

TIME MANAGEMENT

--Shyamal Gupta.

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Time Management Skill:---

Work smarter. Improve time utilization. Time Management skills makes you to function effectively even under intense pressure.

The 80:20 Rule:----

This is neatly summed up in the Pareto principle or the "80: 20" Rule. This argues that typically 80% of unfocussed effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort. While the ratio is not always 80:20 , this broad pattern of a small propositions of activity generating non-scaler returns recurs so frequently as to be the norm in many areas.

Time Management Tools:---

- * Managing time. Get things done. Beating Procrastination.
- * Finding out how you really spend your time. Activity Logs.
- * Small scale planning. Action Plan.
- * Tacking the right task first. Prioritize TO DO list.
- * Deciding with your personal priorities should be . Personal Goal Setting.
- * Planning to make the best use of your time. Effective scheduling.

By the end of this reaction, you should have a much clearer understanding of how to use time to its greatest effect.

Overcoming Procrastination:-----

*Manage your time. Get it all done.

Step 1. Recognize that you're procrastinating.

Step 2. Work out WHY you've procrastinating.

Reasons:--You find the task unpleasant.

You find the task overwhelming.

Step 3. Get over it.

Activity Logs:-

(a) Activity Logs are useful tools for auditing the way that you use your time. They can also help you to track changes in your energy , alertness and effectiveness throughout the day.

(b) By analyzing your activity log, you will be able to identify and eliminate time wasting or low yieldings. You will also know the times of day at which you are most effective , so that you can carry out your most important task during those times.

Action Plan--Small Scale Planning:---

An Action Plan is a list of things that you need to do to achieve a goal. To use it simply carry out each task in the list.

PRIORTIZE --To Do list:-----

Different people use To Do Lists in different ways in different situation. If you are, in a judicial role, a good way of motivating yourself is to keep your list relatively short and aim to complete it every day.

- (a) You remember to carry out all necessary tasks.
- (b) You tackle the most important jobs first, and do not waste time on trivial tasks.
- (c) You do not get stressed by a large number of unimportant job.
- (d) To draw up a prioritised TO DO List, and use it to list all the tasks you must carry out. Mark the importance of the task next to it, with a priority A to F i.e Most important Most Urgent to Less important Less Urgent.

Effective SCHEDULING Skills:---

- (a) Identify the time you have available.
- (b) Block in the essential tasks you must carry out to succeed in your job.
- (c) Schedule in high priority urgent tasks and vital 'house keeping' activities
- (d) Block in appropriate contingency time to handle unpredictable interruptions.
- (e) In the time that remains, schedule the activities that address your priorities and personal goals.

Personal GOAL setting:---

(i) Your life time goals

What you want to achieve?

Career or Education or Family or Finance or Public Service etc

(ii) GOAL setting tips:---

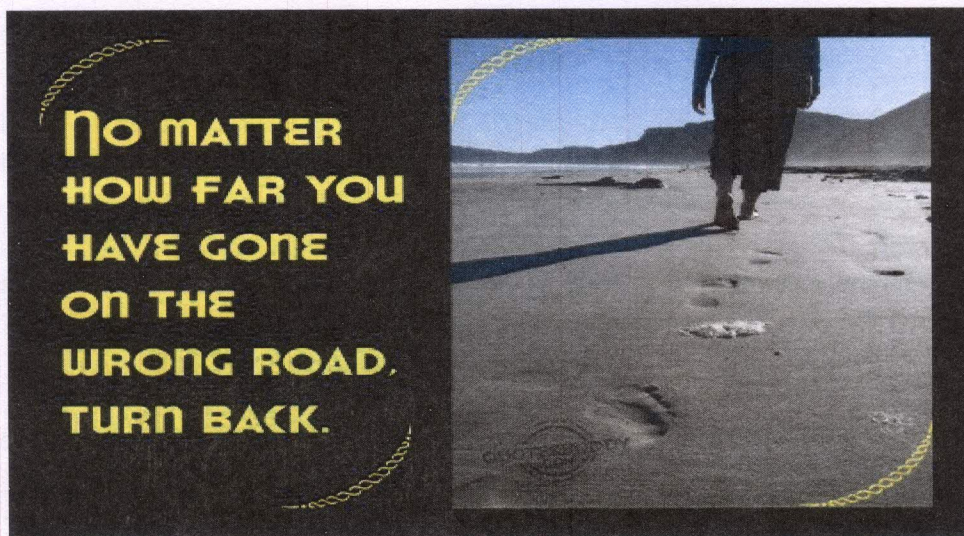
- (a) Start each goal as a positive statement.
- (b) Be precise.
- (c) Set priorities.
- (d) Write down Goals.
- (e) Set performance goals, not outcome goals.
- (f) Set realistic goals.
- (g) Do not set goals too low.

GOAL SETTING is a important methof of:-----

- (a) Deciding what is important for you to achieve in your life.
- (b) Separating what is important from what is irrelevant.
- (c) Monitoring yourself to achievement.
- (d) Building your self-confidence based on measured achievement of goals.
- (e) When you achieve goals, all yourself to enjoy this achievement of goals and reward yourself appropriately. Draw lessons where appropriate and feed those back into future performances.

5 Tips to avoid PROCRASTINATION

- 1. Schedule your work:** Set time- lines and plan your work accordingly. Initially, you might find it difficult to stick to the schedule. Don't give up and remind yourself about your decision. Don't be disheartened if you miss the time-lines. Just ensure that you don't repeat it often. Don't just schedule your work and leave it there.
- 2. Avoid Distractions:** Try and avoid distractions of any sort. Identify the things which cause distractions. After identifying them, the next step is to figure out a way to avoid those distractions. Come up with a plan and follow it.
- 3. Never postpone your work:** Always start off with your work on time. Never wait for a right time or the right mood to start your work. Motivate yourself to start work on time and complete it without any distractions.
- 4. Don't set your goals too high:** Always set simple and achievable goals. Most people set high goals and sometimes fail to achieve them. This leads to anger , frustration and low self-esteem. Start gradually and accomplish tasks successfully.
- 5. Reward yourself:** Once you complete your work successfully, reward yourself. You could take a small break and listen to music, play a game or read your favourite magazine. Do things that make you happy. Make a note of how you were able to avoid procrastination and put it into practice every time.



GOAL SETTING

If you ask most people what is their one major objective in life, they would probably give you a vague answer , such as , "I want to be successful, be happy, make a good living ", and that is it. They are all wishes and none of them are clear goals.

Goals must be **SMART:**

S- Specific. Eg, "I want to lose weight". This is wishful thinking . It becomes a goal when I pin myself down to "I will lose 10 pounds in 90 days."

M- must be measurable. If we cannot measure it, we cannot accomplish it. Measurement is a way of monitoring our progress.

A- must be achievable. Achievable means that it should be out of reach enough to be challenging but it should not be out of sight, otherwise it becomes disheartening.

R- Realistic. A person who wants to lose 50 pounds in 30 days is being unrealistic.

T- Time-bound , There should be starting date and a finishing date.

Men do not succeed in business or in life, no matter how intelligent they may be , no matter how sharply their aptitudes are defined, no matter how brilliantly they may be educated unless they are oriented toward the proper goals and have the drive or motivating force to succeed. One has to want something mighty hard and keep on wanting things all his life.

----Wallace H. Wulfeck.

On aiming high it must be borne in mind that the tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach. It isn't a calamity to die with dreams unfulfilled, but it is a calamity not to dream. It is not disaster to be unable to capture your ideal , but it is a disaster to have no ideal to capture. It is not a disgrace not to reach the stars, but it is a disgrace to have no stars to reach for. Not failure, but low aim is sin.

----Benjamin Elijah Mays.

"Time is the coin of your life. It is the only coin you have, and only you can determined how it will be spent. Be carfeful lest you let other people spend it for you"....Carl Sandburg.

Value of Time

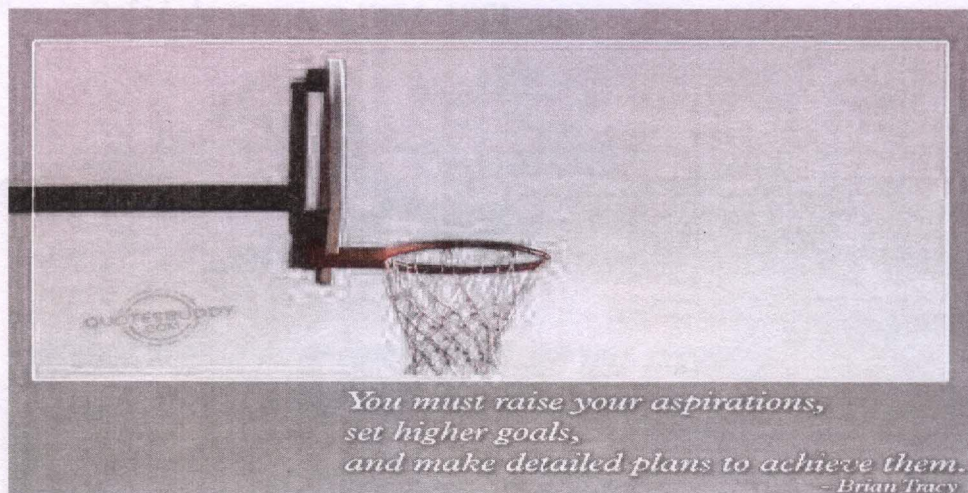
To know the value of one year
Ask a student who has failed in his exam.
To know the value of one month
Ask a mother who gave birth to a premature child.
To know the value of one week
Ask the editor of a weekly
To know the value of one day
Ask a daily wage worker
To know the value of one hour
Ask the lovers who are waiting to meet
To know the value of one minute
Ask a person who just missed the train
To know the value of one second
Ask a person who survived an accident
To know the value of one milli-second
Ask a sprinter who got silver medal in Olympics.

"Time is at once the most valuable and the most perishable of all our possessions".....John Randoiph. (1773-1833)

"All that really belongs to us is time, even he who has nothing else has that"
.....Batasar Gracian (1601- 1658)

"Nothing is so dear and precious as time.".....Francois Rabelias(1494-1553)

"A man who dares to waste time one hour of time has not discovered the value of time.".....Charles Darwin (1809-1882)



INVESTING TIME

Your time, the hours you spend on this earth ,is your most valuable asset. How you spend the hours you have been allotted in your life will determine the level of success you experience. You waste time when you spend it in unproductive people. The result of wasting your time quickly manifests in your life experience.

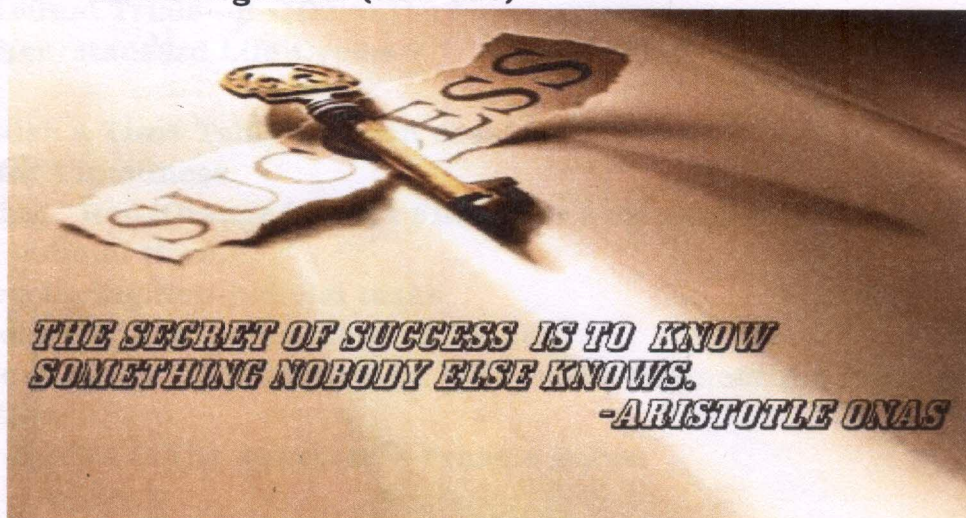
A better way to look at how to allocate your time is to speak in terms of investing your time, rather than spending it. To spend has a connotation of finality , with no return. When time is spent, it is gone for ever. When time is invested, there is a sense of return on the investment. Eg, if you spend your time in college, you may or may not graduate. However, if you invest time in college , it seems to be a natural result that you graduate.

The law of value says: invest your time only in those people and those activities which are congruent with, or harmonic with your goals and vision. Choose to deal primarily with those people who are on a comparable level of consciousness with you. This is not to negate the value of charity with people who are less fortunate. The point is that you recognize it as charity work, and allocate your time and energy accordingly.

Ask yourself the time question, "What is the best use of my time right now?" Or, more precisely , "What is the best use of my time right now , taking into consideration my goals , vision and purpose?"

"You can ask me for anything you like, except time"---Napolean(1769-1821)

"Time is the measuring by the soul of its expectation, its attention and its memory".-----Saint Augustine (354-430)



TIME MANAGEMENT(2)

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Approach to Time Management:-(APPSEM)

Aim

Prioritise

Plan

Serve

Execute

Monitor

Divide the case records in following categories:---

(i) Importance Vs Urgency

(ii) Units Vs Directives

(iii) Confidence Vs Degree of Injustice

(iv) Confidence + Units Vs Degree of Injustice + Directives

Prioritise the following case records:---

(a) High Importance & High Urgency

(b) High Units & High Directives

(c) High Importance & Low Urgency

(d) High Units & Low Directives

Managing Time & Achieving Timeliness

A. Establish a Benchmark for Timeliness consistent with quality;--

1. Civil Trials --- 9--13 months?

2. Criminal Trials-- 8--10months?

3. Other standard Life Cycles ?

B. Establish a Time Table for each case.

C. Monitor Timeliness

Monitoring Red/Orange/ Green File cover according to age of record.

D. Save judicial time.

(i) Developing Non-judicial tasks

(ii) Doing judicial tasks more efficient.

E. Case Flow; Use of Technology; Process Re-engineering; Process Automation .

" Fresh Justice is the sweetest"---Francis Bacon

24 Ways of Successful Time Management

(1) To Rest is To Rust

To rest is to rust. Very few people are fortunate enough to be so enthusiastic as Sir Robert Rutherford was, who invented Radar. When somebody asked, "Sir Rutherford, what are your personal plans after retirement?" Sir Rutherford replied- "I would like to do anything to avoid the so called pleasures of retirement. because I have always enjoyed my work". All of us are not Rutherford. However, all of us can be like Rutherford.

(2) One and One are Eleven

G. Marconi, the inventor of Radio, who was called, 'the winner of time and place' had an extra ordinary ability to get enthusiastic cooperation of the people from this early age. This ability became his greatest ability throughout his life.

Hence, let us get it clear that we should leave our individualistic consciousness, we should get rid of our ego and we should determine to manage our time on the basis of getting cooperation. Never forget these words of Nobel Prize winner Ivan Pavlov--"The feathers of birds are complete in themselves but those feathers cannot make them fly without the assistance of air".

(3) Beware of Hesitation

Lack of self-confidence is found in majority of people, but then majority of people is unsuccessful too.

Hesitation is a bad habit and you should get rid of it immediately. Just check whether you have this habit in you. Perhaps hesitation has already become your shortcoming. Perhaps what you call hesitation is your fear. Perhaps what you call hesitation. is fear of the pain of rejection. So develop self-confidence to overcome your hesitation.

(4) Make Punctuality a Habit

Start punctuality but slowly. You will succeed surely.

(5) Anticipate future possibilities & difficulties

By concentration and by foresight, that is the ability to anticipate future events, we can control our future.

(6) Worry may bury you

Several studies conclude that most of our worries are futile. The best way to conquer worry and grief is that you leave everything and forget the surroundings . Work is the best medicine for every pain and grief.

(7) Beware of useless thinking

Our time is not wasted in useless works , but in useless thinking.
"What to do what not to do " is the irony of human life.

You cannot fill a cup which is already full. For it the cup has to be empty . If our time is filled with so many useless worries , how can the new saplings of creativity flourish there in?

(8) Don't eat more than you can chew

Usually those persons do not need to manage their time who have it in plenty. Only those persons need to manage their time who have a lot to do because they have the same amount of time which has been given to everybody. Learning to do so is the secret of the art of time management.

There is no person who can do everything. Hunger may be unlimited, but our stomachs have limits.

If we apply the principle of gradual expansion we will avoid the strain of times , which usually break the nerves.

A man can rise above his resources , but only to a certain extent . So if, you intend to do great things, increase your capacity, increase your speed, increase your resources, increase your output but not at the price of quality.

(9) Never buy Quantity @ Quality

Quality makes the difference between an expert and an apprentice. Many people think that if they increase their output they will become successful.

Our principle should be --it is better to do one qualitative work rather than to do 10 works without quality.

(10) Three keys to Successful Time-Management.

We derive maximum benefit, when three elements combine in a harmonious combination.

(a) Capacity (b) Speed (c) Direction

Every work has an ideal speed. If all of us work at our 'natural speed' we would have no need to hurry. Moreover, if we are walking without direction, it is obvious that we are wasting out time and energy.

(11) Take right turn & grab every opportunity

Great men do not wait for great opportunities. They create opportunities ,where none exist.

(12) Set Deadlines

Tasks are completed only when we draw a deadline. Moreover, remember when a work takes more time, the possibility of its completion gets reduced. We have to decide what we are going to achieve and when.

(13) Welcome creative tension

Without tension our energy cannot rise to heights. Work is necessary for us, very necessary. You can channelise any tension into creative energy as great painter Michael Angelo used to do. This is why author Irving Stone has entitled his biography-"The agony and ecstasy" . First the agony of work , then the ecstasy of result.

(14) Don't compromise health for wealth

One who does not care about his health , is bound to fall sick at regular intervals. One who has health, has hope and one who has hope , has everything.

(15) Don't break the speed limit

As everybody is in a hurry, they believe that they should also be in a hurry. The whole world is running and as a result everybody is in an aimless and directionless hurry. You keep on watering patiently. Have patience, when the season comes , fruits will also come.

(16) Persistence makes the difference

We have to free ourselves from this wrong notion that learning is only a classroom activity. The true learning takes place outside the classroom activity.

(17) Don't race against the time

If you have an eye on future, " race ahead of the time " may be right but "race against the time " is never right. This is simply an illusory and exciting slogan. The quality of life is important and we should not compromise on quality by running a race against the time.

(18) Never say "I don't have time"

If I truly want to do anything , I will always succeed in finding the time for doing it.

(19) Laziness is a mental luxury

Laziness is simply the tendency to putting off the present work. Laziness is a mental problem; not a physical problem. Laziness is not a weakness which can be treated by some medicine or tonic. This is a mental lacking, a fatalistic attitude.

(20) How to conquer mood and boredom

What is the utility of pickles in a meal if not to change our taste. The sun is not bored although it has been rising for centuries.

Emerson has said that the person who aims high in life should be afraid of laziness and popularity. He said 'be afraid', though he could have said 'avoid'. Because the word 'avoid' is used with less dangerous things, the words 'be afraid' are reserved for more dangerous things. We have to be afraid of laziness, because only then we would be able to properly utilise our time. We should always keep this warning of Dr George E. Burke-" The easiest way to die early is to retire and do nothing".

(21) The trap of Pseudo-Exhaustation

Exhaustation is of two kinds --one is real, another is fake. In pseudo-exhaustation, we feel that we are tired, though in fact this is not the case. when the mind becomes weak, the body becomes weak as well. When the mind feels tired, the body feels tired too.

Do not feel tired when you see, other people tired. This too happens. Like yawning, exhaustation also spreads like a contagious disease. Only that person can lead others, who cannot let the others know that he is tired. The army of an exhausted general can never be alert.

(22) Learn from your past, then forget it

"You can not go anywhere in the vehicle of past"--Maxim Gorki.

If you have some bad experiences, you know why those bad experiences occurred. Avoid those reasons in the present, so that you can avoid making your future unhappy. If some experiences are good, try to get energy from them. By recycling them increase the number of good experiences in your treasure. Forget your past but only after learning from your past mistakes, otherwise you will keep on repeating the same mistake.

(23) Goals decide the winner

Whatever we do, we do in the present but we do it for the future. When we go ahead towards some future goal, we should analyse our progress from time to time. Confucious has said--" To anticipate the future, look at your past". Burke has also aptly said-" It is true that we have to look ahead for living the life. But for understanding it we have to look back." Goals make life, worth living. When there is no future, the present is also not there.

(24) Present tense is the best tense

"Don't go deep into the future, don't fret about the past. Live happily in the present moment"-- Yoga Vashista.

"Today's egg is better than tomorrow's cock."

"Never let a rare opportunity slip from your hands , exceptional work is done in such opportunities"--Saint Thiruvalluavar.

"One life -a little gleam of time between two eternities" --Thomas Carlyle.

"Yesterday is already a dream

And tomorrow but a vision

But today well lived makes every yesterday a dream of happiness

And every tomorrow a vision of hope. "

The past and the future are becoming remote , dim and insignificant in your mind.

The present is expanding

The present is expanding to fill up your mind and body.

You will experience these changes until you hear me say "That's all for now."

Your PAST is a waste paper;

Your PRESENT is a newspaper;

Your FUTURE is a question paper .

So, read and write carefully,

Otherwise your life will be a TISSUE PAPER.

SIX TERRIFIC TRUTHS ABOUT TIME

Nobody can manage time: But you can manage those things that take up your time.

Time is expensive: As a matter of fact, 80% of our day is spent on those things or those people that only bring us 20% of our results.

Time is perishable: Everybody has the same amount of time --pauper or king. It is now how much time you have; it is how much you use.

Time is irreplaceable : We never take back time once it is gone.

Time is a priority: You have enough time time for anything in the world , so long as it ranks high enough among your priorities.

WHY TIME MATTERS

Inscriptions at Vatican museum on the floor at the foot of a pile of bones:-

"What you are , they once were

What they are , you will be".

Time is the medium in which you live:-

"No man ever steps the same river twice for it's not the same river and he's not the same man".---Heraclitus.

How you spend today ultimately determines both your past and your future:---

"Who controls the past controls the future

Who controls the present controls the past"-- Georege Orwell.