



# HIDDEN TRUTHS, TIME & ME



Did you know that there are 1440 minutes in a day? That means 1440 opportunities to do little things that matter.

Time smart is about befriending time, investing in time and feeling happier with what you do with time rather than fighting against it or getting frustrated and stressed over it.



## ACTIVITY!

### HOW MY TIME GOES..

Pick any one usual day in you week for this exercise.

For that one day, write down every 2 hours

**What you were doing in the last 2 hours**

Start from the time you wake up till you go to bed. Doing this exercise twice or thrice will help you become aware of where your time goes.

**8AM to 10AM**

**10AM to 12PM**

**12PM to 2PM**

**2PM to 4PM**

**4PM to 6PM**

**6PM to 8PM**

**8PM to 10PM**

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## DID YOU KNOW?

The most basic step in becoming time-smart is getting a clearer picture of what we do with our time.



## TIME GOBBLERS



Time gobblers are certain distractions in our daily life that can take up a lot of our times. These distractions are okay during our break-time if they are planned smartly, but they may sometimes, interrupt our activities and make it difficult to follow our plans.

## WHAT ARE SOME OF YOUR TIME GOBBLERS? TICK THEM

(any activity that you spend more than 3 hours in a day at the cost of doing other important things)

TV

Phone

Social  
media

Surfing  
internet

Video  
Games

Story  
books/  
comics

Any other (mention it here): \_\_\_\_\_

**Make a commitment to manage your time gobblers**

**My strategy to manage my time gobblers:**

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## DISCOVER YOUR PLANNING PATTERN



Which of the following persons is most similar to you in terms of your pattern of planning your activities?



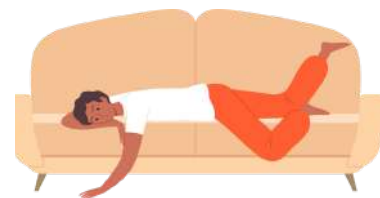
**MEETA**

wants to do things in a planned way but feels confused and unsure about how best to plan



**VIKAS**

wants to be detailed and thorough but finds it difficult to follow his plans



**DEEPAK**

does not like planning at all. He does things as he feels like or as they occur or as is required in the moment



**SOUMYA**

makes plans regularly based on the requirements. She is flexible enough to change her plans based on her situations.

Which of these  
is your most usual  
pattern?  
Do you want to  
change it in some way ?



**AKASH**

often makes plans that involve very high targets compared to what he may currently be able to do.

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## WHAT I WANT

Type out a goal in each of the areas where you'd like to improve.



*“Reach high, for stars lie hidden in you.  
Dream deep, for every dream precedes the goal”-  
Rabindranath Tagore*

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## WANTs to CAAL

— This means your goals should be —

**C**

Clear and  
specific

**A**

Attainable

**A**

Action plan

**L**

Like/love to do  
this or may  
learn

Pick one WANT that you want to turn into CAAL

**C**

**Clear and specific goal** for this coming week

**A**

Is the goal you mentioned **attainable**?

**A**

What is your **action plan** for this activity?

**L**

Why would I **like/love** to do this or what may I **learn**?

**Urgent Task:** Tasks that need to be done immediately or very soon.



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## LET'S SORT OUR TASKS INTO IMPORTANT AND URGENT

**Now, think about the coming week**

Decide what task is important and/or urgent for this week. But do you know how to differentiate them?

**Important Task:** Tasks that are important in the longer run and bring us closer to what we value in life.

**Urgent Task:** Tasks that need to be done immediately or very soon.

### DID YOU KNOW?

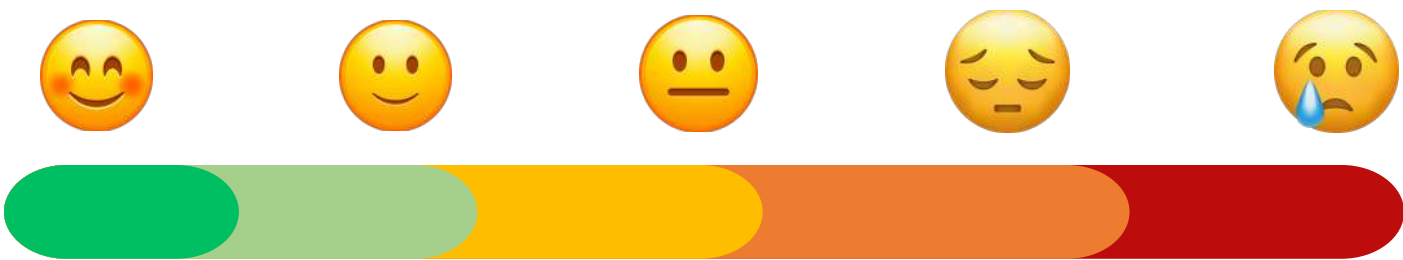
A common mistake that we all make is to keep doing only what is urgent or seems to be urgent on a daily basis. We thus miss out on investing time in what may be important.

<div>Urgent &amp; Important Do it</div>	<div>Important but not urgent Schedule it</div>
<div>Urgent but not important Delegate it</div>	<div>Not urgent not important Delete it</div>

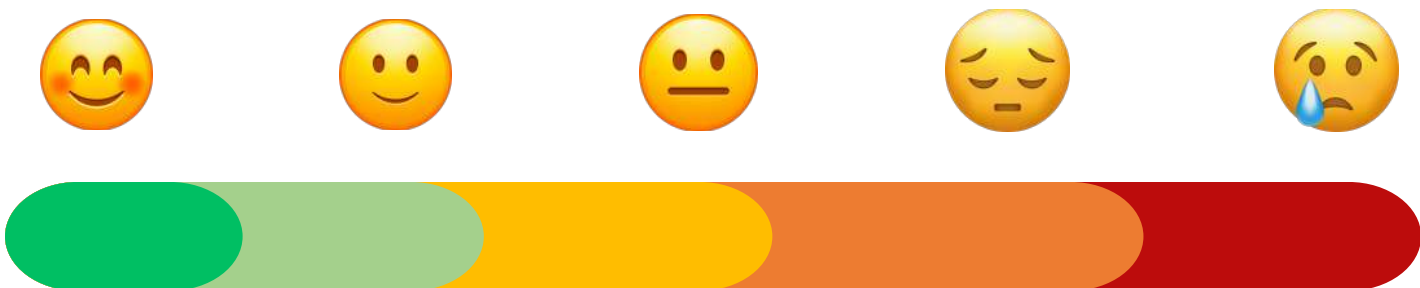
## REFLECTIONS

At the end of the week ask yourself these questions to help you understand how much progress you have made with respect to your goal

How much were you able to do from your week's plan?



Were you able to manage your time gobblers?



How balanced did you feel your activities were throughout the week?

