

## THINK SIMPLE - A KNOWLEDGE FROM THE DESK OF MUSTANSIR

### MANAGE YOUR TIME AND USE IT WISELY

**Quote:** *Time will reveal all things.* – Moulana Ali AS –

Don't confuse movement with progress. Just because you are doing a lot more doesn't mean you are getting a lot more done.

Time is the most valuable asset every human being has been given. Surprisingly, some people use time and achieve quite a lot while others seem not to realize much. But, since time is so valuable, the ones who master the efficient usage of their time are the ones who will succeed. It is very difficult to find a successful person who spends time uneconomically. If you want to be successful, you have no option but to master the art of time management. The first method to manage time is to prioritize your daily activities according to their importance and urgency. You can classify the tasks as below;

Begin with activities that are of high importance and high urgency, followed by high importance but low urgency. The third category will be high urgency but of low importance and if you still have the time you can tackle those that are low importance and low urgency.

Delay and procrastination are the most common success killers – if you are happy to fail in any aspect of life, start by avoiding doing today what needs to be done. Christopher Parker put it so well when he stated that *"procrastination is like a credit card: It's a lot of fun until you get the bill."*

A lot of people give away their sovereignty and their power first thing in the morning. Remove distractions by turning off your cell phone, signing out of all the social media sites or turning off the television. You'll find that being able to **focus** on one task may increase your efficiency.

Learn to **say NO** when you already have too much on your plate, politely though. This will help reduce stress on you and will increase the quality of what you have at hand. Learning to say NO to the non-essentials will give you more time to devote to the things that have the power to truly improve the way you live. There is one more habit that you will need to acquire and hold dear, and that is **punctuality**.