



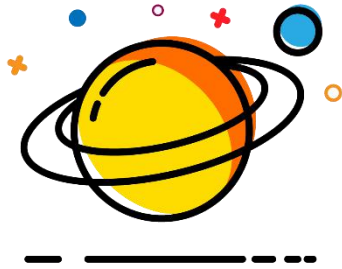
What To Do While Staying At Home



Effective Time Management

By Dr. KC March 2020





What

IS Time Management?

PART ONE



Why

Time Management Is Important?

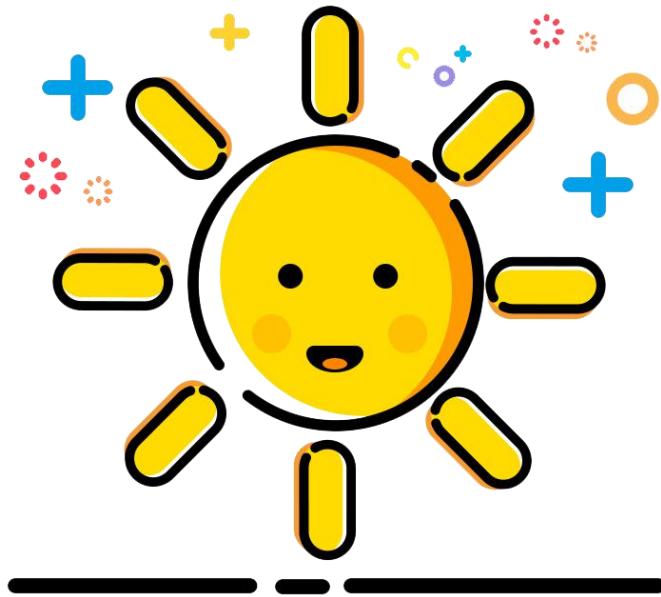
PART TWO



How

To Manage Your Time Effectively?

PART THREE



01 *PART ONE*

What Is Time Management?

the process of **organizing** and **planning** how to divide your time between specific activities



How Much Time Do You Have?

Everyday 24/7

We are staying home due to lockdowns or social distancing requirements.



8 Hrs = Sleep,

1 Hr = Personal Hygiene,

3 Hrs = Meals,

1 Hr = Snack, 1 Hr = Exercise

--> 14 Hrs

10 Hours Free

After taking away the hours for necessary activities.



Different Attitudes

I Can Do Everything

So much to do and I have to do it all.



One is overwhelming and beyond practical expectation.

The other is another extreme, rejecting everything.



I Can't Do Anything

Don't want to do anything at all and I need vacation.

What Activities Do You Do?



Studying

K-12, College,
Graduate School,
Continuing Education



Working

Office Work, Video
Conference, Seminar,
Workshop



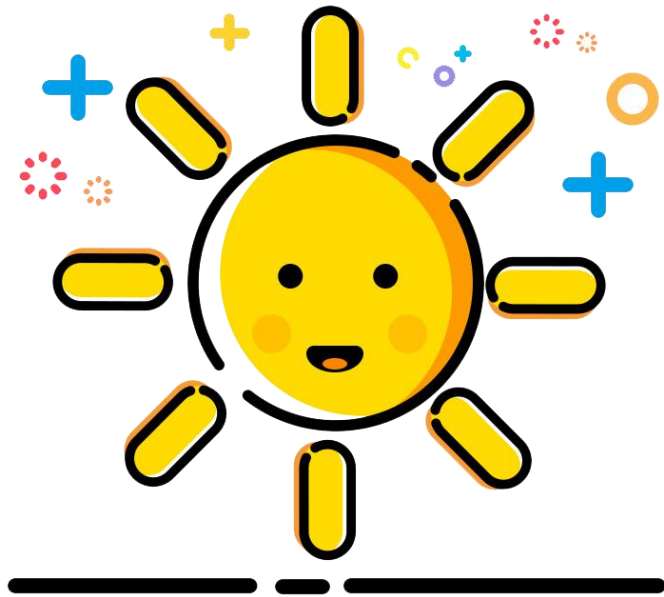
Resting

Sleeping, Napping,
Resting, Chilling,
Watching Videos



Playing

Gaming (video games,
board games, role play
games), Sports,
Hobbies



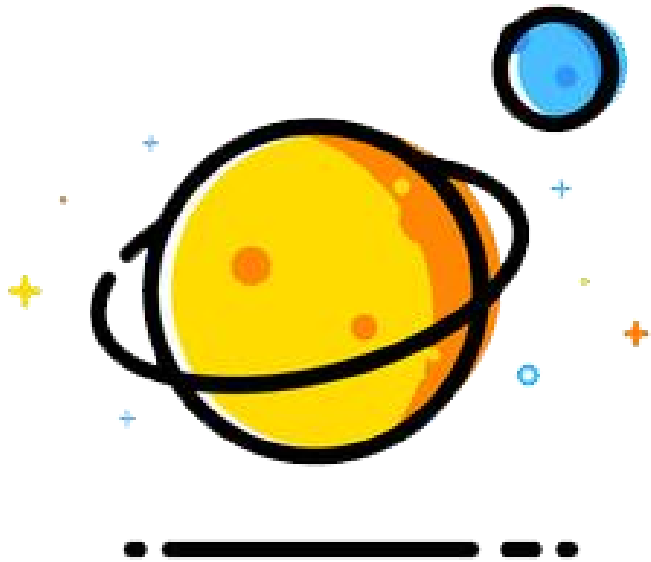
02 *PART TWO*

Why Time Management is Important?

It impacts our **daily routines, energy levels, self-confidence, sense of accomplishment,** and **future achievement.**



Our Tendency Is Delaying



Let's Wait Till Tomorrow

The fact is, tomorrow has
burden of its own.

I Don't Want To Do It

The fact is, if you have a choice,
you may never want to do the
task that you have to do.

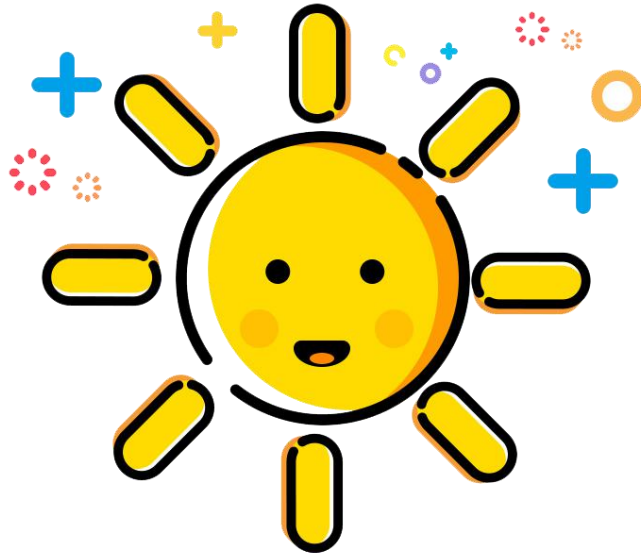


Time Management Impacts

How We See Ourselves

What Tasks We Will Accomplish

How Others Perceive Us



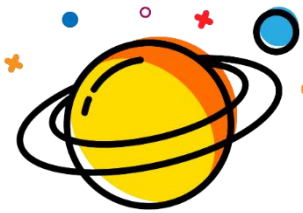
How We Feel About Life

How We Fulfill Our Callings

What Character Traits Develop



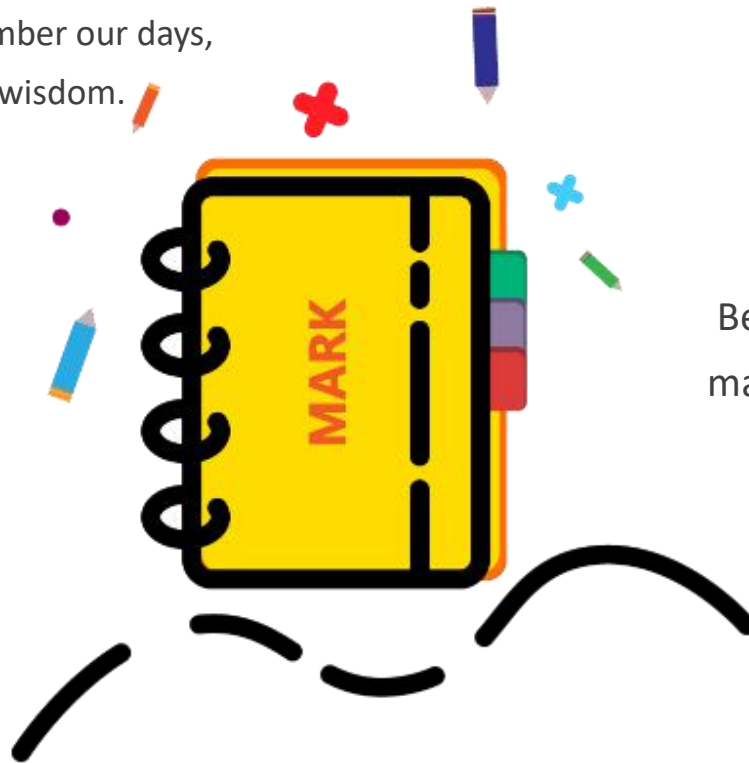
The Bible Says



- **Psalm 90:12** Teach us to number our days, that we may gain a heart of wisdom.

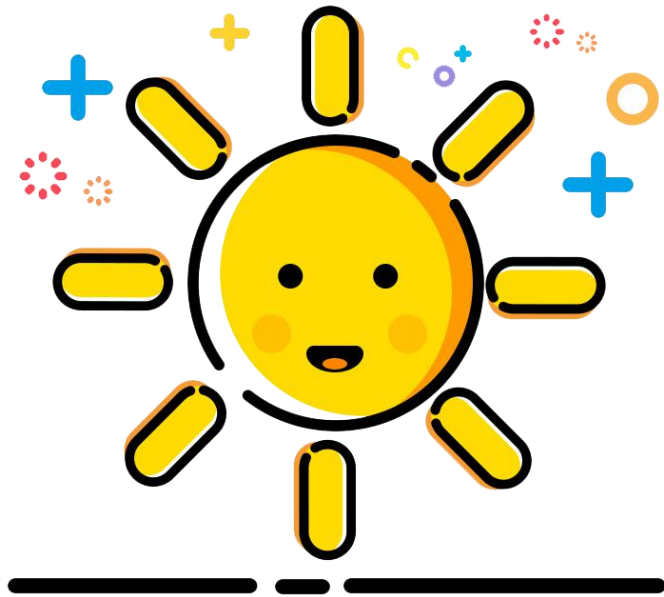
Ephesians 5:15-17

So, then, be careful how you live. Do not be unwise but wise, making the best use of your time because the times are evil. Therefore, do not be foolish, but understand what the Lord's will is.



Colossians 4:5

Behave wisely toward outsiders, making the best use of your time.



03 *PART THREE*

How To Manage Time Effectively?

Practical, durable, trackable, tangible, accountable



Set Goals

Practical, Durable

Realistic is the key.

There is no point making a goal that you can't reach.



Tangible, Trackable

Break it down into small steps.

By finishing each step, you can track how close to finishing your goal.

Reward yourself when you complete each step.



Make It Accountable



Tell Someone You Trust

Let the person hold you accountable for what your set goals are and check on your progress regularly



🌟 You Also Need

Self-Dicipline

Carry on day in and day out for what you want to do consistantly

Self-Control

Resist temptation of falling off. Focus on what you want to accomplish

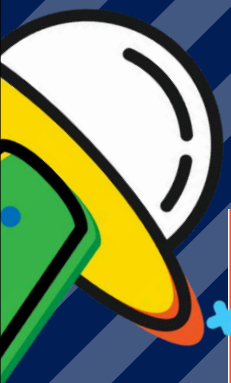


Spiritual Wisdom

Let the Holy Spirit guide your decision making, thinking, feeling, and actions

Wise Consultation

Ask for advice from spiritual mature and wise people about your plans



THANK YOU

