



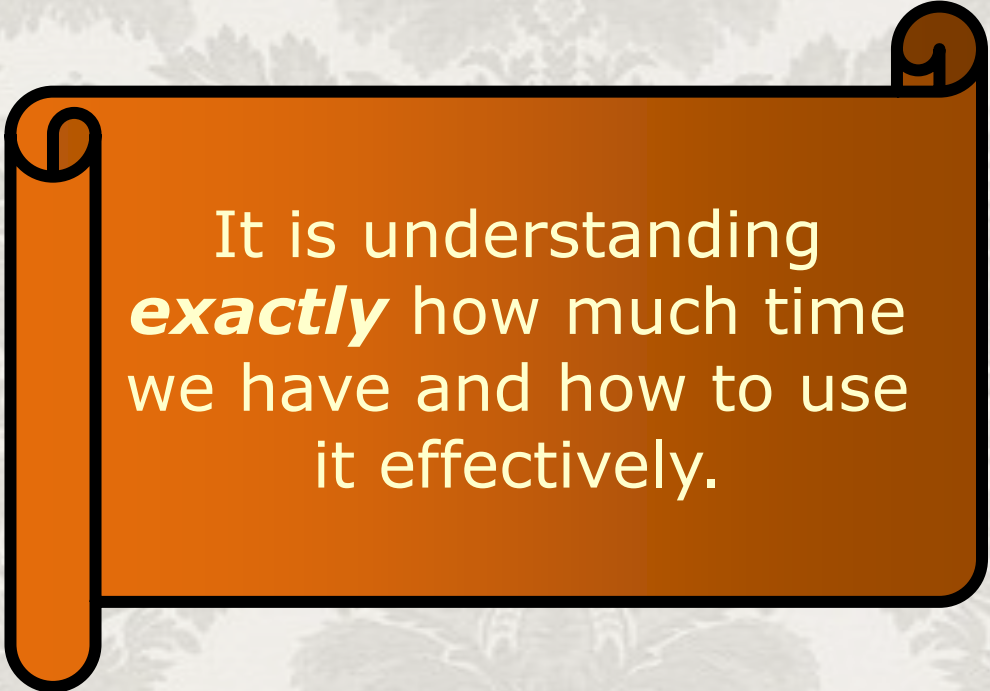
**MOMENTUM**  
TRAINING SOLUTIONS

# Time Management




A blue scroll graphic with a black outline and a drop shadow, featuring a rolled-up top edge on the right side. It contains the text "What is Time Management?".

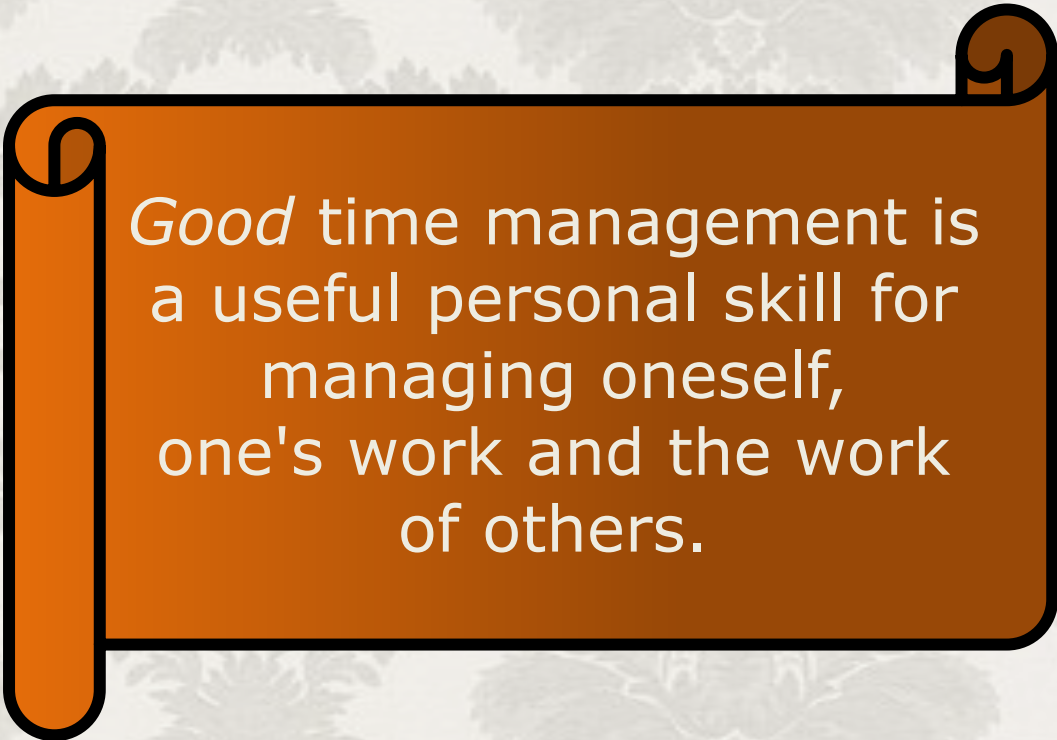
## What is Time Management?

An orange scroll graphic with a black outline and a drop shadow, featuring a rolled-up top edge on the right side. It contains the text "It is understanding *exactly* how much time we have and how to use it effectively."

It is understanding *exactly* how much time we have and how to use it effectively.



Then what is the purpose  
of *good* time  
management?



*Good* time management is  
a useful personal skill for  
managing oneself,  
one's work and the work  
of others.

- Time is an “ineffable resource” which is finite.
- Time control is a paradox as you can **MANAGE** only yourself in relation to time.

# Core Principle of Time Management

*Concentrate on results  
and NOT  
on being busy*



Your goals and priorities  
are the foundation  
of professional fulfillment

*Plan for the future  
because that's where  
you're going to spend the  
rest of your life.*

Mark Twain

# Personal Goal Setting

*“Planning to Live Your Life Your way”*

Goal setting is an important method of:

- Deciding what is important for you to achieve in your work.
- Separating what is important from what is irrelevant.
- Motivating yourself to achievement.
- Increasing your productivity based on measured achievement of goals.



# Types of Goals

- ◆ Rational goals (specific short term)
- ◆ Directional goals (general goals for long term)
- ◆ Muddling thru (best option when the environment is in flux)

# Exercise: Action Plan

Goal (What do you want to accomplish?)

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Driving Forces:

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Restraining Forces

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Action Plan:

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# Time Management Grid

Urgency

**Quadrant 1**

**Urgent and Important**  
**“Firefighting”**

**Quadrant 2**

**Important but not Urgent**  
**“Quality Time”**

**Quadrant 3**

**Urgent but not Important**  
**“Distraction”**

**Quadrant 4**

**Neither Urgent nor**  
**Important**  
**“Time Wasting”**

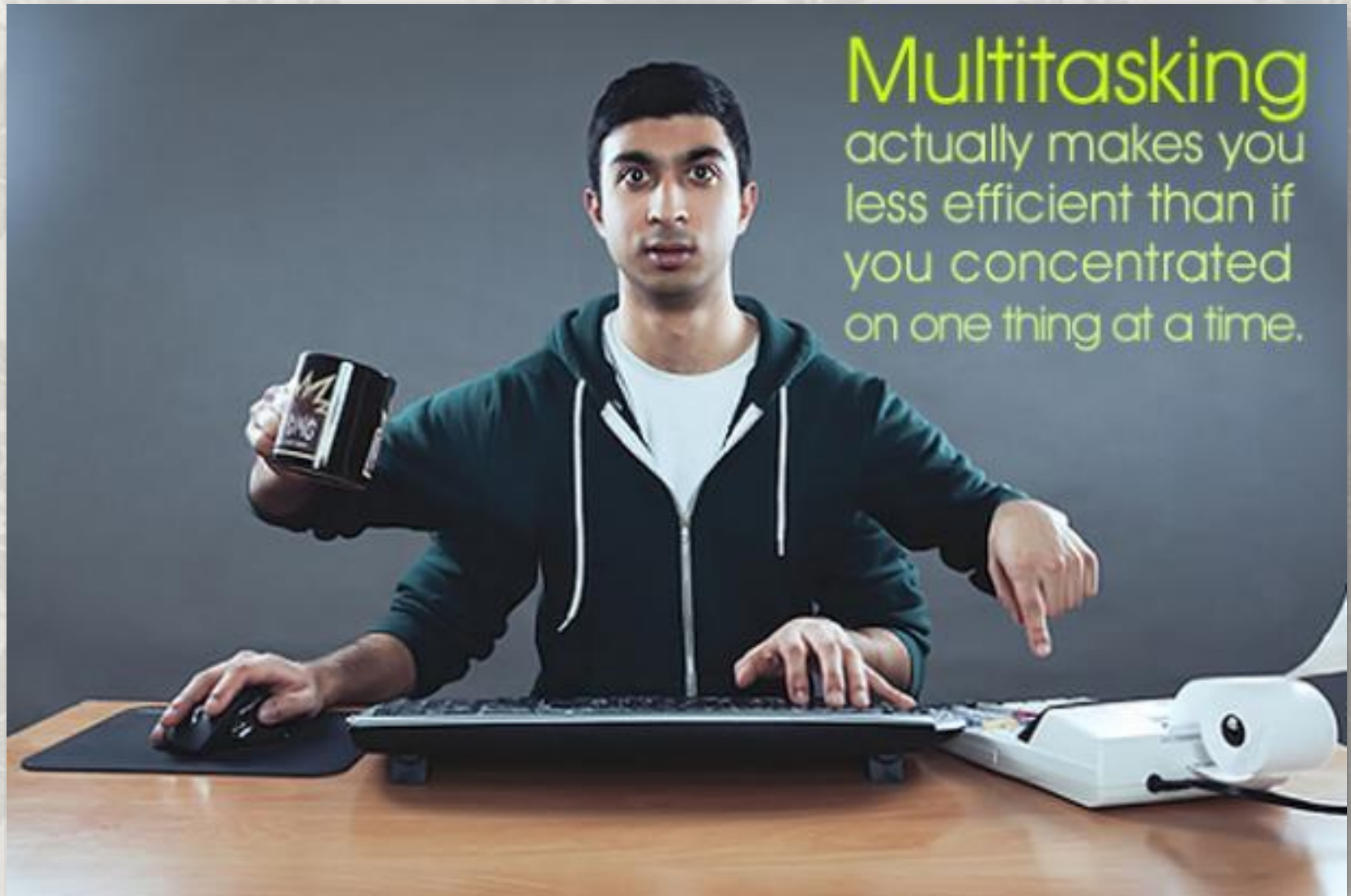
Importance

# Four Most Popular Time Robbers

- ◆ Phone Interruptions
- ◆ Unscheduled Visitors
- ◆ Too Much Information
- ◆ Travel

*Unless you identify the principle culprits (of Time Robbers) and create a plan for eliminating them you will continue wasting time in the same pattern every day for the rest of your life.*

# Multitasking



**Multitasking**  
actually makes you  
less efficient than if  
you concentrated  
on one thing at a time.

# Contact Information

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