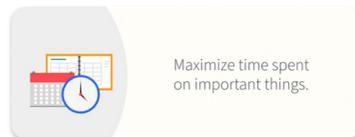
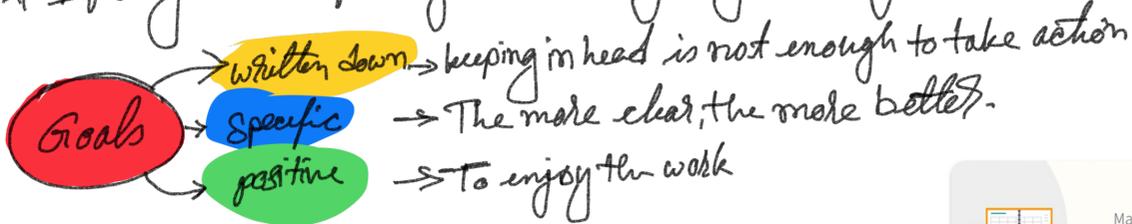


5 Ways to Control Time

If any action push you towards your goal or you then its important.



Why do goals work?

- Ans ① It sets subconscious in the right direction
 ② Self discipline and assertiveness.

If you know how many days left to do a job/course what would do differently?



Example: In Dec 1st there is no urgency of Buying X-mas Gift though its important. But in Dec 23rd it becomes urgent & Important

- Testing for Importance**
- Will it matter in 5 years?
 - Will you regret not doing more of it?
 - Would you miss it if it were gone?
 - If you could delegate this task, would you?

Planning time can help you enjoy work and achieve goal



Five way to control your mind

option 1:

Say No

- Say "NO" to unnecessary things
- Say "No" in work in a positive way

option 2:

Negotiate time

- 4 Ideas
- Negotiate when you do it
 - Negotiate how long you spend on it Can do it now for 15 min or can work in details on "Noon-afternoon" is it ok?
 - Negotiate the location (if you prepare the presentation & earn help to rearrange.)
 - Ask to do a part of work
 - Ask for return (for some extra charge)
 - Agree on priority list
 - Provide a choice (which one you want to eat) (chicken curry/vegetable)

option 3:

Delegate

- Understand why you avoid delegation
- I can do better
 - They may do it wrong.
 - Lot to explain.
- Give chance to do the job
 Support for weak points.

option 4

Improve System

- System can save time
- Forgetting things, write down.
- List of inefficient ways of working that I want to improve.

option 5

Overcom perfectionism

Overcoming Perfectionism

- Determine what you do too well
- Identify what you want more time for
- Limit your time for unimportant tasks
- Don't get lost in the details

what is the one job that need to be done today