

INTER PERSONAL RELATIONSHIP

S. David Appathurai,
Associate professor in commerce,
St. Xavier's College (Autonomous),
Palayamkottai 627 002.

MEANING

- Social associations, connections or affiliations between two or more people.
- It exists between any two or more persons who interact and fulfill one or more physical or emotional needs.
- Close emotional connections and relationships may provide a sense of safety and security that reduces stress and promotes good health.

Importance/Advantages

- It helps to reduce conflict and increase participation between employees.
- It leads to effective communication.
- It helps to understand others.
- It helps to understand one's own self.
- It helps to motivate others.
- Helps to develop social skill.

Barriers to Interpersonal Relationship

- ❖ Lack of Interpersonal Skills
- ❖ Negative emotions
- ❖ Low self-esteem
- ❖ Lack of attention & interest
- ❖ Distractions and irrelevance to the receiver
- ❖ Lack of Commitment
- ❖ Differences in perception and viewpoint
- ❖ Physical disabilities such as hearing problems or speech difficulties.

Barriers to Interpersonal Relationship

....Continued

- ❖ Language differences and the difficulty in understanding
- ❖ Expectations and prejudices which lead to false assumptions
- ❖ Cultural differences
- ❖ Selfishness
- ❖ Lack of courtesy
- ❖ Inconsiderate Behavior
- ❖ Rude Behavior
- ❖ Lack of integrity, honesty, etc.

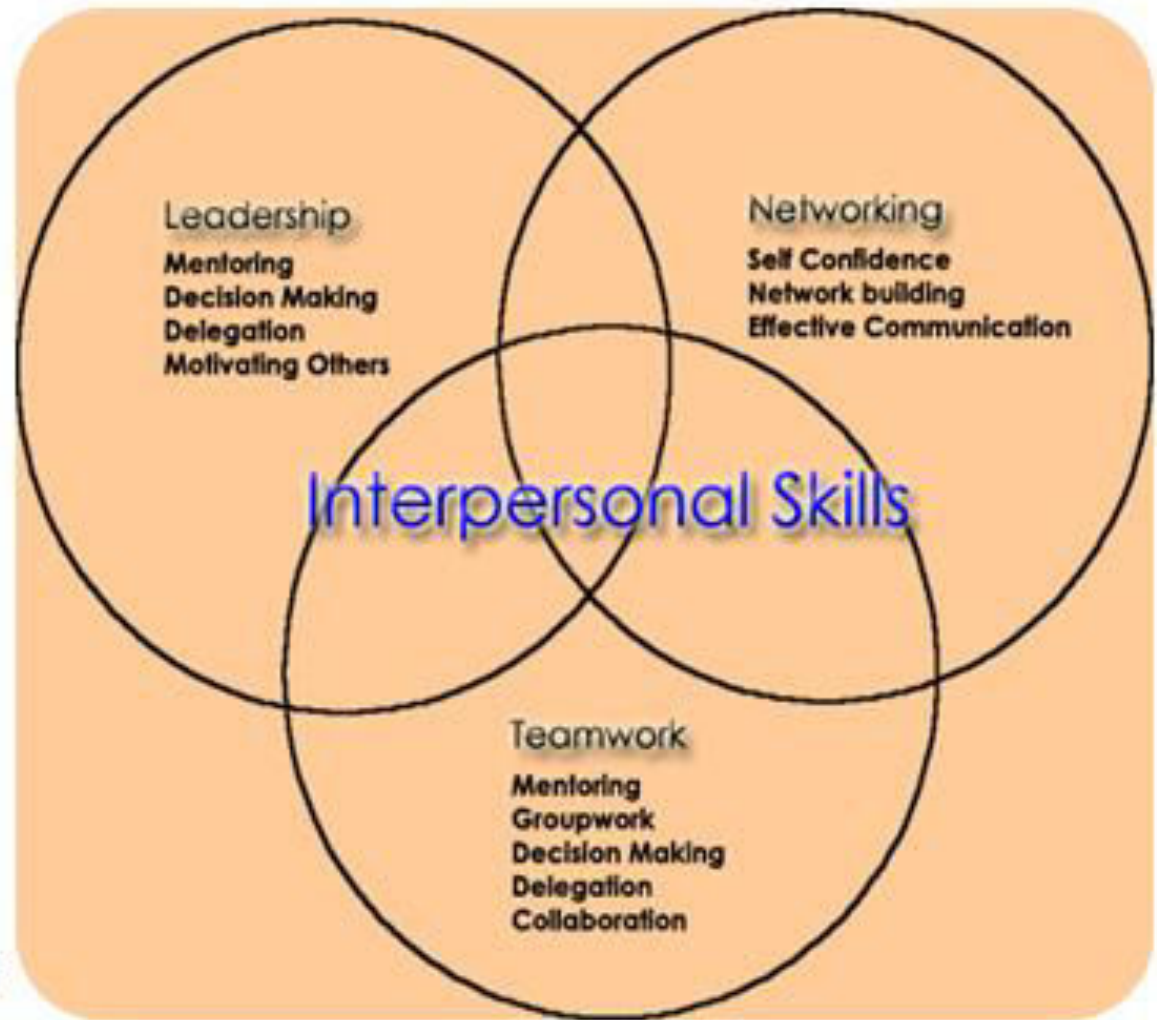
Interpersonal skills

- The skills used by a person to properly interact with others.
- These are the life skills we use every day to communicate and interact with other people, both individually and in groups.
- In the business domain, it refers to an employee's ability to get along with others while getting the job done.
- They include everything from communication and listening skills to attitude and deportment.
- Good interpersonal skills are a prerequisite for many positions in an organization.

Why Interpersonal skills needed?

To improve

- Relationship
- Working environment
- Leadership skills
- Productivity
- All round success
- Liking by others



List of Interpersonal Skills

- **Verbal Communication** - What we say and how we say it.
- **Non-Verbal Communication** - What we communicate without words,
- **Listening Skills** - How we interpret both the verbal and non-verbal messages sent by others
- **Negotiation**-Working with others to find a mutually agreeable outcome
- **Problem Solving** -Working with others to identify, define and solve problems
- **Decision Making**-Exploring and analyzing options to make sound decisions.

List of Interpersonal Skills

...continued

- **Assertiveness** - Communicating our values, ideas, beliefs, opinions, needs and wants freely.
- **Responsibility and Accountability** - Holding oneself accountable for ones' actions.
- **Self-Management** Controlling anger, hiding frustration, exuding calmness, etc
- **Problem Solving**-Being able to identify exactly what the problem is and examining all options pertaining to solutions.
- **Social Awareness**- Ability to respond to a social situation.

TIPS TO DEVELOP GOOD

INTERPERSONAL SKILLS



COMMUNICATE CLEARLY





A smile is a powerful weapon;
you can even break ice with it.

BE APPRECIATIVE



PRACTICE ACTIVE LISTENING

**Every good
conversation
starts with
good listening.**

©2019 M&A Asset



BRING PEOPLE TOGETHER



RESOLVE CONFLICTS



HAVE A SENSE OF HUMOUR



EMPATHY - SEE IT FROM THEIR SIDE

GIVING
EMPATHY



Maintain good emotional balance



THANK YOU

Coping with Stress

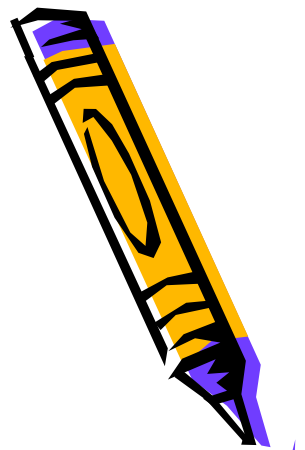
S. David Appathurai,

Associate professor in commerce,
St. Xavier's College (Autonomous),
Palayamkottai 627 002.



Stress-Clipping

Stress-Clipping2



❑ By 2020, depression will be the second leading cause of death and disability - WHO

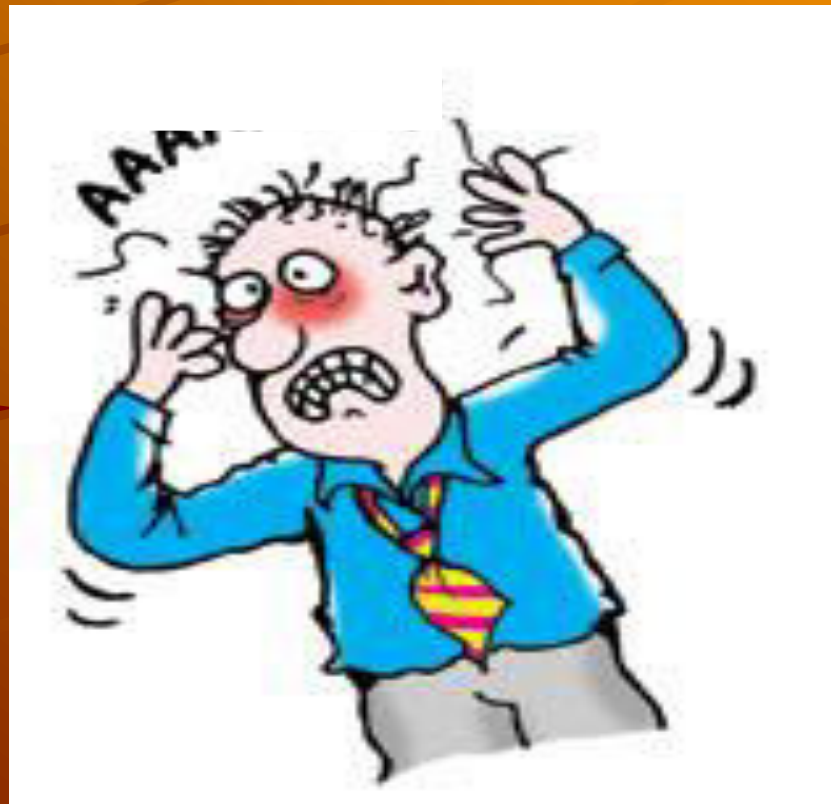
❑ A remarkable proportion of men who retire from active work at 65 do not live beyond the age of 68

❑ Even though women have 8 years long life expectancy over male, the rate of depression among them is twice the rate of men

❑ The rate of Suicide in India is increasing year by year

Why?

STRESS

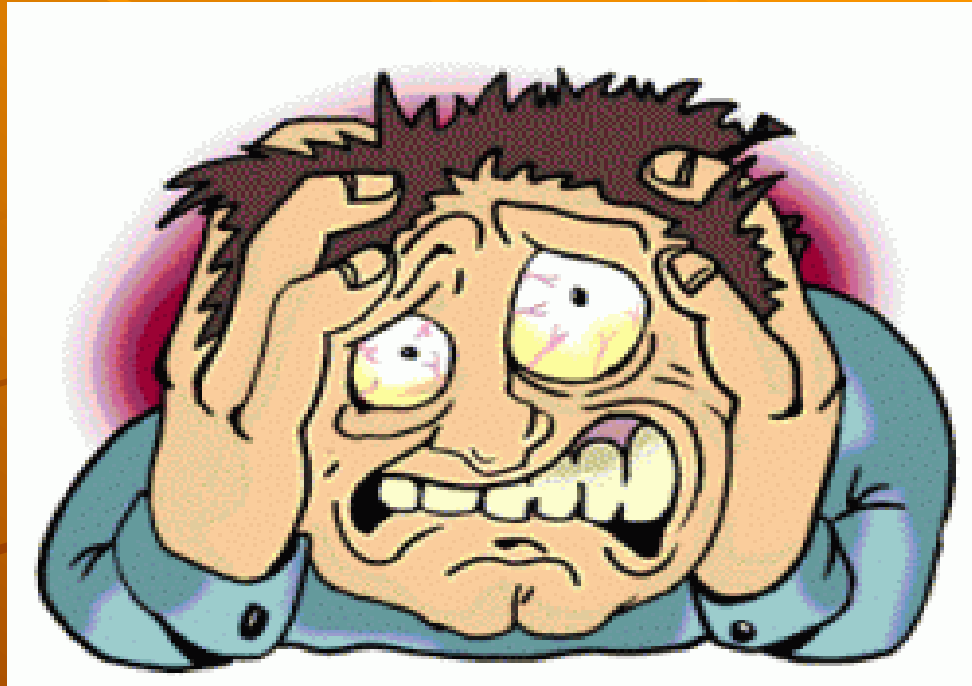




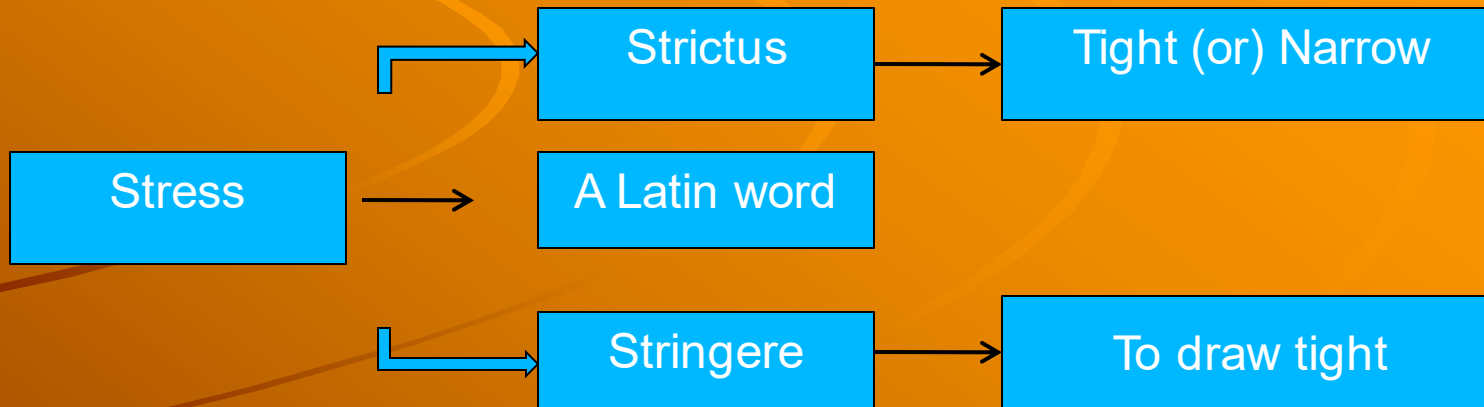
Feel like you are under pressure ?



Feel like you are Losing It?



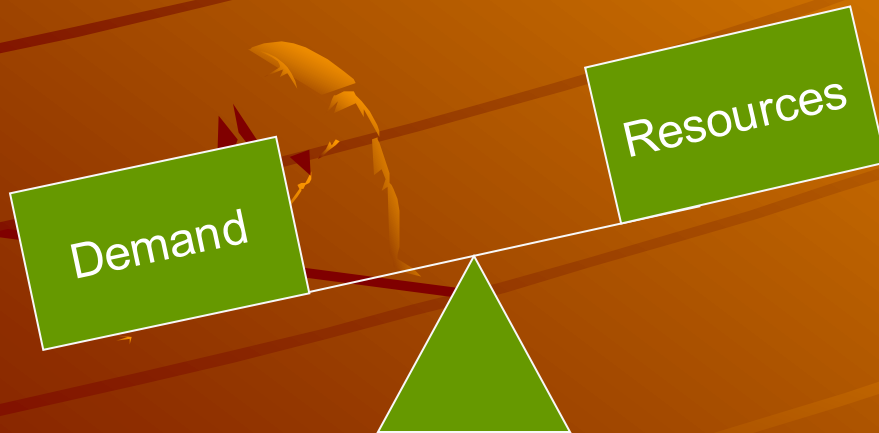
YOU ARE UNDER STRESS



Stress = Extra force=Pressure → Tension

What is Stress?

A state of inability to cope with the demands of one's situation



- ◆ A person is said to be stressed when his/her resources are insufficient to cope with the demands of his Situation

Equation for Stress

$$S = P > R$$

Stress occurs when the pressure is greater than the resource

DEFINITION

- Stress is a generalised response of body to demands placed on it, whether they are pleasant or unpleasant

-Hans Selye
(Father of Stress Physiology)

STAGES OF STRESS

Stressors like heat, pain, toxins, viruses, cause the body to respond with a **fight-or-flight response**. Stress consists of physiological reactions that occur in three stages.

Hans Selye calls it as **General Adaptation Syndrome**.



STAGES OF STRESS



ALARM
STAGE

RESISTANCE
STAGE

EXHAUSTION
STAGE

ALARM STAGE

This is the “ Fight or Flight” response that prepares the body for immediate action.

- ❖ **sympathetic nervous system is activated.**
- ❖ **Hormones such as cortisol and adrenalin released into the bloodstream to meet the threat or danger.**
- ❖ **The body’s resources now mobilized.**

RESISTANCE STAGE

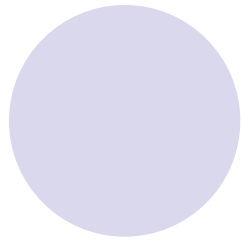
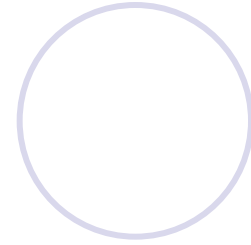
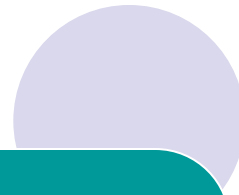
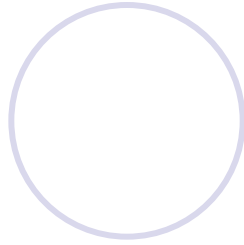
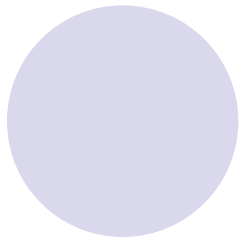
- If the source persists, the body prepares for long-term protection.
- Parasympathetic nervous system returns many physiological functions to normal levels while body focuses resources against the stressor.
- Blood glucose levels remain high, cortisol and adrenalin continue to circulate at elevated levels, but outward appearance of organism seems normal.
- Increase HR, BP, breathing
- Body remains on red alert.



EXHAUSTION STAGE

- ❑ If stressor continues beyond body's capacity, organism exhausts resources and becomes susceptible to disease and death.
- ❑ The body experiences 'adrenal exhaustion' leading to decreased stress tolerance, progressive mental and physical exhaustion, illness and collapse.





TYPES OF STRESS

Eustress

Neustress

Dystress

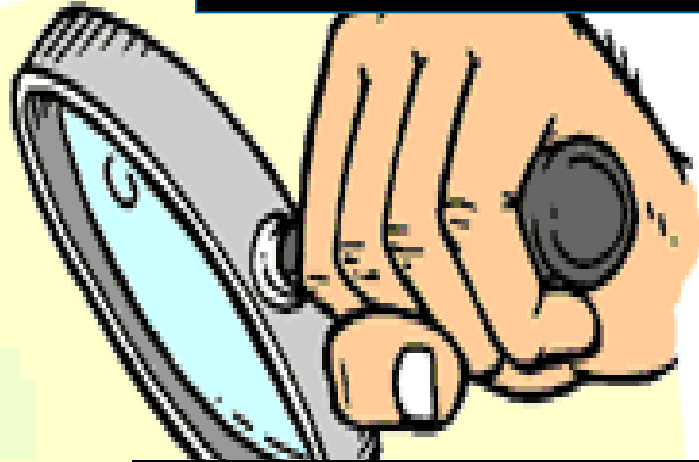
Eustress

When the impact is Positive...

- ✓ A manageable level of stress
- ✓ For a reasonable duration
- ✓ Helps to mobilise resources and to grow
- ✓ Accompanied by positive emotions such as enjoyment, satisfaction, excitement etc.

Stress resulting from pleasant events or conditions is called **eustress**.
Eustress can be defined as a pleasant or curative stress.

Neustress



When the impact is neutral...

- Neither helpful nor harmful
- Mind and body were aroused but move with little impacts



Distress

- ❑ When arousal is too high or too low
- ❑ Response is harmful.
- ❑ When the impact is negative



Stress resulting from unpleasant events or conditions is called **distress**

TYPES OF DISTRESS

BAD STRESS

If a stimulus we react to is negative, the stress is labelled as bad stress.
e. g. death of a close friend.

ACUTE STRESS

Acute stress is usually for short time and may be due to work pressure, meeting deadlines pressure or minor accident, over exertion, increased physical activity, searching something but you misplaced it, or similar things.

CHRONIC STRESS

Chronic stress is a prolonged stress that exists for weeks, months, or even years. This stress is due to poverty, broken or stressed families and marriages, chronic illness and successive failures in life. People suffering from this type of stress get used to it and may even not realize that they are under chronic stress. It is very harmful to their health.

Characteristics of stress

- Everyone is potentially subject to stress

“Only the dead are free of stress”

- Stress is positive (Eustress) Negative (dystress) and neutral (Neustress)
- Upto a certain point (optimum level) higher the stress better the performance



- Goal of stress management is to control and minimise the harms and not to eliminate stress

“Good mariners are not created by calm seas”

Symptoms of Stress

Physical

- Speed breathing
- Sweating
- Trembling
- Increase in BP
- Fatigue
- Chest pain
- Head ache
- Frequent Cold
- Muscle ache
- Slow Digestion

Mental

- ✓ Poor Memory
- ✓ Poor Concentration
- ✓ Mind racing (going blank)
- ✓ Confusion
- ✓ No sense of ss
- s humour

Emotional

- Anger
- Anxiety
- Depression
- Fear
- Guilt
- Pessimism
- Resentment
- Restlessness
- Short temper

Behavioral

- ✓ Loss of Sleep
- ✓ Yelling
- ✓ Swearing
- ✓ Nervous habits
- ✓ Nail Biting
- ✓ Smoking
- ✓ Drinking
- ✓ Fidgeting
- ✓ Hitting
- ✓ Crying

Common Stressors

Common Stressors	Examples
Disasters and Crises	Business collapse, natural disasters, major accident, serious crime.
Life events	Moving house, marriage, divorce, pregnancy, ageing, retirement, a large mortgage, Celebrations
Other Family Factors	Death in family, marital and parent-child conflicts, illness
Work factors	Trouble with boss, overwork, role conflict, ambiguity, being fired
Change	New Situations, new work, new responsibilities
Everyday Hassles	Travel, being late, noise, losing something, arguments, rudeness
Expectations	To work late, to turn the other cheek, to comply under duress
Cultural	Pressure to conform to a subculture in a multi-cultural society

Organisational Stress

- **Originates in organisational demands**
- **Related to organisational factors and job itself**
- **Otherwise called 'Job stress' or 'Occupational stress'**



Organisational Stressors



Factors intrinsic to job

Job Requirements
Time pressures
over/under workload
New Technology

Role in the Organisation

Role Ambiguity
Role conflict
Little/over Responsibility
Role Stagnation
Lack of Participation

Relationship at work

Inability to delegate
Lack of subordinate/Superior support
No match between formal & actual
power
Conflicts & Poor relationship

Organisational structure & climate

Rigid rules
Lack of individual freedom
Lack of communication
Lack of participation
Lack of Responsiveness

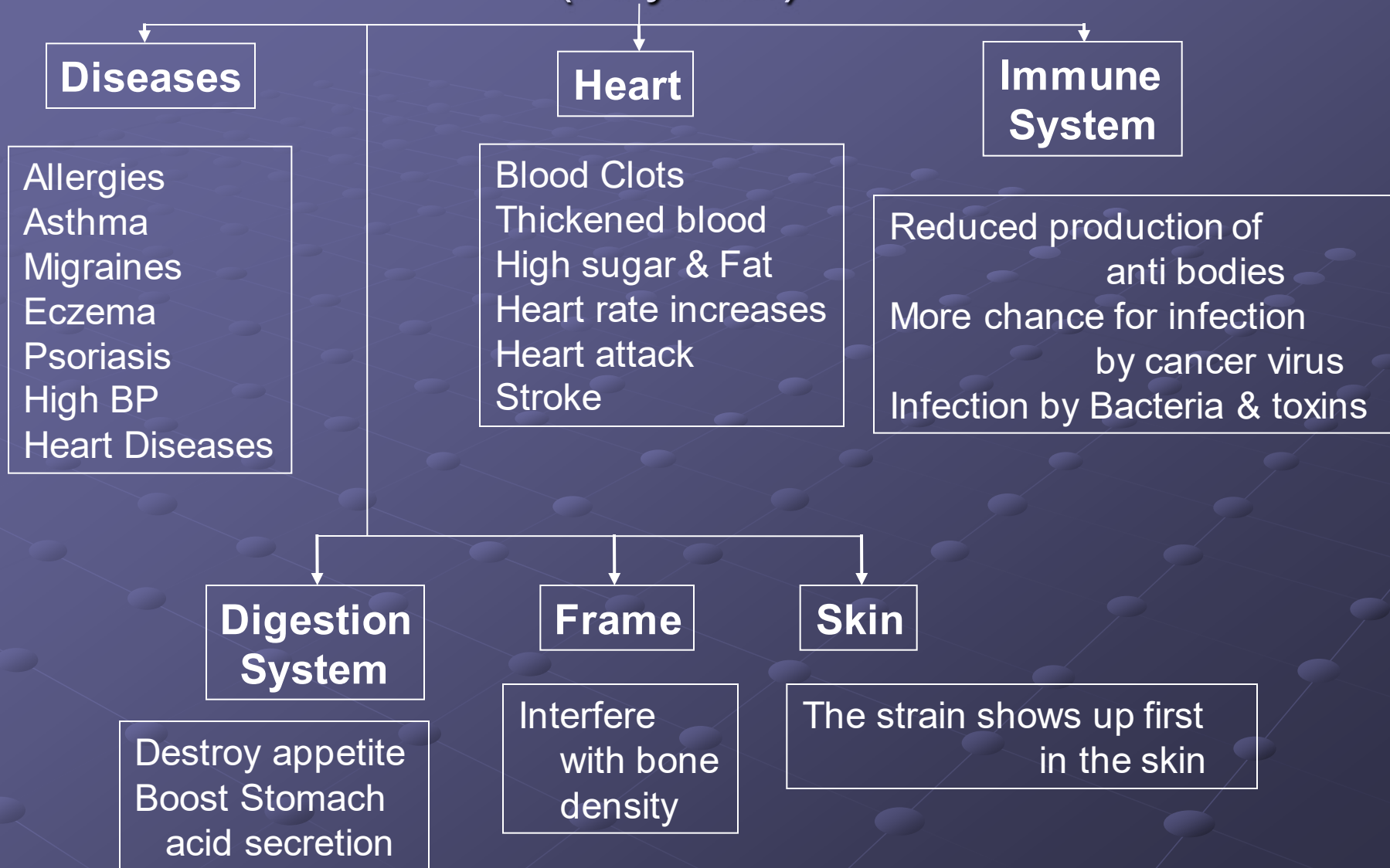
Career Development

Stage in career life Cycle
(entry, mid career & retirement)
Career threats
(lack of job security, Appraisal on the basis of job performance)

Occupational Charge

Scientific Development
Organisational Restructuring
Retirement/Transfer

Impacts of Stress (Physical)



Impacts of Stress (Mental)

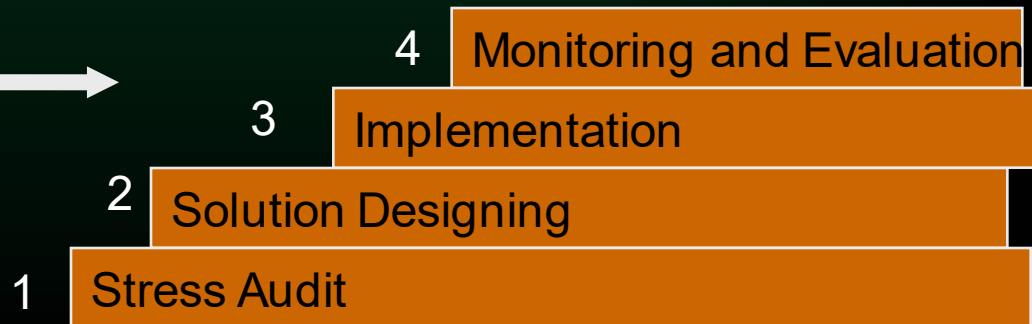
- Anxiety
- Depression
- Anger
- Dissatisfaction
- Palpitations



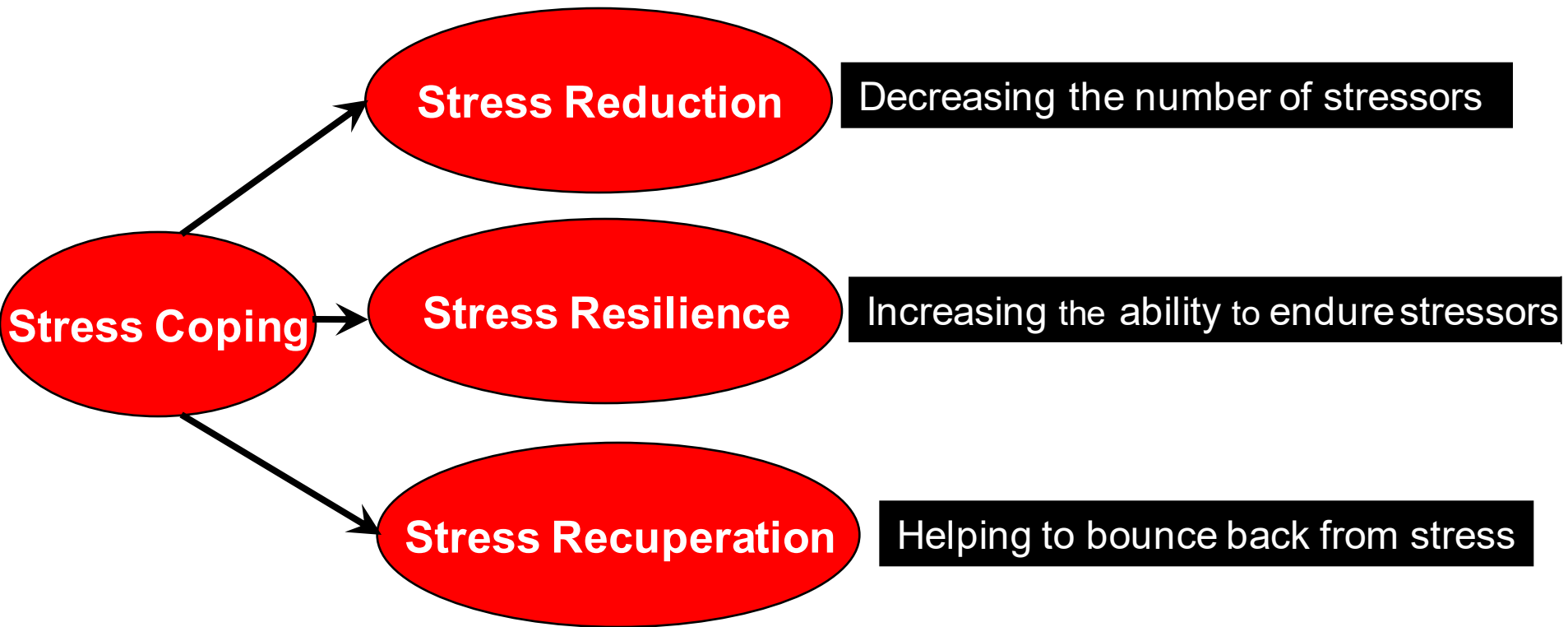
Stress Management

- ✓ Managing stress means removing the conditions that cause it, and, where that is not possible, providing means for recovery and the restoration of balance and well being

Steps



Stress Coping Strategies



Reactions to Stress

(Stress Coping techniques)

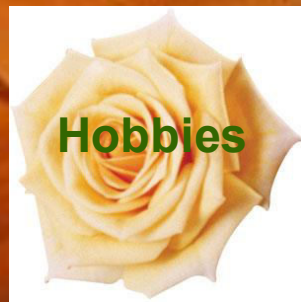
Adaptive Reactions

- Harmless efforts.
- Constructive in nature

Maladaptive Reactions

- Harmful efforts.
- Seems to be constructive in short term but destructive in long term

Adaptive Reactions to Stress



Medications

To reduce Pain
To sleep well
To Cure Hyper Tension

Play

Games
Dance
Cards
Jokes

Professional Assistancess

From Doctors
From Psychologists
From Counselors
From Social Worker

Prayer

Repetition of Holy Verses
Attending Prayers & worships
Pilgrimage

Deep Relaxation

Transcendental Meditation
Yoga
Self Hypnosis

Intimacy

Marriage
Friendship
Association ship

Hobbies

Gardening
Bird Watching
Listening Music
Tour & Travel

Self management

Effective Planning
Proper Delegation
Time Management

Exercise

Improves Health
Releases Physical Tension
Control Emotions

Maladaptive Response to Stress

It means harmful efforts to cope with stress.
It increases distress for self and others.
Some of the Maladaptive responses are:

Smoking

Over Eating

Denial

Martyrdom

Drugs

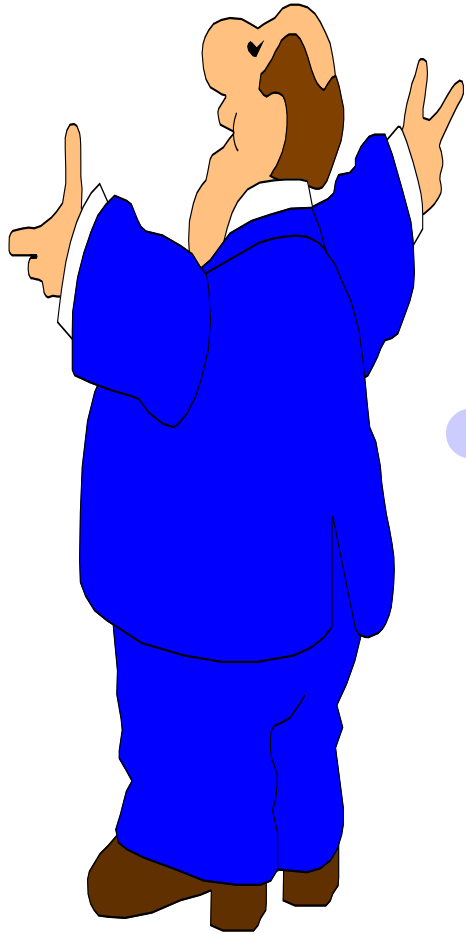
Martyrdom


Alcohol abuse

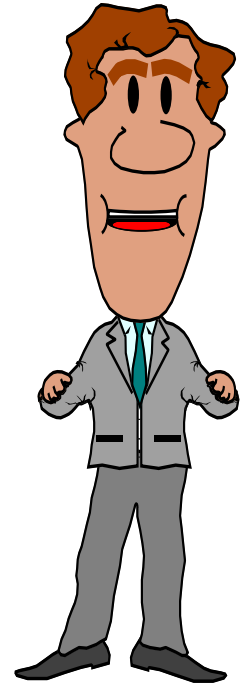
Escapism

Physical and
Verbal abuse

Stress Management Techniques



- 
- Change your thinking
 - Change your behaviour
 - Change your lifestyle

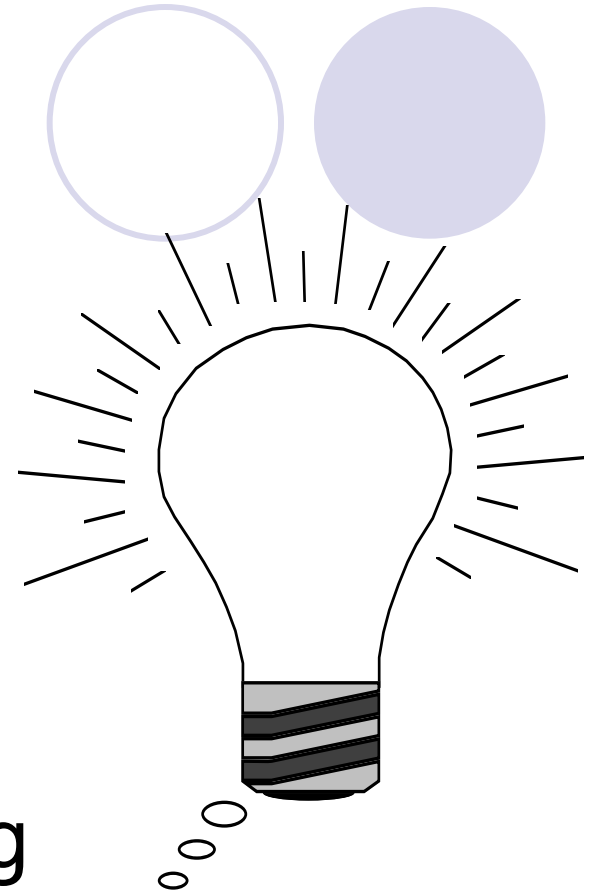


Change your Thinking



- Re-framing

- Positive thinking



Change your Behaviour

- Be assertive
- Get organised
- Ventilation
- Humour
- Diversion and distraction



Change Your Lifestyle

- Diet
- Smoking & Alcohol
- Exercise
- Sleep
- Leisure
- Relaxation



Optimum Stress

with

Optimism

is an

opportunity

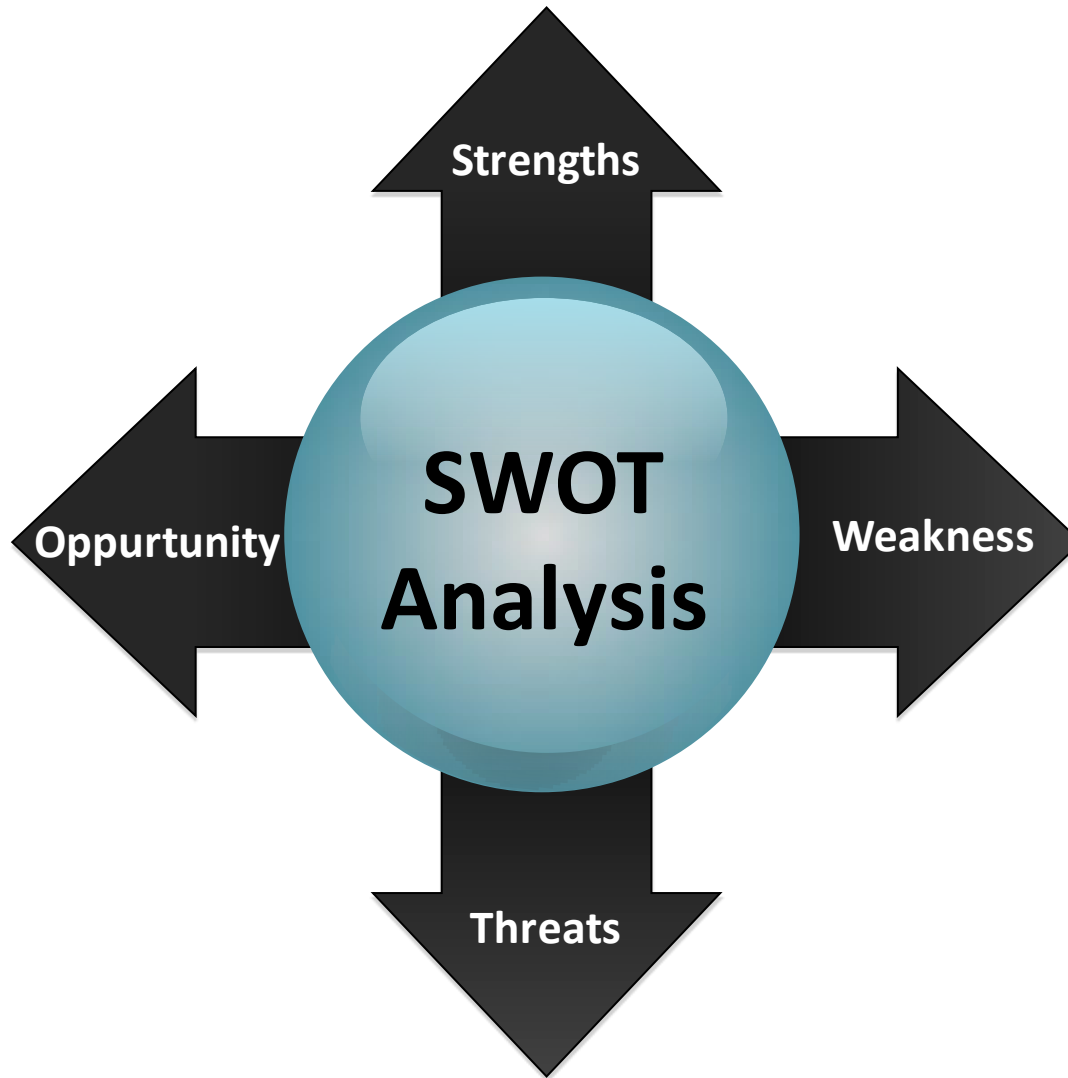





All The Best

SWOT ANALYSIS

Dr. S. David Appathurai
Associate Professor of commerce
St.Xavier's College(Autonomous)



SWOT ANALYSIS

- Technique is credited to **Albert Humphrey** who led a research project at Stanford University in the 1960s and 1970s.
 - **SWOT analysis is a useful technique for understanding your strength and weakness and for identifying the opportunities open to you and the threats you face.**
 - It is used as a tool to discover self.
 - SWOT Analysis is an effective method for the development of one's personality
 - Technique that enables a group / individual to move from everyday problems / traditional strategies to a **fresh perspective**
- 

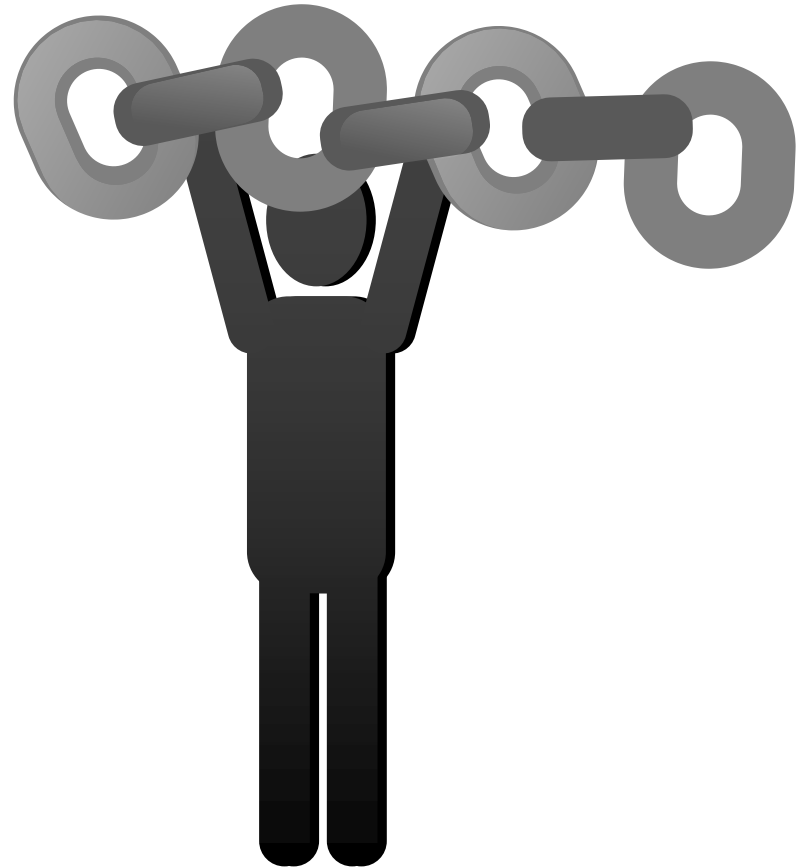
SWOT ANALYSIS

SWOT is a summary of your

- × Strengths
 - × Weaknesses
 - × Opportunities
 - × Threats
- Internal
- External
-
- ```
graph LR; S[Strengths] --- I[Internal]; W[Weaknesses] --- I; O[Opportunities] --- E[External]; T[Threats] --- E;
```

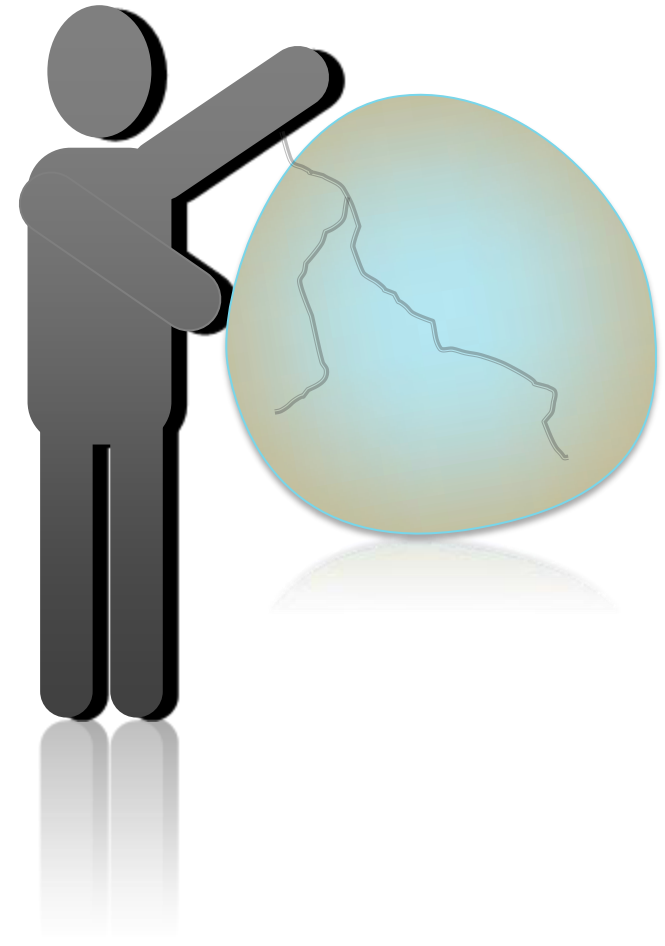
## ✓ STRENGTH

- ✓ knowing more than one language
- ✓ Possessing good communication skill
- ✓ Possessing extrovert personality
- ✓ Possessing technical skills
- ✓ Possessing creative thinking



- × Possessing inferiority complex
- × Ineffective or poor communication skill
- × Laziness or slowness.
- × Poor time management
- × Absent mindedness
- × Possessing introvert personality
- × Lack of interest towards learning process

▪ WEAKNESS



- One has to make opportunities whenever possible.
- One should reduce the weakness to get an opportunities.
- Every one should have self confidence and optimistic aim.

Some of the opportunities are

- ✓ Opportunities to get any information at any time
- ✓ Opportunities to acquire communication skill and technical skills in educational institutions.
- ✓ Opportunities to get degree in any field .
- ✓ Opportunities available to know more than one language

OPPORTUNITIES



- Threats may be regarded as warnings against your shortcomings.
- It is an external factor. Therefore it is mostly uncontrollable.
- Some of them are
  - Heavy competition in job market.
  - Possession of more qualifications and skills to get a job.
  - Unable to get right job for right person.

## ▪ THREATS



# TOWS MATRIX

- ▶ It is profounded by Heinz Wehrich.
- ▶ It is an important strategy formulation – matching tool.
- ▶ The tows matrix postulates the following four alternative strategies.
  - WT strategy
  - WO strategy
  - ST strategy
  - SO strategy

# TOWS MATRIX

## ➤ WT Strategy

- Mini– Mini strategy
- Minimise weaknesses
- Minimise threats

## ➤ WO Strategy

- Mini–Maxi Strategy
- Minimise weaknesses
- Maximise opportunities

# TOWS MATRIX

## ➤ ST Strategy

- ✓ Maxi–Mini strategy
- ✓ Maximise strength
- ✓ Minimise threats and weaknesses

## ➤ SO Strategy

- ✓ Maxi–Maxi strategy
- ✓ Maximise strength
- ✓ Maximise opportunities



**Thank You!**

# TIME MANAGEMENT



**S. DAVID APPATHURAI**

Associate Professor in Commerce  
St. Xavier's College (Autonomous)  
Palayamkottai

# TIME MANAGEMENT

- # Time management refers to **systematic, priority-based structuring of time allocation** and distribution among competing demands.
- # Time management is the **process of planning and exercising conscious control** over the amount of time spent on specific activities, especially **to increase effectiveness, efficiency or productivity**.
- # Time management may be **aided by a range of skills, tools and techniques** used to manage time.

# Time management includes the following:

- Creating an environment conducive to effectiveness
- Setting of priorities
- Carrying out activities around those priorities
- Assigning specific time slots to activities as per their priorities
- Reduction of time spent on non-priorities.

# CHARACTERISTICS OF TIME MANAGEMENT

- It is a process of planning and control over the time spent on activities.
- It's purpose is effective utilization of time.
- It deals with prioritization of tasks and allocation of time.
- It is aided by skills, tools and techniques to manage time.
- It is an important aspect in personal and personnel management.
- It is a good habit

# IMPORTANCE OF TIME MANAGEMENT

- ❖ Time is a **special resource** that one cannot store.
- ❖ Everyone has the **exact same amount** of time each day.
- ❖ Time not well used **cannot be retrieved**.
- ❖ **Productivity depends** upon effective utilization of time.
- ❖ Time management will **help one to set up one's priorities**.
- ❖ Time management **helps one to make conscious choices**.
- ❖ Time management **leads to efficiency and effectiveness** .

A photograph of a protest. In the foreground, a man with blue face paint holds a white banner with the text 'YOU CAN'T RECYCLE' in black and 'WASTED TIME' in blue. To his left, another person is partially visible wearing a green shirt and a hat with red and orange pom-poms. In the background, a large, multi-story classical building with many windows is visible. Another banner with blue letters 'RAA' is partially seen behind the main banner.

YOU CAN'T  
RECYCLE

WASTED  
TIME

# ELEMENTS/PROCESS OF TIME MANAGEMENT

- ❑ **Effective planning**
- ❑ **Setting goals and objectives**
- ❑ **Setting deadlines**
- ❑ **Delegation of responsibilities**
- ❑ **Prioritizing the tasks and scheduling the time**
- ❑ **Spending the right time on the right activity**



# I Effective planning

- Determining in advance the **availability of time, tasks to be performed, time required** for the tasks, method of allocation of time etc.
- It involves **preparation of 'To do list'** or 'Task Plan'.
- It can be done **for life time, long term, medium term, short term**. It can also be done for a year, month, week or a day.



# Weekly to do list

## Weekly Planner with Time Block Grid

Use this grid to help you block off the times that you will be in class or engaged in other academic activities. When selecting your classes, you should avoid time conflicts between any two classes. Make sure to include breaks for meals and your extra-curricular activities, such as sports and student clubs when planning your schedule.

|         | <b>Sunday</b> | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b> |
|---------|---------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
| 8:00am  |               |               |                |                  |                 |               |                 |
| 8:30    |               |               |                |                  |                 |               |                 |
| 9:00    |               |               |                |                  |                 |               |                 |
| 9:30    |               |               |                |                  |                 |               |                 |
| 10:00   |               |               |                |                  |                 |               |                 |
| 10:30   |               |               |                |                  |                 |               |                 |
| 11:00   |               |               |                |                  |                 |               |                 |
| 11:30   |               |               |                |                  |                 |               |                 |
| 12:00pm |               |               |                |                  |                 |               |                 |
| 12:30   |               |               |                |                  |                 |               |                 |
| 1:00    |               |               |                |                  |                 |               |                 |
| 1:30    |               |               |                |                  |                 |               |                 |
| 2:00    |               |               |                |                  |                 |               |                 |
| 2:30    |               |               |                |                  |                 |               |                 |
| 3:00    |               |               |                |                  |                 |               |                 |
| 3:30    |               |               |                |                  |                 |               |                 |
| 4:00    |               |               |                |                  |                 |               |                 |
| 4:30    |               |               |                |                  |                 |               |                 |
| 5:00    |               |               |                |                  |                 |               |                 |
| 5:30    |               |               |                |                  |                 |               |                 |
| 6:00    |               |               |                |                  |                 |               |                 |
| 6:30    |               |               |                |                  |                 |               |                 |
| 7:00    |               |               |                |                  |                 |               |                 |
| 7:30    |               |               |                |                  |                 |               |                 |
| 8:00    |               |               |                |                  |                 |               |                 |

# Advantages of time planning

- It brings the **future perspective** to a present
- It enables the achievement of the target **within the time** available
- It helps to take decision at the **most appropriate time**
- It helps to **foresee certain difficulties and contingencies**
- It helps to pay **due attention** to all managerial tasks

## 2. Setting goals and objectives

- On the basis of the task plan and time availability.
- The goals and objectives are to be SMART.



# 3 Setting deadlines

- ❑ The time limit for achieving goals and objectives.
- ❑ To be fixed based on time study on the tasks or goals.



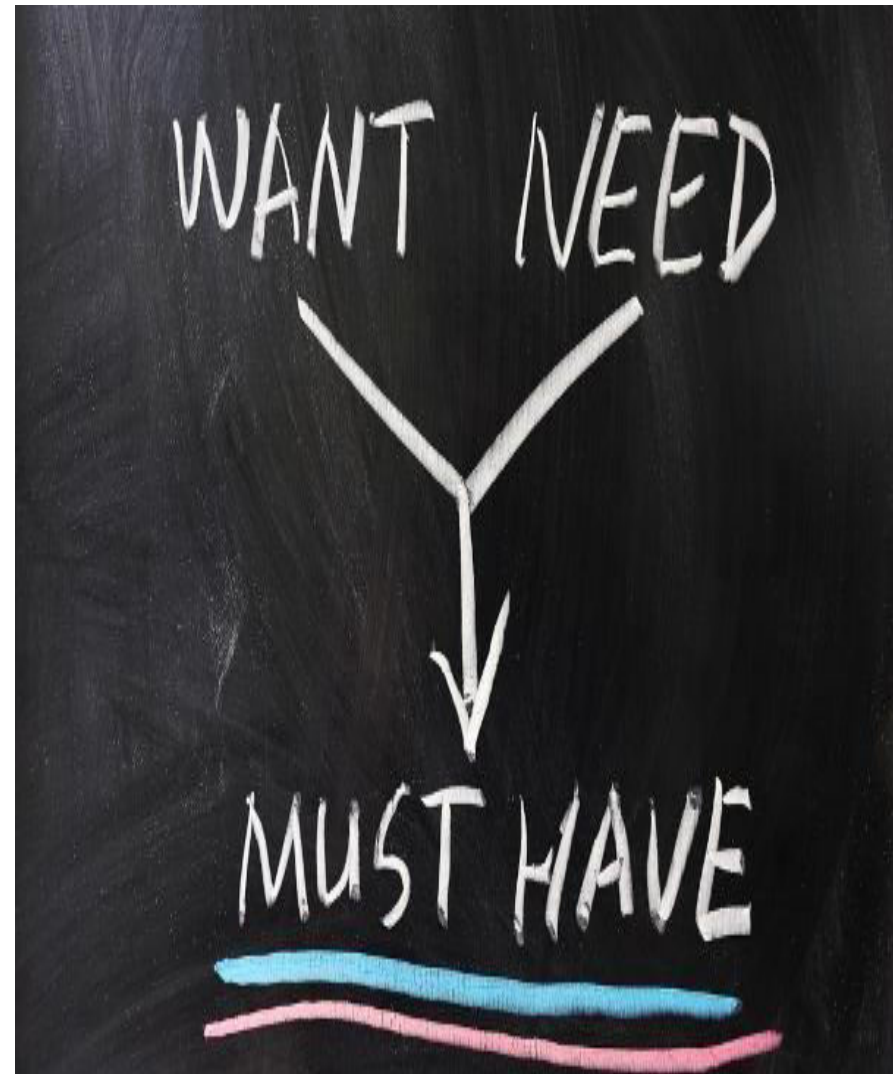
# Delegation of responsibilities

- The roles and responsibilities must be delegated as per interest and specialization.
- A person who does not have knowledge about something needs more time than some who knows the work well.



# PRIORITIZING TASKS AND SCHEDULING THE TIME.

- ❖ Prioritization as per their importance and urgency.
- ❖ The difference between important and urgent work should be known.
- ❖ The tasks which are most important should be done earlier.
- ❖ After prioritizing the tasks the available time should be allocated.
- ❖ Accordingly the time schedule for the task is





- 
- Clipping

# Spending the right time on right activity

- ✓ The tasks are to be initiated at the right time **keeping on the time schedule.**
- ✓ The time is to be spent carefully on the tasks **according to the allocation made**
- ✓ **Wastage** of time is

**RIGHT** ● **PERSON**  
**RIGHT** ● **JOB**

**RIGHT** ● **JOB**  
**RIGHT** ● **TIME**

**RIGHT** ● **TIME**  
**RIGHT** ● **PERSON**



# **TOOLS AND TECHNIQUES** **OF TIME MANAGEMENT**

There are many time management tools and techniques that can be practiced for maximum productivity and good personal organization. Some of them are as below.

# Time Planner

It is a tool **to plan and allocate time** to various tasks to be performed. It can be in the form of **loose-leaf binder or electronic versions**. It enables one to plan for **a year, a month, a week and for each day**. A good time planner contains a master list in which every task, goal or required action are indicated. This **master list becomes the core** of time planning system and the allocation of time for each tasks are made on the basis of it.

# Personal Digital Assistants (PDA)

It is a **computer based** time management system. It is a digital time management system that can be **trapped or loaded into the personal computer or mobile device** in organizing the tasks and time of a person

# 45 File system

It is a method of organizing the time and task suggested by **Brian Tracy**. This is a ticker filing system that lets one to plan and organize activities and call backs **for two years in advance**. In this system a box of **45 files with 14 hanging files** are maintained. Among the 45 files, 31 files are maintained for **31 days** of the month. Among the other 14 hanging files, 12 files are meant for **12 months** of the year and rest of the 2 files are meant for **two years**.

# Urgent and Important matrix

It is a **tool to prioritize** the tasks on the basis of their importance and urgency and to allocate the time accordingly. This tool is applied on the basis of the concept that all the tasks to be undertaken by one will not have the same level of importance and urgency. This is presented as a chart below:

# Urgency

**High**

**Low**

**High**

**Strategy: Just do it**

**Strategy: Schedule it**

**Low**

**Strategy: Delegate it**

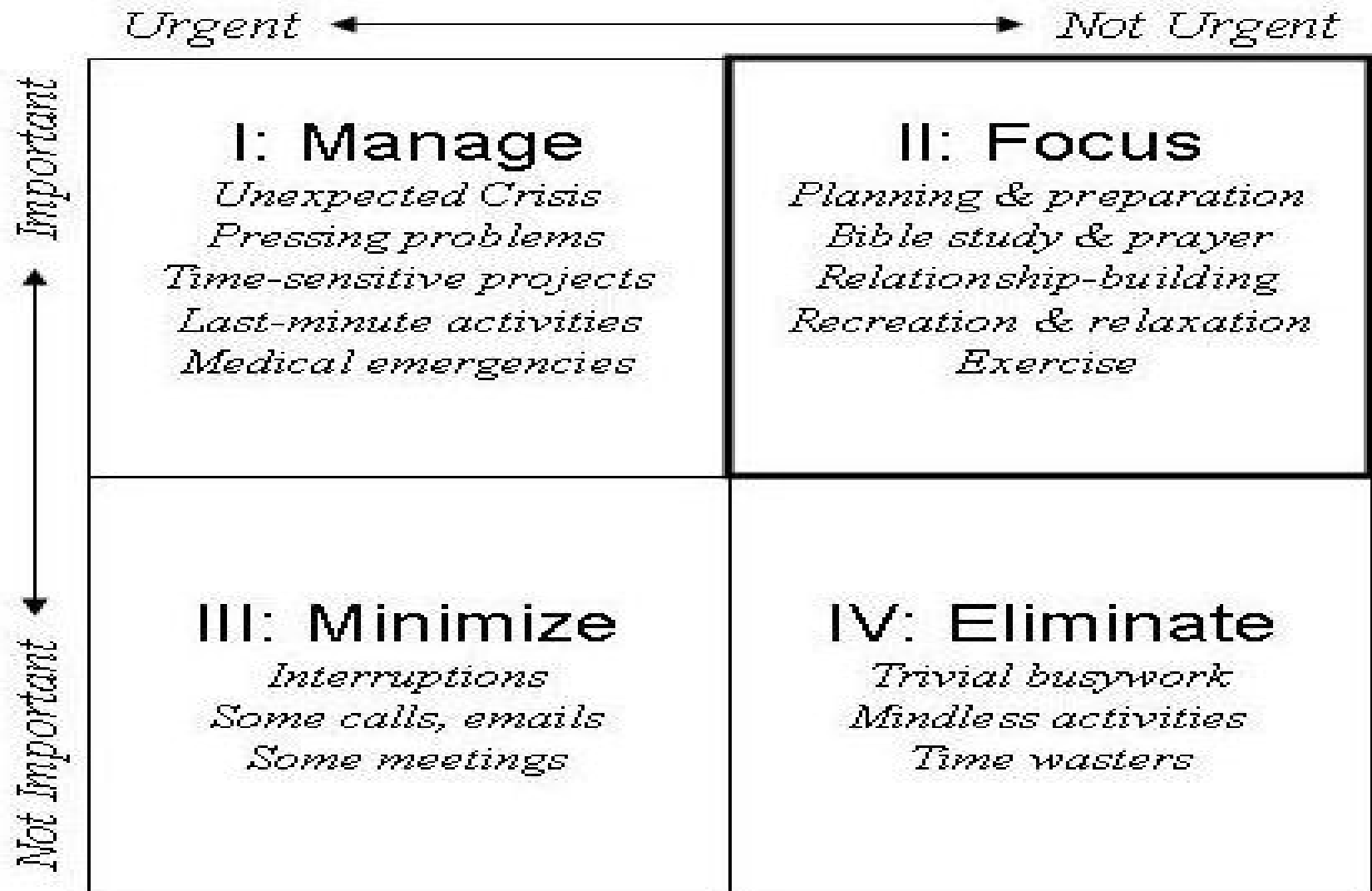
**Strategy : Don't do it**

**Importance**





# Time matrix



# Urgent and Important

This box represents the things that are both urgent and important, that **must be done immediately**. For example, solving problems, handling an irate client, preparing a particularly important presentation, sending out a very important letter or dealing with a key project. **If one ignores it, he will be unproductive.**

# Urgent but not Important

This box represents tasks which are not important to one but regarded by others as being important. For example, responding to telephone calls, emails, and requests in person, planning, thinking or networking.

There may be **scope for delegation or saying no.**

However if tasks in this box are not done, they will move to being urgent.



# Not Urgent but Important

This box represents the things that are not urgent but important. For example, **long-range planning, anticipating and preventing problems, empowering others, continuous professional development etc.**

# Not Urgent and not Important

This box represents the things that are neither urgent nor important. They make us feel like we are achieving something, but are actually **not that significant**. For example, spending a lot of time 'playing' with the layout of a report, socializing etc. It is important to **spend some time on these** things of course but one should be careful that they don't get out of hand.

# ABC analysis

It is a tool devised by Alan Lakin. It is based on system of prioritization of activities on the basis of their urgency and importance. The activities are categorized into A priority, B priority and C priority.

# ABC Analysis



**A**


Most important and urgent tasks

**B**


Tasks are important but not urgent

**C**

Tasks are neither urgent nor important

- 
- **A**-Tasks those are perceived as being urgent and important
  - **B**-Tasks those are important but not urgent
  - **C**-Tasks those are neither important nor urgent




- 
- This system works as below:
  - Activates are categorized as A-B-C categories
  - Each activity is marked with the alphabet representing the respective category.
  - These activities are graded in three points scale 1-2-3.
  - Activities are separated as three categories in the order of importance
  - Prioritization is made within each category
  - Monitoring and updating the plan regularly


# Pareto analysis

- This is an analysis of the tasks based on the that idea **80% of tasks can be completed in 20% of the disposable time. The remaining 20% of tasks will take up 80% of the time.** This principle is used to sort out the tasks into two parts. According to this form of Pareto analysis, it is recommended that **tasks that fall into the first category is to be assigned a higher priority.**
- The 80-20-rule can also be applied to increase productivity. It is assumed that **80% of the productivity can be achieved by doing 20% of the tasks.** Similarly, 80% of results can be attributed to 20% of activity. If productivity is the aim of time management, then these tasks should be prioritized higher.

# 7. POSEC Method

- POSEC is an acronym for **Prioritize by Organizing, Streamlining, Economizing and Contributing.**
- What is inherent in the acronym is a **hierarchy of self-realization**, which mirrors Abraham Maslow's hierarchy of needs:

- 
- **Prioritize** - Your time and define your life by goals (Personal goals)
  - **Organize** - Things you have to accomplish regularly
  - **Streamline** - Things you may not like to do, but must do.
  - **Economize** - Things you should do or may even like to do, but they're not pressingly urgent
  - **Contribute** - By paying attention to the few remaining things that make a difference (social obligations).



It suggests that **by attending to one's personal responsibilities first, an individual is better positioned to shoulder collective responsibilities.**

# Blocks To Time Management (Time Stealers)

- Personal disorganization
- Multi tasking
- Distractions
- Interruptions
- Perfectionism
- Poor communication
- Poor planning
- Lack of information
- Ineffective delegation
- Excessive socializing
- Lack of self discipline
- Procrastination

# PRINCIPLES OF TIME MANAGEMENT

## (ESSENTIALS OF GOOD TIME MANAGEMENT)

**An effective time management system is based on the following principles.**

- Goal and Task orientation (It must be goal based and tasks based).
- Clarity of work and goal.
- Anticipation of contingencies. (Possible hurdles and difficulties are to be anticipated).
- Prioritization of activities. (Activities are to be prioritized).
- Avoidance of urgency. (Urgency has to be avoided).
- Avoidance of procrastination. (Postponement is to be avoided).
- Flexibility of tools and methods. (The tools and methods are to be flexible).
- Problem analysis. (It should be based on proper problem analysis).
- Delegation of tasks. (Tasks are to be delegated).
- Management by objectives.
- Management by exception.
- Elimination of distractions. (Distractions are to be blocked out).
- Elimination Time wastes. (Time wastes are to be eliminated).
- Punctuality and regularity. (Punctuality and regularity is to be maintained).
- Positive work habits.
- Proper feedback system.

- 
- Clipping



***TIME IS PRECIOUS; USE IT OPTIMUM***

***ALL THE BEST! THANK YOU!***