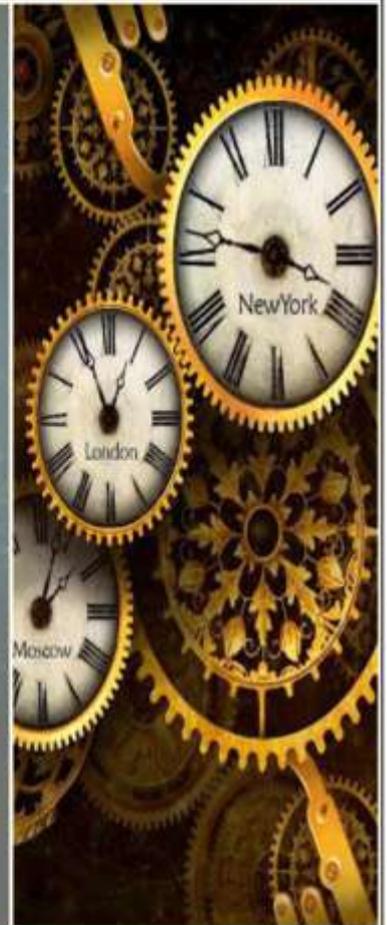


TIME MANAGEMENT

24X7

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Time Management Success

always leaves evidence of effort, follow-through, productivity, and achievement.

~ Ty Howard



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www.TyQuotes.com

"Time is the scarcest resource and unless it is managed nothing else can be managed."



"All time management begins with planning."

~ Tom Greening

www.ashleeandgracie.com/166g

your time more productively. It helps you to identify the useless activities which can be avoided and time can be saved. It helps you give proper time to a task and perform the task more efficiently.

Time Management for students

Time is a major source for a student. A student does a lot of activities in his daily routine, out of which some (study) are related to his career, some (having food) are essential for his life and some (games etc) are for entertainment or physical fitness. Still some activities have no use and just waste time. Similarly if the activities for entertainment exceeds than enough it wastes the time of a student like using internet (chatting and emails for recreation) for hours, playing games for hours, watching movies for hours or listening to music for hours. Such activities are called "distracters" which distract one from one's purpose.

No one wastes time intentionally. Time is always wasted in insensible way that's why a student does not feel when he wastes time but he realizes in the days of exam. So it is better to utilize the present time more effectively than crying over past in future. If a student wastes time it means he is careless about his study or he does not know how to manage time. So you should know about the importance of time and should learn how to manage it.

How to manage time for study?

Time management is not only to allocate time against different subjects but also to identify right time for each such subject, how much time should be given to different subject and to identify the distracters which become causes of wastage of time. See that which subject needs more time.

Planning – Making a schedule for study

A very well-known saying is, "He who fails to plan, he plans to fail". Planning is

Time management means fixation of priorities according to time. Time management comprises the following points:

1. Allocation of time against activities.
2. What should be done first and what should be done second?
3. How much time should be given to a task according to its importance and nature?
4. What is the right time for a task?
5. Which tasks should be avoided in order to save time or to identify the activities which lead to wastage of time?

Time management is essential in every field of life because time is the precious recourse one has to accomplish a task. A very single moment which passed once will never come back to be availed. It helps you do your task in time and utilize

very much important, if you want to be a successful student. A schedule helps you in utilizing your time more productively. It helps you to complete your course in a particular time. It tells you how much part of your course should be studied weekly or monthly so that you can complete your course before the exam.

Making a Time-table

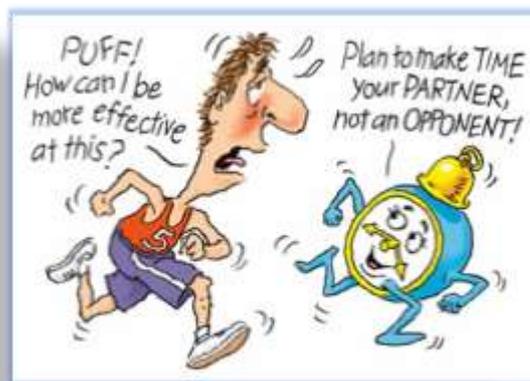
Time is a precious recourse for a student. For utilizing your time more effectively, you should follow a time table. Make a time table, in which you have time for every subject of your course as well as time for refreshment and other daily activities. Some subjects needs comparatively more concentration, assign them the time in which you are more active and alert (like in morning you are fresh). When you make your time table, paste it on wall in front of your study chair so that you can see it and follow it. The more important than making time table is, to follow it. Try to follow your time table. In beginning you may find it a little hard to follow your time table but if you follow it for a week then you will like to follow it forever.

Mrs. DORIS THOMAS

WHAT IS TIME MANAGEMENT ??

Time management refers to the way how we utilize our time in doing different activities such as:-playing, eating, studying etc. It is truly said time is money. Time flies away and never waits for anyone. If today we waste time then tomorrow time will be against us. If we don't manage it, it escapes as a slippery fish out of our hand. Time is something we can't catch or stop. But it is something we can manage for our better future.

{Sakshi, Karun, Muskan}



HOW TO MANAGE TIME??

Time Management for any task starts simply by dividing the main task into sub tasks and further, if needed. Hereafter, the next step is the allotment of time for each divided sub tasks. We have to practice it like a routine to be successful in our life. One another key for better time management is to bind our energy periods and schedule so that we can do the work at the time we are likely to be at our best.

{Victor, Aviral}

The importance of Time Management:

- A reduction of stress.
- A sense of achievement.
- Increasing energy.
- Increasing productivity.
- Achieving a goal.
- An essential life skill.





TIME MANAGEMENT LESSONS YOU NEED TO LEARN !!!!!

We may just need to get our mind around managing our *time* by following just a few of the time management lessons below, which can make a huge impact on our work and make our life more systematic.

1. Labour over the important parts of any project or assignment.

Avoid fussing over the details until you've got the main points and parts down.

2. Say no.

Most things coming your way (via your inbox, for example) are other people's requests to meet their agendas. You don't have to say yes. You don't even have to answer.

3. Notice if you are keeping yourself busy or doing things that move your commitments forward.

If you take a look at each of the things you do throughout the day, are they time-consuming activities or actions that make a difference for your assignments? Keep your eye on the actions, not on busywork.

4. Get up early.

Early-morning hours are dim and quiet, perfect for clearing your mind, getting present to your priorities, and taking care of yourself before you start work.

5. Write down your top priorities for the next day.

Keep it to a consistent number, like the top 3 things or top 5 things. Doing so, demands that you look into the future.

6. Tackle small and large things in a day.

By getting through the smaller tasks, you'll feel like you accomplished something. That will give you the momentum to do the complicated or time-intensive things.

7. Work on one thing at a time.

Multi-tasking is overrated. We are way less productive when we're jumping between our smart phones and the work before us.

8. Practice clearing your mind before you work.

Write down the sad stuff, the angry stuff, the happy stuff all of it.

9. Keep the distractions you love out of your sight.

That means placing your phone somewhere other than your workspace and logging out of all social-media accounts before working on your projects.

10. Keep the same morning routine, even on weekends.

Do you get up at 5 a.m. on Fridays? Do the same on Saturdays and Sundays. It'll make waking up again on Monday morning easier.

{Raunak, Priyanshi, Apoorva, Lakshay}

A STORY ON TIME MANAGEMENT

Once there was a professor. One day he was standing in the class with some elements. He took a jar and started filling stones in it. After that right to the top, he asked the students if the jar was full. The students agreed that it was. Then he picked up a box of pebbles and poured them in the jar then he shook the jar lightly. The pebbles rolled into the empty area between the stones. He asked the students if the jar was full? The students agreed yes, it was. After then he picked up a box of sand poured it in the jar and of course the sand filled up everything else. Then the professor said, "I want you to recognize that this is your life." The stones are the important things-Your family, your parents, your friends, your health and your children. Anything important to you if it will be lost, you would nearly be destroyed. The pebbles are the other things in life that matter but on a small scale. The pebbles represent things like your job, house or car. The sand, everything else, is the small stuff. If you put the sand or pebbles into the jar first, there will be no room for rocks." The same goes to your life, if you spend all your energy and time on small stuff, you will never have a room

for the things that are truly important. Pay attention to the things that are important in your life and spend time on what is important. Take care of the rocks first-The things that really matter. Set your priorities, the rest is just pebbles and sand. Believe in yourself, know what you want, and make it happen!

{Bharti}



PRACTICE THE FOLLOWING TECHNIQUES TO BECOME THE MASTER OF YOUR OWN TIME

- ② Carry a schedule and record all your thoughts, conversations and activities for a week. This will help you understand how much you can get done during the course of a day and where the precious moments are going. You'll see how much time is actually spent on producing results and how much time is wasted on unproductive thoughts, conversations and actions.
- ② Any activity or conversation that's important to your success should have a time assigned to it. To-do lists get longer and longer to the point where they're unworkable. Appointment books work. Schedule appointments with yourself and create time blocks for high-priority thoughts, conversations, and actions. Have the discipline to keep these appointments.
- ② Plan to spend at least 50 percent of your time engaged in the thoughts, activities and conversations that produce most of your results.
- ② Schedule the time for any interruptions. Plan time to be pulled away from what you're doing.



- ② Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan. The most important time of your day is the time you schedule to schedule time.
- ② Take five minutes before every call and task to decide what result you want to attain. This will help you know what success looks like before you start. And it will also slow time down. Take five minutes after each call and activity to determine whether your desired result was achieved. If not, what was missing? How do you put what's missing in your next call or activity?
- ② Put up a "Do not disturb" sign when you absolutely have to get work done.
- ② Practice not answering the phone just because it's ringing and e-mails just because they show up. Disconnect instant messaging. Don't instantly give people your attention unless it's absolutely crucial in your business to offer an immediate human response. Instead, schedule a time to answer email and return phone calls.
- ② Block out other distractions like Facebook, Whatsapp and other forms of social media unless you use these tools to generate business.

{Abhiyah, Anuj, Monica, Kirti}

ABC ANALYSIS

A technique that has been used in business management for a long time is the categorization of large data into groups to save time. These groups are often marked A, B, and C—hence the name. Activities are ranked by these general criteria:

A – Tasks that are perceived as being urgent and important,

B – Tasks that are important but not urgent,

C – Tasks which are unimportant. (urgent or not)

Each group is then rank-ordered by priority. To further refine the prioritization, some individuals choose to then force-rank.

{Ramakant}



POEM ON TIME MANAGEMENT

Row row row the boat goes,
continuously now and then.
If we stop it for a minute or two,
How will it reach there and when.

The time will pass away as wind,
without ceasing for anyone.
You will have to move fast,
or you will be made out of the run.

Make yourself open and wide,
As a growing flower does.
Know the importance of time
management,
or you will not be the one who is best.

{Pragya}



RIDDLES

1. Why did the girl sit on a clock?
2. What is precious than gold but can't be earned or saved?
3. Which letter of alphabets keeps us waiting?
4. What has hands but cannot hold?
5. When are clocks violent?
6. How do watches relax?

ANSWERS:

1. To be on time
2. Time
3. Q (queue)
4. Clock
5. When they strike.
6. When they unwind

{Pragya}





What are you doing to save time?

THE VALUE OF TIME

We live in an age of interdependence. In a factory hundreds of workers labor together. They are all cogs in the big wheel. If anyone cog gets late, the machine cannot get going. All others have to wait till this cog, this worker arrives. It is therefore everybody's sacred obligation to be punctual to a second.

The same may be said of a school teacher. If he arrives late even though by 5 minutes, the entire class of 100 students is kept waiting. The total loss of time is 500 minutes. One has only to recognize the magnitude of the loss to make punctuality a principle of conduct.

In our country we often hear of the phrase Indian Time. One cannot but hang down one's head in shame that even hours have no meaning for us. Here is a meeting to be addressed by a Minister. 10,000 persons have assembled from far and wide to hear the Minister. People wait and wait and the minister does not turn up. Songs are sung, records are played to keep the audience engaged. Every now and then someone shouts from the platform that the minister is about to arrive. After two or three hours the Heaven-Born minister

ascends the dais and without an apology starts his sermon, probably on the subject of punctuality in the west.

We have yet to learn the value of time. It was said of Kant, that the people used to correct their watches when he went out for his evening stroll. How one wishes that we Indians get a leaf out of that great man's book!

{Rishi Tiku}

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
Monday	literacy	IT	maths	lunch	art	music	home	club
Tuesday	maths	IT	literacy	lunch	story	drama	home	club
Wednesday	literacy	maths	IT	lunch	art	IT	home	club
Thursday	IT	literacy	maths	lunch	cookery	cookery	home	club
Friday	literacy	maths	IT	lunch	IT	music	home	club

THE IDEAL TIME TABLE IN A STUDENT'S LIFE

- 05:30AM – Wake up and exercise
- 06:00 AM – Do the daily works like brushing teeth, bathing etc.
- 06:30 AM – Dress up
- 06:45 AM – Have breakfast
- 07:00 AM – Go to school
- 02:15 PM - Eat lunch
- 03:00 PM - Do homework
- 05:00 PM - Play
- 07:00 PM – Study and revise the daily work
- 09:00 PM– Eat dinner and watch T.V.
- 10:00 PM – Sleep

{Rishi Tiku}

ADULTS ROLE IN TEACHING CHILDREN TIME MANAGEMENT SKILLS

Why time management? When asked to identify things that stress them, adults almost always list time as one of the top three.

"There isn't enough time to finish the work projects I have to do." "I don't have time to spend with my family." "I don't have the time to get organized." "I don't have the time

Children learn from adult modeled behavior. Is it any surprise then, that children like adults almost always list time as a major stressor? It is an even more certain truth that as children reach their teen years, time becomes even more limited. It is as if we have taught our children the worst skills imaginable. The issue that stresses most adults today will go on to stress our children, and their children and generations yet to come!

The simple reality and ultimate truth is that time is not manageable. Time is a finite, limited, predictable but renewable resource. There are 1,440 minutes in a day, 7 days in a week and 52 weeks in a year. All the time management in the world will never change that. It is not time that needs to be managed but rather our utilization of that resource. Time spent today is forever gone but tomorrow we get a new day and a new chance to manage our lives within the limited parameters of the minutes, hours and days in our years. With time limited, how do we learn to be better when managing our time? The answer is that if we wish to help children with time/life management skills, we as adults need to better model those things we would have children do. We need to model good time and life management skills to teach.

{Harshit}

TIME MANAGEMENT LEADS TO SUCCESS..

Many great men and women are remembered because of their quality of time management and their success. Some of them are -

1. Laura Vanderkam(A famous Author)
2. Sundar Pichai(CEO Google)
3. Narendra Modi(Prime Minister of India)
4. R. H. Macy (American businessman)
5. Henry Ford (Founder of Ford Motor Company)
6. Bill Gates (Founder of Microsoft Company)
7. Mahatma Gandhi (Father of our nation)
8. Albert Einstein (A scientist)

SO LET'S HAVE A LOOK AT THE PEOPLE WHO ACHIEVED SUCCESS WITH HARD WORK AND PROPER TIME MANAGEMENT SKILLS.

OUR CURRENT PRIME MINISTER NARENDRA MODI



Role of Narendra Modi's office to monitor his time and schedule. In tune with revamping the PMO's processes, a special PM scheduling team has been put in place which manages his appointments, engagements and basically overall time management. Sources in the know of the process claim that in recent times, a lot of focus has been put on maximum utilization of PM's time and 360 degree evaluation is done. At the end of every month, a detailed analysis of how he spent his time in the last 30 days in the form of a pie-chart is given to him. He then reviews it with his close aides and advisors and decides how to use his time more effectively. A close monitoring is done on how many hours he spent on interaction with bureaucrats, visitors, politics, public campaigns etc. At the end of the month, this is presented in a pie chart to debate if the time was used effectively, and plan ahead. The team also does daily task planning. A lot of impetus is put on documenting every decision.

{Ramakant}



SATYA NADELLA



Nadella is another example of an individual following a proper time management in his life. He has changed the way engineering teams are structured, eliminating testers to speed software releases, and adding data scientists and designers to the engineering teams to ensure all features are informed by rigorous testing and good design principles. His *systematic time management* appears to be working. Microsoft stock has risen 14 percent since his appointment, a contrast with the final years of his predecessor.

{Ramakant}

SUNDAR PICHAI



Pichai Sundarajan better known as Sundar Pichai, is a technology executive,

Chief Executive Officer of Google inc. Pichai was born in Chennai in 1972. His life was a struggling one. He had to make a proper time table for being successful in his life. And he also did so. He had taken much care on his studies and education from his childhood.

Proper time management also helped him a lot in his career. Pichai joined Google in 2004, where he led the product management, as well as being largely responsible for Google drive. He went on to oversee the development of different apps such as Gmail and Google maps. And now from his long journey to become the CEO of Google, his proper time management helped him to achieve such a great position.

So from his life we understand that we should not waste time as time is money and time never stops for anybody. *So for being successful in life we should make the use of proper time management.*

{Prakhar}

DHIRUBHAI AMBANI



No one could have imagined then that the former student of Junagadh's Bahadur Kanji High School, who during the sixties lived in a one-room chawl in Mumbai with his wife and children, would be ranked by Forbes as the world's 138th-richest person, with an estimated net worth of \$2.9 billion in 2002. He was fond of quotable quotes, one of these being: "If you don't build your dream, someone else will hire you to help them build theirs". Dhirajlal Hirachand Ambani, son of a school teacher in a remote village in rural Gujarat, chose to build his own spectacular dream by *implementing a proper time management* in his life.

While admirers attribute Ambani's success to his deep home-grown knowledge of the environment he was operating in, massive innovations in marketing and technology, unmatched project execution skills and *proper time scheduling*.

{Anindita, Ramakant}

HOW TO MANAGE YOUR TIME EFFECTIVELY

The two most powerful warriors are patience and time

Tolstoy



WHY TO USE TIME MANAGEMENT SKILLS?

It's important that you develop effective strategies for managing your time to balance the conflicting demands of time for study, leisure, earning money and job hunting. Time management skills are valuable in job hunting, but also in many other aspects of life: from revising for examinations to working in a vacation job. Sometimes it may seem that there isn't enough time to do everything that you need to. This can lead to stress. When revising for examinations when you have to combine the pressures of intensive study with finding time to apply for jobs good management of your time

can be particularly important. Once we have identified ways in which we can improve the management of our time, we can begin to adjust our routines and patterns of behavior to reduce any time-related stress in our lives.

{Gopika, Apurva, Meenal}



FUN TIME

- A blonde asked someone what time it was, and they told her it was 4:45. The blonde, with a puzzled look on her face replied, "You know, it's the weirdest thing, I have been asking that question all day, and each time I get a different answer."
- What time is it when an elephant sits on your car? Time to get a new car.
- Why did the girl sit on her watch? She wanted to be on time.
- Why is the time in USA behind that of England? Because England was discovered before the USA!
- What day do potatoes hate the most? (Fry-day!)
- How many months have 28 days? (All of them!)
- What is the shortest month? (May, because it has only 3 letters!)
- Why was everyone so tired on April 1st? (They had just finished a March of 31 days!)
- Why couldn't the clock be kept in jail? Because time was always running out.

{Divyansh, Joyal, Deepti}

VALUE OF TIME

Leonardo Da Vinci once said-"Time stays longer for those who use it."

Time is all you have. Master your time and you master your life.

To realize the value of one minute, ask a person who has missed a train, bus or a plane.

To realize the value of one second ask a person who has survived an accident.

Time waits for no-one, so treasure your every moment you have.

The secret is to structure your day so that it has definite stopping points, then you will achieve more.

{Prakriti}

WISE TIME MANAGEMENT

Time is very special resource that we cannot store or save for later use. Time if not well used cannot be retrieved. Most of us feel that the workload is more and there is no enough time and we blame time for our poor performance and result. Good time management helps you to find what you need to do. You need to get what you want to get from your life by wise time management. They help you to stay calm, peaceful, and happy. You can avoid distraction and it saves a lot of time and energy that you can better spend in studies or other creative activities more efficiently. Most importantly we have to set our priorities. Time is limited to 24 hours a day, so plan it wisely. It helps you to avoid spending too much time on emotional and mental energy and what people say and think about you.

{Prakriti}

TIME MANAGEMENT BY WORKING

PARENTS

“Time management is life management. Everyone manages time. It’s optional. Some people just do it better than others” ---Abraham Lincoln

Many of us have working parents. One of the most difficult tasks for them is to manage their time. They have to look after their office, their children, their house chores, etc. But still, they manage their time very well. They come from office, then without any rest start doing the house chores, then look after us. I, by my experience have seen my parents toiling hard. Therefore, even helping our parents in small works can also give them some rest. They have a fixed timetable which does not include any rest time. But still they don’t complain. During our exams it is even more difficult for them to manage their time because they want to spend some time with us to satisfy them that our children have studied.

My point is that if we (children) will do our work that is study well, and then help our parents in some or the other work, may be even a very small work, it may help them to relax a bit, keep them fit and healthy and they are able to manage their time properly.

{Shebin Mathew}

PAST EVENTS

2ND DECEMBER TO 12TH DECEMBER
– PRE BOARD I

3RD DECEMBER – FR. PRINCIPAL’S
FEAST

7TH DECEMBER TO 17TH – U T 2

10TH DECEMBER – HUMAN RIGHTS
DAY

19TH DECEMBER – PTM

20TH DECEMBER – HAS ALUMNI
MEET

22ND DECEMBER – CHRISTMAS
PROGRAMME

24TH DECEMBER – ID-UL-MILAD

25TH DECEMBER – CHRISTMAS

UPCOMING EVENTS IN JANUARY 2016

1ST JANUARY – NEW YEAR

4TH JANUARY TO 25TH JANUARY -
PREBOARD II

23RD JANUARY - SCHOOL
PARLIAMANT MEETING

26TH JANUARY - REPUBLIC DAY

27TH JANUARY TO 30TH JANUARY -
BOARD VIVA

{Yash Julka}

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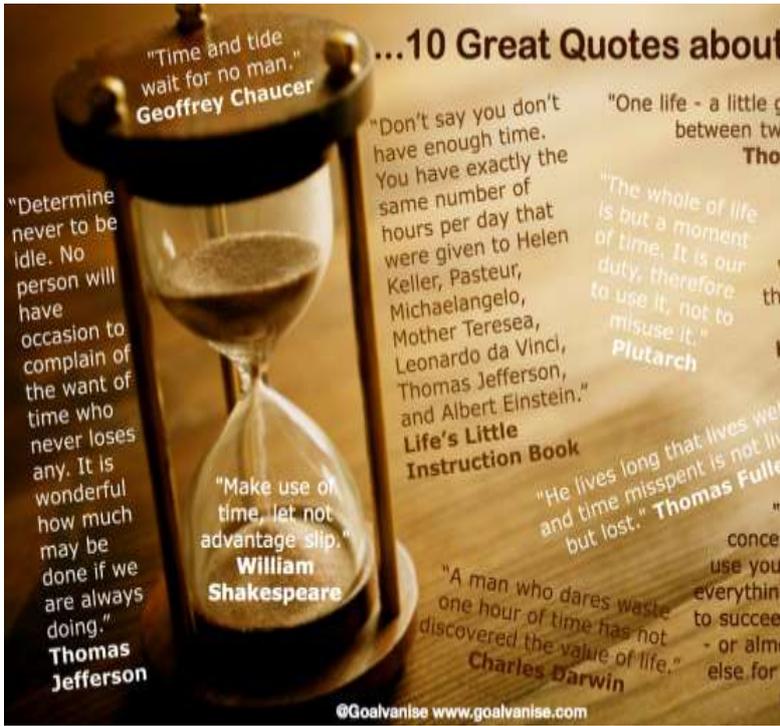
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Images of Fr. Principal's Feast, Alumni Meet & Christmas Programme





HASPIRE WISHES
A VERY HAPPY
NEW YEAR 2016
TO ALL



Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent. Be careful that you do not let other people spend it for you.

How often do you find yourself saying, “In a minute”, “I’ll get to it” or “Tomorrow’s good enough” and every other possible excuse in the book? Compare it with how often you decide it’s got to be done, so let’s get on and do it! That should tell you just how serious your procrastinating problem really is.

He who every morning plans the transactions of that day and follows that plan carries a thread that will guide him through the labyrinth of the most busy life.

Time management is an oxymoron. Time is beyond our control, and the clock keeps ticking regardless of how we lead our lives. Priority management is the answer to maximizing the time we have.

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***We sincerely thank our Principal Rev. Fr. Benoy Joseph and Vice Principal Sister Gracy for their constant guidance and support.
Doris Thomas and students of class VIII A***