

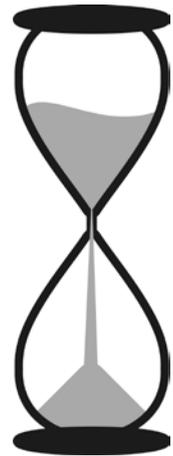
SUCCESS STRATEGY 7

TIME MANAGEMENT: ORGANISE YOURSELF

"Time and tide wait for none; it's now or never."

Today as you are reading this manual, what is the time in your watch and what's the date today? Will you get back this time with the same date again in your life? No, this date will never come back in your life. Therefore you need to act right now towards your goal; otherwise this time will never come back to you. Whether we admit it or not what we are today is due to the actions taken in the past and the actions we will be taking today and tomorrow will mould our life for the future. We can cheat others but we can't cheat ourselves.

Everyone has got 24 hrs in a day; no one can get a single second more than you. Every morning your purse is magically filled with 24 hrs of time. You can compare time with a plain bar of iron, which is worth Rs.100. Now you can convert this iron bar into nails that may fetch Rs. 1000. And that same identical bar of iron can be turned into balance spring for watches, which is worth Rs. 1000000. The same is true with time. Only a few have learned to turn a golden hour into true-tempered watch springs. You need to prioritise yourself where you want to use your valuable time. Time is the most valuable asset you have got. To get the maximum benefit out of your time you must organise yourself. Otherwise someone will take away your time.



Most of us crave for more time and keep on telling "I don't have time". But everyone in this world has got 24hrs in a day. Whether you are a rich man or poor, whether a celebrity or an ordinary citizen; God has been equal to everyone on this aspect. But how some people can manage their time well? It's forming the habit of acting on their priorities. What is important for you may not be important for another person; let it be your close people like mother, father, brother, sister, friend, boss or subordinates. It's important to understand your priority, your inspiration and your goal in life. No one can make changes in your life unless you want to make. To see yourself in the mirror you must write your daily activities. There is nothing right or wrong. What is right for you may not be right for another person.

When you want to make changes in your life to be successful, you will come across hurdles and difficulties. These hurdles are mostly created by your near and dear ones; unknowingly they will place obstacles on your path to success. They will not support you to keep your commitment and be punctual. They will support you to procrastinate and expect more time

from you, and if you don't give them your precious time they will accuse you of betrayal. The gist is explained below"

*"It doesn't interest me if the story you are telling me is true.
I want to know if you can disappoint another to be true to yourself,
if you can bear the accusation of betrayal
and not betray your own soul.
I want to know if you can be faithful and therefore be trustworthy"*

Oriah Mountain Dreamer, Indian Elder

If we can't make it in time most of us come out with different excuses to justify ourselves. Therefore I am asking; can you disappoint someone to keep your commitment? I am not interested in the story why are you late? I am least interested to know whether the story you are telling is true. To keep your commitment you may be accused of betrayal by others, as they are not getting the time which they used to get from you in the past. You have to take out the time from 24 hours allotment only. There is no alternative to anyone in this world to get more than 24 hours in a day. If you are using that time for your development then others are devoid of that time. The relationship with yourself is most important as you will be with yourself all the time. Your self esteem goes down every time you are apologetic about your delay. The other people will leave you when their interest is over or you are not fulfilling their expectation. Ask your conscience, your soul to follow the right path for yourself. You check your commitment list which you have committed earlier, then take up the next assignment. Sometimes we commit too much, in the process neither we are able to keep commitment with others nor with ourselves.

Let's take an example to explain the above paragraph: Suppose at 8:30 am you are on the way to attend a training programme on Sunday to improve your career. You have decided to attend this programme 15 days back. On the way to the training venue you meet one of your school classmate. Both of you were studying in the same school. During school days your friend was very serious in his studies, where as you had good time with friends. He got into IIT (Indian Institute of Technology, premier institute for engineers) through entrance test. After completion of his studies he went to USA for further studies, and then he joined

an organisation there. Now he has got his own establishment in USA. He came to India for two week holidays. Your friend asked you to join with him for the breakfast at Taj Krishna (a 5 star Hotel). What will you do? You may tell your friend that you got a training programme to attend this morning. Then your friend will ask, “What kind of training?” You said, “It’s on personality development”. He said, “Don’t worry I will teach you.” He insisted you again and again to join with him for the breakfast.

Tell the truth, will you join with him for the breakfast? I am sure most of us will join with him and skip the training programme. Why? Because, fear of losing friendship. What are you thinking? “My friend is having his own business, he can help me out if I plan go to USA.” With this hope you don’t keep your own commitment and betray your own soul.

Let’s analyze the situation, you were supposed to attend the programme which you had committed 15 days back but you changed the plan due to friend’s pressure. If this friend wants to start a business in India with an investment of \$ 1.5 million, will he invest on you? Off course not, he will think twice before investing on you, “If I invest 1.5 million today on this person and tomorrow another person may come with 2.5 million offer, he may change his plan” He will think, “This person is not a person with commitment, and how can I invest 1.5 million on him?”

If this person is your true friend he will help you to grow. Is he paying for your meal or he is paying for his entertainment? He can’t have breakfast alone, he needs someone who can entertain him and provide him all the information about old school mates. Otherwise he would have told you, “It’s nice to see, my friend has become serious about his life. We will meet in the evening or tomorrow.”

In the previous chapter we learned, it’s not what you communicate but how you communicate matters the most. While communicating, you must keep your audience in the mind, ‘what kind of audience you are communicating to and the use of appropriate words.’

You are communicating to a friend who has an image about you, who was never interested in studies; he was always ready for fun and entertainment. If you tell him, “I am going for training programme”, he will never let you go. What is important for you is not important for your friend. Your friend came for holidays; he has done his work during school and college days, and to establish his own organisation. Now, it’s the time to relax for him, where as it’s time to organise yourself which you should have done long back. If you don’t organise yourself, who is going to organise for you?

You must communicate in such a way, where you can keep your commitment of attending