in darkness, do not punish us on our deeds and **do not make us one who is careless of his time**"
- **Hazrat Umar Farooq** used to pray " Oh Allah, give ***Barakah*** in my time and give me the **opportunity to use it correctly**"

# Surah Al-Asr

- States clearly what is the way to true success for man and what is the way to ruin and destruction.
- Imam Shafe'i said 'if people only consider this Surah well, **it would be sufficient for their guidance**'



# Time Management

It is essential that:

- we understand the **significance** of time.
- keep our **promises**.
- **view the activities** in our daily lives which **waste our time**.
- start making use of our **time effectively**.
- be conscious of our **responsibilities**.

# Time and its significance

- Time is the most important **resource and treasure**
- It is different from other treasures as everyone gets the **same time /day** and it **cannot be stored**
- It can be **lost** very easily and cannot be **caught or held**
- If it is not used it is **wasted**
- Time that has passed can **never come back**
- Past and future time cannot be used. Only the **present is usable**
- It cannot be **purchased** or **sold** or **rented**
- Rich, poor, old and young all receive the same time/day to make use of
- No one can get more time than what **Allah has written** for us
- **Most successful** in any profession are those who make the **best use of their time.**

# What is Time management?

- **Time management** is the ability to make **best use of one's time efficiently and effectively.**
- How can you manage your time efficiently?  
You need :
  - **Clear missions** i.e What do you want to do: daily; weakly; monthly or yearly- what is your life's mission?. (If someone cannot manage her day then she cannot plan her month, her year and ultimately her life).
  - **Discipline**
  - **Commitment**
- **Time management** improves **efficiency**;
- While a **clear mission** improves **effectiveness.**

**Time Management** is a **set of tools** which allow you to:

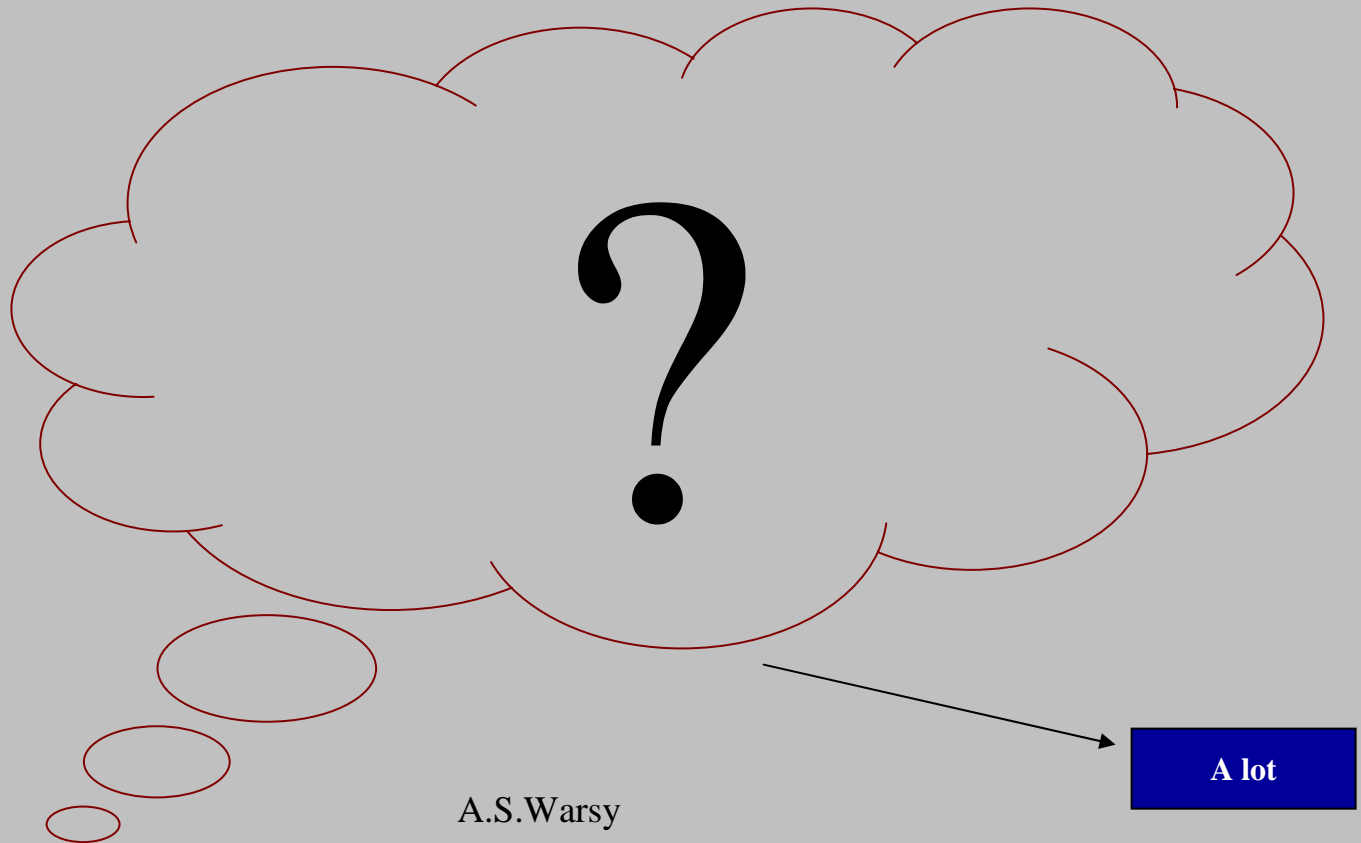
- **eliminate wastage**
- be **prepared** for each activity
- refuse **excessive workloads**
- **monitor progress** of work
- **allocate** resource (**time**) appropriate to a task's importance
- ensure that **long time activities are not neglected**
- **plan each day efficiently**
- **plan each week effectively**
- develop **self-discipline**

# Time Management is not some thing difficult

- Time Management is a systematic application of **common sense strategies**.
- Little effort, efficient work practices by **highlighting wastage**.
- Leads to **effective use of time** by focusing it on your **chosen activities**.
- **Does not solve your problem**; it **reveals** them and provides a structure to implement and monitor solutions.
- It enables you to take **control of your own time** – how you use it is then up to you.



# Time wasted per day



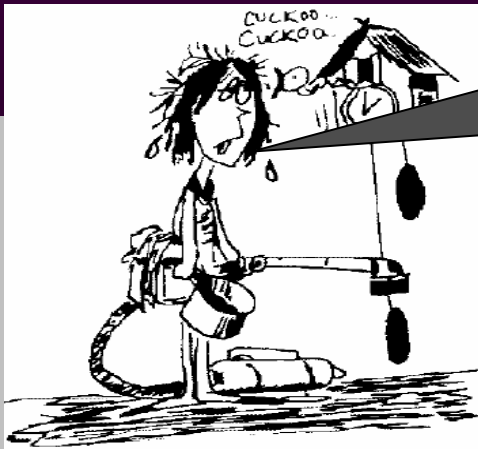
A.S.Warsy

# Why do WE waste so much time????

- WE don't know any better
- WE feel too lazy to plan
- WE feel overwhelmed by the amount of work
- WE don't have priorities set
- WE are unrealistic about our skills and time

# Keeping Promises

- I will call you at 12.00 p.m
- I will finish the proposal on Monday.
- I will come and see you tomorrow
- I will take you to the park
- I will see you tonight
- I----
- I----
- I----



**We don't have time to fulfill these Promises**

# Managing Promises

*“And fulfill (every) covenant. Verily! The covenant will be questioned about”*

*Al-Quran (Verse 34, Chapter 17)*

It is not piety that you turn your faces towards east and west [in prayer] but [having the quality of] piety is the one who believes in Allah; the Last Day; the Angels; the Book; the Prophets and gives his wealth, in spite of love for it, to the kinsfolk; and to the orphans; and to the poor who beg; and to the wayfarer, and to those who ask, and to set slaves free, and offer the prayers perfectly, and give the Zakat and **who fulfil their covenant when they make it**, and who are patient in extreme poverty and ailment (disease) and at the time of fighting (during the battles). Such are the people of the truth and they are Al-Muttaqun (pious).

*Al-Quran (Verse 177, Chapter 2)*

# Keeping Promises

The first concept in time-management is the simplest:

- we must keep our word, all the time and every time.
- keeping promises is a very important aspect of one's life.
- one of the traits of a hypocrite [Munafiq] – as narrated to us by our Prophet (PBUH) – is that he fails to keep his promises.

# Why do we break promises????

- Some **reasons** for breaking promises:
  1. Not realizing that breaking a promise is a serious matter in Islam.
  2. Having an attitude that breaking a promise is not a big deal and is justifiable.
  3. Not realizing the disastrous results of breaking promises.
  4. Being careless in making promises that are not realistic.
  5. Not having the courage to say `no' and being pressured into saying yes to unrealistic demands.
  6. Not having a method or technique to remember or manage a promise.
- Time-management can help only with reason # 6 by identifying tools to handle our promises. Mark the verses of the Quran and Hadith that stress the importance of keeping one's words.
- **Make a promise to yourself that you will not break a promise ever, no matter how small it may seem.**

# The Importance of Keeping a Schedule

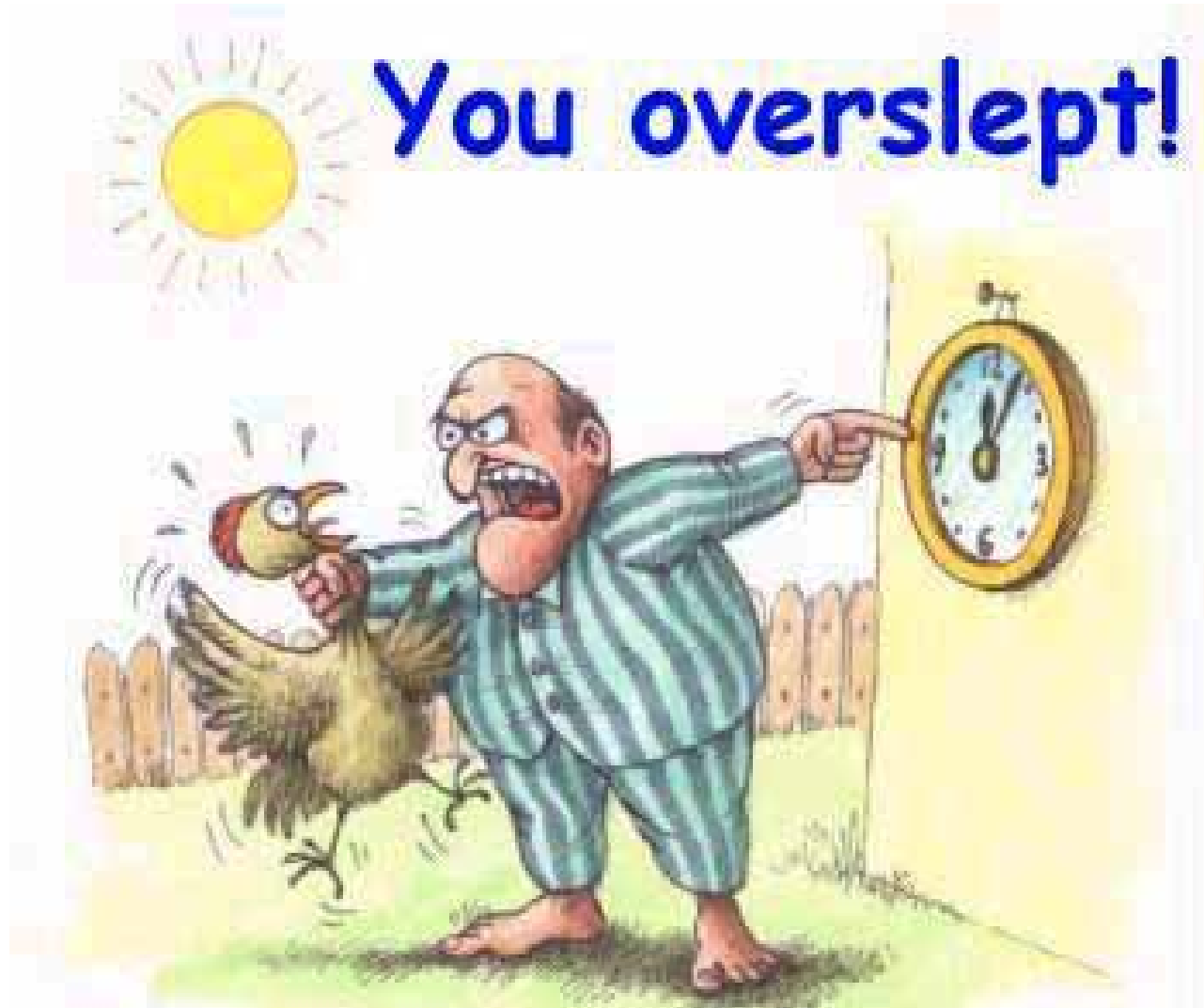
- If we start keeping a schedule and list each promise we have made, then we will try to fulfill the promise and slowly we will overcome the habit of breaking a promise.

# Learn to Say 'No'

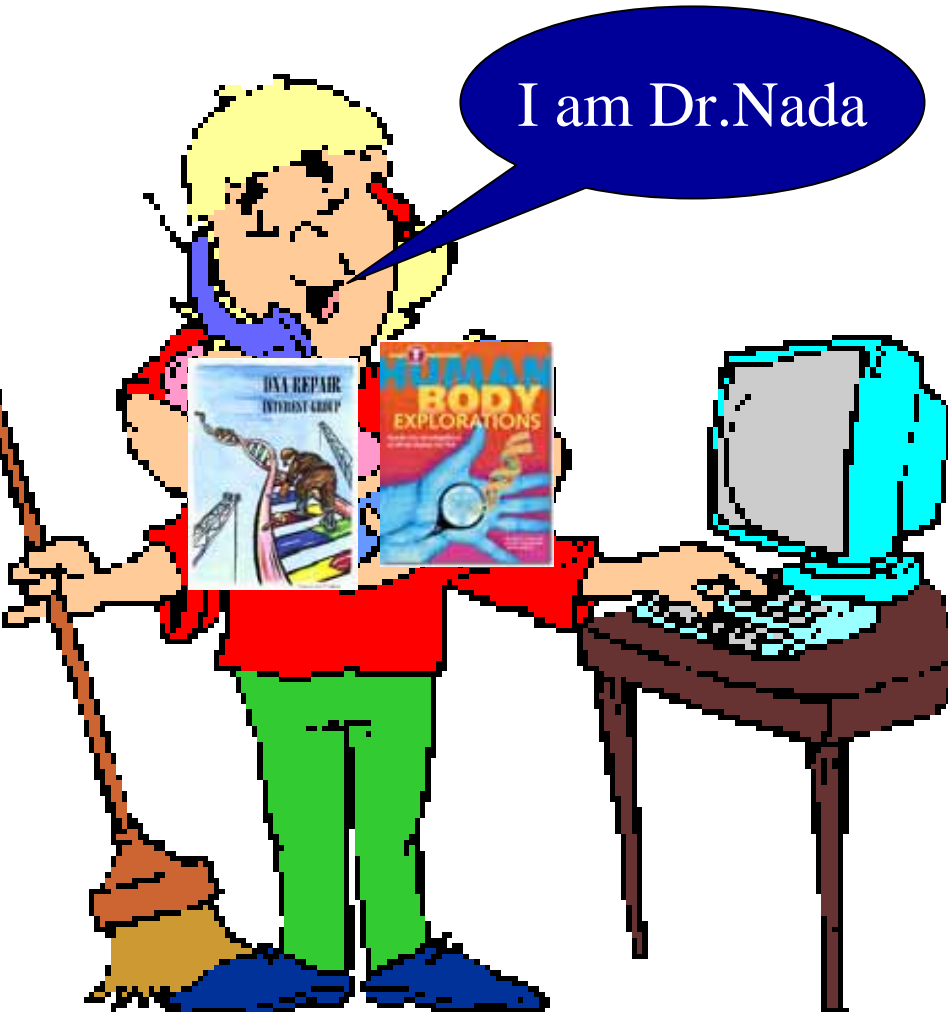
- Our ability to say 'yes' and **keep our word** lies in our ability to 'no' and be firm on it.
- It is better to say 'no' to a request than to say 'yes' and not keep our word.
- **Be serious about deadlines.**
- Positive attitudes and positions ultimately affect the people around us.
- Don't give up. What is right is right.



# Stop blaming others for our mismanagement of time



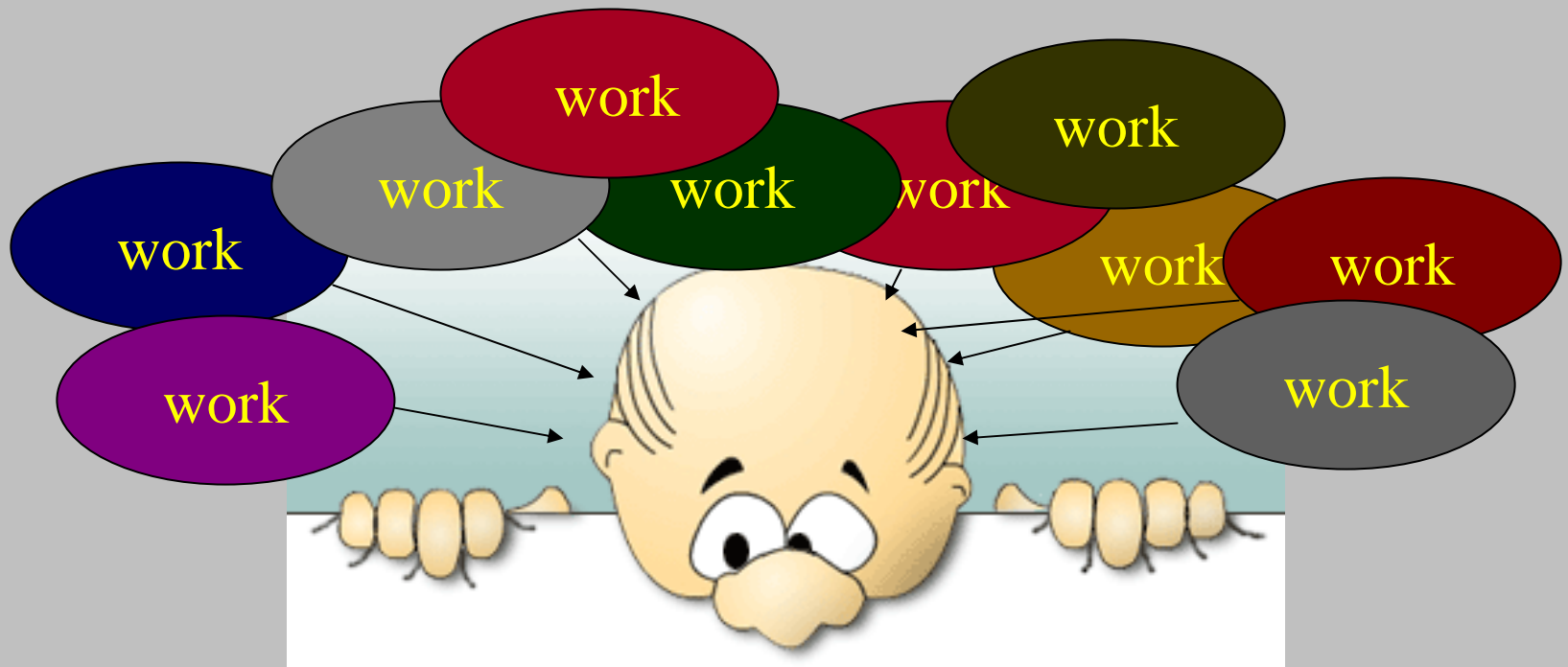
# Learn to do more than one thing at the same time



To be more  
productive **learn to do  
two things** at the  
same time- if the  
activities permit



# How to manage my time????

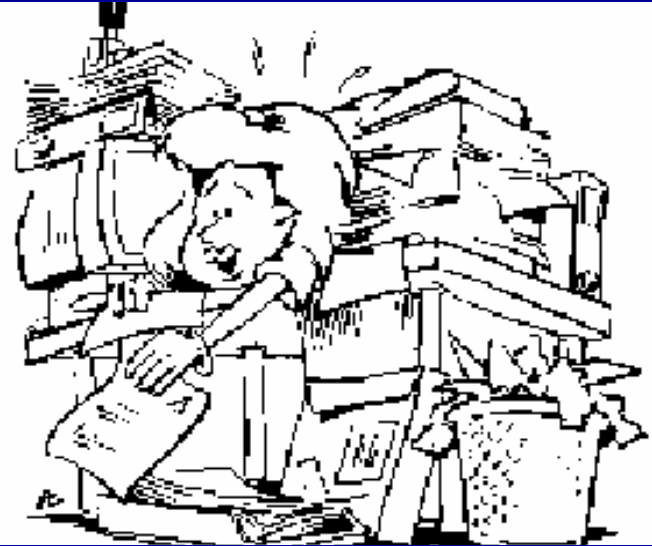
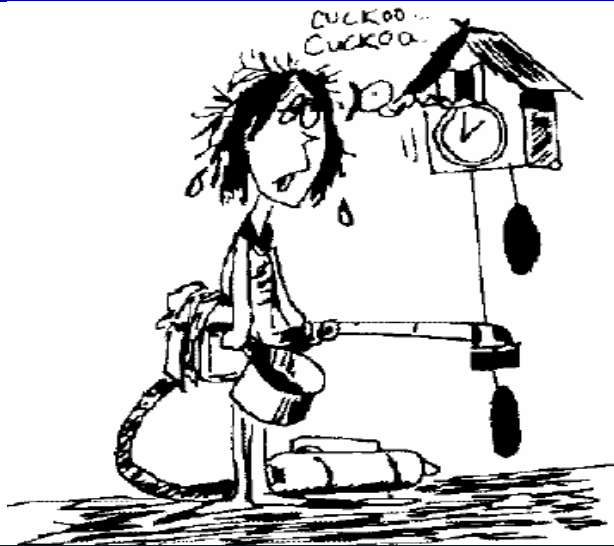


# Steps in Effectively Managing Time



First step is a critical appraisal of

- **how we spend your time,**
- **to question some of your habits**
- **learn to prioritize tasks and activities.**
- **Eliminate unnecessary activities**



Time management skills includes determining **what to do first** and how to **manage your time** in an **efficient** and **effective** manner.

# STEPS

- Set priorities, list major goals for the next few months. Rate each goal. Ask, “What are the most important things for me to do?”
- List what needs to be done this week in order to reach your top priority goals. Rate each activity.
- Observe how you spend your time.
- Make a master schedule of fixed activities for the week.
- Make a “To-Be-Done List” for every day.
- Follow your daily To-Be-Done List. Reward yourself.

# How are we spending our time?

<b>Activity</b>	<b>Hr/day</b>	<b>% of life time</b>
<b>Sleeping</b>	<b>7</b>	<b>29.2</b>
<b>Looking after yourself</b>	<b>1</b>	<b>4.1</b>
<b>Eating/drinking</b>	<b>2</b>	<b>8.2</b>
<b>Prayers</b>	<b>1</b>	<b>4.1</b>
<b>Traveling</b>	<b>1</b>	<b>4.1</b>
<b>House work</b>	<b>3</b>	<b>12.5</b>
<b>At work/studies</b>	<b>6</b>	<b>25</b>
<b>Watching TV/ phone/internet/etc</b>	<b>3</b>	<b>12.5</b>
<b>Total</b>	<b>24</b>	<b>100</b>



# To do List

- Write all activities that you have to do:
  - this year
  - this week
  - each day
- Follow the daily to do list

# Effective Aids in starting to manage your time

- **To Do List:**
  - Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period.
- **Daily/Weekly planner:**
  - Write down appointments, classes, and meetings on a chronological log book or chart. Always know what's ahead for the day, always go to sleep knowing you're prepared for tomorrow.
- **Long term planner:**
  - Use a monthly chart so that you can always plan ahead.
  - Long term planners also serve to remind you to plan your free time constructively.

# As a student - Develop A Time Schedule

- Make a **schedule** [you won't have to worry about getting things accomplished].
- Make a **master schedule for the entire semester.**
  - Identify your **fixed commitments** only.
  - Fix your **study time.**
  - Every thing else to revolve around the study time.
  - Write down start dates and due dates of major **projects, assignments, presentation** on your calendar.
  - Review **exam dates**, estimate when to start studying for each exam.
  - Allow more time than you think you will need.
  - If you don't have enough time to sleep or call your friends, you need to cut back, but not on study time.

# Identify Time Wasters

- **Indecision** – Think about it, worry about it, put it off, think about it, worry about it, etc.
- **In efficiency** – Jumping in and implementing instead analyzing and designing first.
- Unanticipated **interruptions** that do not pay off.
- **Procrastination** – Failing to get things done when they need to be done.
- **Unrealistic time estimates.**
- **Unnecessary errors** – you do not have enough time to do it right, but you have enough time to do it over?
- Lack of **priorities.**
- Various **sources of waste**: social, telephone calls, friends, TV, Radio, computer, internet, mail, email, conversation.

# Time Savers

- Manage the decision making process, not the decisions.
- Concentrate on doing only one task at a time.
- Establish daily, short-term, mid-term, and long-term, priorities.
- Handle correspondence with quick, short letters and memos.
- Throw unneeded things away.
- Establish personal deadlines.
- Do not waste other people's time.
- Ensure all activities have a purpose, have a time limit.

# Time Savers

- Maintain accurate calendars; abide by them.
- Know when to stop a task.
- Delegate anything possible.
- Keep things simple.
- ensure time is set aside to accomplish high priority tasks.
- Set aside time for reflection.
- use **checklists** and **to do lists**.
- Adjust priorities as a result of new tasks.

# Managing your mind

- **Get started.**
- Get into a **routine.**
- Do not say **yes** to too many things.
- Do not commit yourself to **unimportant activities**, no matter how far ahead they are.
- Divide large **tasks.**
- Deal with each **activity once and for all.**
- Set start and stop times.
- Plan your activities.

# Procrastination

*Procrastination = Negative Delay*

Tedious, difficult, or uninteresting tasks are usually those that we put off doing. Procrastination can come about in a number of ways:

- Paralysis by planning
- Perfectionism.
- Boredom.
- Hostility.
- The deadline high.



# Procrastination

## Procrastination = Positive Delay

- How do we get out of the habit?
  - Set acceptable standards, but avoid perfectionism.
  - Schedule the difficult, the important, and the unpleasant tasks first.
  - Set deadlines. “Go public” by announcing them.
  - handle a task just once. When you pick it up, dispose of it.
  - Reward yourself after the job is finished!.

# Procrastination

## Procrastination = Positive Delay

- **Conclusion:**
  - **Procrastinate procrastination!**
  - **Plan for the unexpected.**
  - **learn to say NO!!**
  - **Once you have found the extra time, enjoy it! Avoid over scheduling.**

# Minimize Procrastination

- **Set priorities.**
- **Set up small, specific goals.**
- **Use a time schedule.**
- **figure out how long things will really take to complete.**
- **Break down tasks into segments.**
- **Just start!**
- **Look at what has been accomplished and feel good about it.**
- **Reward yourself when you accomplish a small goal.**

# Tips for Saving Time

Your most important things are:

- Don't be a perfectionist
  - Avoidance and procrastination.
- Learn to say no
- Learn to prioritize
  - know how to prioritize and become procrastinators.
  - To do list"
- Combine several activities
  - To combine several activities into one time.
- Conclusion
  - Scheduling becomes a habit
  - A time schedule that is not personalized and honest.

# Time Management Workshop

To learn simple steps for efficient  
time management

# Long Term Goals

**GRAND PLAN**  
Mission in life

**Yearly goals**

Drawn from:

**Monthly goals**

Drawn from:

**Weekly goals**

Drawn from:

**Daily goals**



# The Things-To-Do [TTD] book

- Concept# 1: **remember and document** each and every work to be done, promise and commitment that you make. No matter how significant they may appear.
- Keep a **small pocket notepad** with a spiral
- Always keep a dependable **pen** and **not an inexpensive ballpoint**.
- TTD book is only a **gatekeeper of information critical to your time management regimen** and we shall develop a system of sorting and filing away this information properly.
- TTD book is a source for your entries in to do lists; the contacts' database; and your short and long term goals.

# The Daily Activities Scheduler

- Concept# 2: You must have the capacity to remember an activity to be performed.
- You can use **Planners, diaries, computer programs and palm pilots.**
- We will use a **daily scheduler or DS** – can be used all year round.
- A view of your 2-weeks schedule.
- Block hours for routine tasks like Salat, lunch and jogging.
- Use colour markers to mark off similar blockers.
- 4 hours a week replying to e-mails.
- By plotting your appointments and meetings, you will have a clear map of how your time is restricted and the slots that are open.
- In the beginning of the day, take a minute to review your DS to make sure you are not forgetting a meeting.
- If someone wants to meet with you, avoid the urge of setting up a time without giving it. Ask him for his number and a good time that you can reach him.



	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Notes
6:00 07:00								
7:00 8:00	Put month				Put dates			
8:00 9:00								
9:00 10:00								
10:00 11:00								
11:00- 12:00	Daily Activity Scheduling [DAS]							
12:00- 01:00								
01:00- 02:00								
02:00- 03:00								
03:00- 04:00								
04:00- 05:00								
05:00- 06:00								
06:00- 07:00								
07:00- 08:00								
08:00- 09:00								
09:00- 10:00								

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Notes
6:00 07:0								
7:00 8:00								
8:00 9:00								
9:00 10:0								
10:0 11:0								
11:0- 12:0								
12:0- 01:0								
01:0- 02:0								
02:0- 03:0								
03:0- 04:0								
04:0- 05:0								
05:0- 06:0								
06:0- 07:0								
07:0- 08:0								
08:0- 09:0								
09:0- 10:0					A.S.Warsy			

The TTD book and the DAS can be excellent tools to help you remember all the things you have to do, keep your promises and avoid getting into trouble with Allah (subhanahu wata a'la) and with people.

# The Time Quadrants

- Time quadrants are used to categorize tasks according to two variables, urgency and importance

<b>Quadrant 1</b>  <b>Urgent</b> Important	<b>Quadrant 2</b>  <b>Urgent</b> Not Important
<b>Quadrant 3</b>  <b>Not urgent</b> Important	<b>Quadrant 4</b>  <b>Not urgent</b> Not important

# Categorizing activities into appropriate Quadrants

- All of our tasks and activities can be put in the above four categories. It is very important for us to be able to correctly categorize our tasks in appropriate Quadrants to be able to effectively manage our time.
- **‘Urgent’** is defined as something that can’t wait and if delayed will lose its relevance or value.
- **‘Important’** is defined as something which if not done would cause a definite loss in the present or the future.

# The Time Quadrants

- Think of all such activities in your life that could be termed as Quadrant 1 activities.
- **Quadrant 1** activities, being crises, don't give you much option. You have to do them.
- **Quadrant 4** activities are just the opposite of Quadrant 1 activities – not only can they wait but also are not important.
- In short, **Quadrant 4** activities are activities we can live without; they have no meaning in our lives, our missions and our goals.
- **Quadrant 4** activities waste our time and keep us from doing other important things. If someone feels that he is to indulge in Quadrant 4 activities just to fight boredom then, then time-management is not for her.
- In some way, all of us do spend a part of our lives in Quadrant 4, and this needs to be avoided. We should systematically identify and tabulate these activities and start quitting them one by one.
- **Quadrant 2** activities are sometimes difficult to identify.
- **Quadrant 2** activities can't be avoided; they have to be managed with planning.

# Time Management Principles

1. Identify “Best Time” for studying.
2. Study difficult subjects first.
3. Use distributed learning and practice.
4. Make sure the surroundings are conducive to studying.
5. Make room for entertainment and relaxation.
6. Make sure you have time to sleep and eat properly.
7. Try to combine activities.

- Always allocate time to time management: at least five minutes each and every day.
- Ensure that time is not wasted: plan to avoid work by being prepared.
- The beauty of Time Management is that the balance can be decided objectively and self-imposed through the use of the diary or a To-do list.



## The “Eff” words:

- Effective – having a definite or desired effect
- Efficient – productive with minimum waste or effort
- Effortless –

# Develop A Time Schedule

- Make a **Weekly** schedule.
  - Make a short list of major events, activities and assignments to be accomplished in this week.
  - This should include non-study activities.
  - These events will change every week, so it is important to make a new list every week.
  - Friday night may be the most convenient time to do this.

# Develop A Time Schedule

- Make a **daily** schedule.
  - make a “to do” list the night before or first thing in the morning.
  - If you write down what you need to do, your mind will be free.
  - You won’t worry and spend time thinking about what you have to do next.
  - Write down specifically what must be accomplished.
  - Such a schedule might include: “Choose topic for the proposal by the 15<sup>th</sup>,” and “Read Time management paper by Tuesday.”

## **Asses the Time Schedule**

- **See how well the new schedule works. Use it for a few weeks, then ask some questions:**
  - **Are you getting your work done on time?**
  - **Are you getting more things done?**
  - **Do you feel you have control of your time?**
  - **Do you have time to relax and socialize, too?**
- **Yes? Then the new schedule is working well.**
- **No? then you should look at your schedule and see how it can be improved.**