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# TIME -

## HOW TO MANAGE IT EFFECTIVELY

What you accomplish during a 24-hour period depends on your own motivation, your energy, your skills and abilities, and other resources. Since there are always demands on your time, it may be helpful to think about what you will do with your time and to consider some strategies for more effective time management.

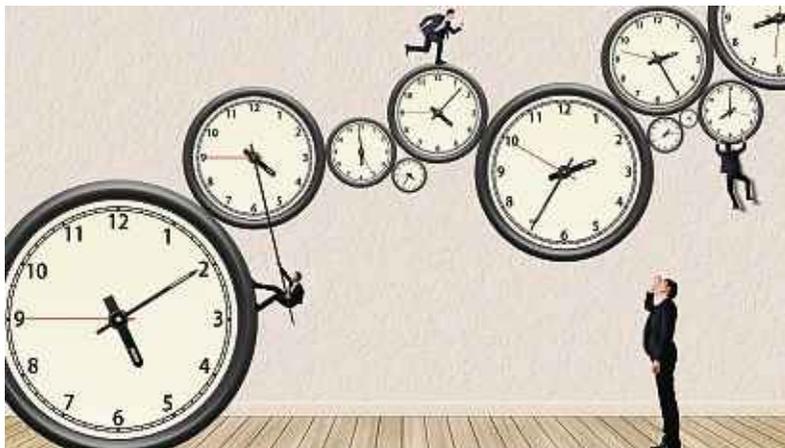
Time management is not a way to make you work harder and longer, but a means to help you work smarter to accomplish your work more easily and rapidly. Time management skills are your abilities to recognise and solve personal time management problems. The goal of these time management lessons is to show you what you can do to improve those skills.

With good time management skills you are in control of your time and your life, of your stress and energy levels. You make progress at work. You are able to maintain balance between your work, personal, and family lives. You have enough flexibility to respond to surprises or new opportunities.

All time management skills are learnable. More than likely you will see much improvement from simply becoming aware of the essence and causes of common personal time management problems.

Just get started with them. Many of your problems gradually disappear. If you already know how you should be managing your time, but still don't do it, don't give up. What you may be overlooking is the psychological side of your time management skills, psychological obstacles hidden behind your personality. Depending on your personal situation, such obstacles may be the primary reason why you procrastinate, have difficulties saying no, delegating or making

It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management.



time management decisions. The psychological component of your time management skills can also be dealt with.

The time management skills information as highlighted will point at a relevant solution for your situation.

**Get Organised:** Ideas, tips, tools and more to help you organise your home, your office and your life.

**How to avoid Procrastination:** Ability to beat procrastination and laziness is among the most important time management skills to learn. Identify your causes of procrastination and start fighting it now.

**Decision-making skills and techniques guide:** Good decision skills is the foundation for life and time management skills. Information on decision making skills and techniques with links related decision-making articles

and resources.

**Prioritising techniques** save your time and energy: Prioritising skills allow you to focus on what is important. Learn to set priorities wisely, and you will achieve more and will have more of personal or family time.

**What is planning and why you need to plan:** Planning is an important time management technique. Planning optimises your efforts of achieving a goal.

**Action plan techniques:** Learn to plan efficiently. Simple and powerful techniques to convert your goals and ideas into an effective action plan.

**Effective delegation skill and techniques:** Why delegation skill is important for personal time management, how to choose delegate and how to delegate.

If you can manage your time more effectively, you will be rewarded in a variety of ways. You

will achieve greater success in your very important, and highly visible, role as a leader. On a personal level, you will certainly feel healthier, more energetic, and in a generally better mood

### Obstacles to effective time management:

**UNCLEAR OBJECTIVES** - It's hard to hit a target with your eyes closed, and it's just as hard to accomplish something when you aren't exactly clear about what you want to achieve

**DISORGANISATION** - It's easy to see when your desk is too messy, but sometimes you have to step back and ask yourself if you are taking an organised approach in completing all of your tasks

**INABILITY TO SAY "NO"** - We all want to be as helpful as we can when others need us, but this can mean taking time away from other priorities to do something we may not have planned.

**INTERRUPTIONS** - Many times we are in the middle of accomplishing something really important and the telephone rings. These calls can not only take you away from your task, but sometimes they interrupt your train of thought and you can't return to where you were without retracing your steps

**PERIODS OF INACTIVITY** - As much as we think we are busy, there are times in our day when we are not really doing anything. Recognising and making use of these times can have a positive effect on our efforts.

The obstacles that we face are not insurmountable. Sometimes, the hardest thing to do is to identify that these obstacles exist and are affecting your ability to manage your time. When you have identified your obstacles you can begin to overcome them.

Benjamin Franklin, "If we take care of the minutes, the years will take care of themselves."



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