
FRONT COVER:

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Foreword

Practicing good time management routines allows the individual to have or create better control in life and in the environment around them. It is a style of conscious control over the amount of time allotted to the various activities in any given time frame. Learning to strictly abide by these time frames allow an individual to be more focus and efficient in any endeavor undertaken.



The Clockwork Course

Discover How To Manage Your Time Effectively And 'Create' More
Hours In A Day

Chapter 1:

Time Management Basics

Synopsis

Time management can be applied using the aid of many different and helpful tools. There are skill that can be applied, tools that can assist in keeping and reminding of the time set and also techniques that can be utilized to optimize time management functions.

Time management can be advantageous when used in the context of planning, allocating, goal setting, execution of project time lines, analysis, monitoring, organizing, and many other possibilities.



Introduction

Almost every facet of an individual's life requires the advantageous discipline of having good time management regiments. Learning to time manages well keep the stress level low and the mind at ease.

Some of the simpler and commonly used time management tolls are clocks, watches, calendars, appointment books, visual charts, and notifications. The more modern tolls would include PDAs, hand phone alerts, computers, and personal alert gadgets and so on.

Important endeavors certainly require the prerequisites of setting realistic and achievable time management blue prints. Project management, attention management personal knowledge management are just o few of the professional scenarios where efficient time management is high regarded and highly necessary.

Time management is also popularly associated with the carving out of personal goals. Drawing a good time management chart, before embarking on the goal setting journey will help to positively contribute to the success of achieving the said goal. Breaking down a goal into smaller step with specific time line schedules help to keep the goal schedule on track and efficient.

Chapter 2:

Make A Time Log To Figure Out Daily Time Wasters

Synopsis

Making a daily time line log would be a simple exercise. Creating complicated one will not only take up unnecessary time but also end up being too overwhelming to follow. Complicated time lines can be discouraging rather than helpful.



Track These

Creating a daily log which is tagged to a functional time line will help the individual to better manage their daily routines efficiently and effectively. In doing this regularly one is able to have a check and balance visual track of the progress made. This also enables the individual to make the necessary changes to improve in the areas that are in need.

It is a popular belief that most people waste precious time on efforts made when there is no urgency or time managements elements involved in the exercise or task at hand. One way of successfully avoid this is to make a daily time log. Here are some tips that can help anyone interested in following this proven efficient formula.

Start with making a list of all the things that need to be done or require attention in an approximately 12 – 15 hour cycle. After this is done, rearrange the items according to its importance or urgency.

If it is difficult to decide, then categorize them into those that will have the most impact either long term or short term against those that wont effect any impact at all.

It may be surprising to note that half if not more, of the items listed are of no real importance at all. Once this is firmly decided, allot a realistic time line for each item to be completed. Then try to stick to

these targets without being distracted in any way and don't take on any other unlisted items, as this may cause unnecessary distractions.

At the end of each day, unbiasedly review the results achieved based on the time line given for the day. From this review one will be able to make the necessary changes to ensure better time management for the next day's projections.



Chapter 3:

Clarify Your Objectives

Synopsis

Having an objective in mind when planning something, is very similar to having a goal. Both these similarities require the discipline and complimenting tools to help produce the success desired.

Objectives are popularly thought of as statements for specific outcomes that are to be achieved within a certain time frame and criteria. Another popular way of looking at objectives is as a hierarchy of steps based on forward moving terms which help set and execute the terms and conditions of an endeavor.



Get Clear

In order for the desired results to be achieved there are certain necessary steps that should be taken. Below are some of the recommended steps to be considered with a degree of seriousness as they all contribute to the percentage of success achieved.

The first step to be clear about is the purpose of the endeavor. Questions like why, who, what, where are all very important and need to be properly addressed in order for a clear and complete picture to be visualized.

Then the vision behind the endeavor should be explained and thoroughly understood by all concerned. The overall aspiration should be clearly accepted and discussed.

General statements based on the aims and goals should be voiced so that the relevant time lines and project management aspects can be adequately addressed. Also to be addressed at this point is the intended achievement that is being sought during the execution of the said endeavor.

Finally a clear and preferably very visual objective should be portrayed for all those involved to have a clear as possible view in the mind's eye of the objective. Precise and detailed statements, goals, and aims should be well documented for all to know.

When all the above is clearly and precisely shown, success of the objective will be easier to achieve and the moral of those participating will be kept at all time highs.



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