

TIME MANAGEMENT

--Shyamal Gupta.

Director, West Bengal Judicial Academy.

Time Management Skill:---

Work smarter. Improve time utilization. Time Management skills makes you to function effectively even under intense pressure.

The 80:20 Rule:----

This is neatly summed up in the Pareto principle or the "80: 20" Rule. This argues that typically 80% of unfocussed effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort. While the ratio is not always 80:20 , this broad pattern of a small propositions of activity generating non-scaler returns recurs so frequently as to be the norm in many areas.

Time Management Tools:---

- * Managing time. Get things done. Beating Procrastination.
- * Finding out how you really spend your time. Activity Logs.
- * Small scale planning. Action Plan.
- * Tacking the right task first. Prioritize TO DO list.
- * Deciding with your personal priorities should be . Personal Goal Setting.
- * Planning to make the best use of your time. Effective scheduling.

By the end of this reaction, you should have a much clearer understanding of how to use time to its greatest effect.

Overcoming Procrastination:-----

*Manage your time. Get it all done.

Step 1. Recognize that you're procrastinating.

Step 2. Work out WHY you've procrastinating.

Reasons:--You find the task unpleasant.

You find the task overwhelming.

Step 3. Get over it.

Activity Logs:-

(a) Activity Logs are useful tools for auditing the way that you use your time. They can also help you to track changes in your energy , alertness and effectiveness throughout the day.

(b) By analyzing your activity log, you will be able to identify and eliminate time wasting or low yieldings. You will also know the times of day at which you are most effective , so that you can carry out your most important task during those times.

Action Plan--Small Scale Planning:---

An Action Plan is a list of things that you need to do to achieve a goal. To use it simply carry out each task in the list.

PRIORTIZE --To Do list:-----

Different people use To Do Lists in different ways in different situation. If you are, in a judicial role, a good way of motivating yourself is to keep your list relatively short and aim to complete it every day.

- (a) You remember to carry out all necessary tasks.
- (b) You tackle the most important jobs first, and do not waste time on trivial tasks.
- (c) You do not get stressed by a large number of unimportant job.
- (d) To draw up a prioritised TO DO List, and use it to list all the tasks you must carry out. Mark the importance of the task next to it, with a priority A to F i.e Most important Most Urgent to Less important Less Urgent.

Effective SCHEDULING Skills:---

- (a) Identify the time you have available.
- (b) Block in the essential tasks you must carry out to succeed in your job.
- (c) Schedule in high priority urgent tasks and vital 'house keeping' activities
- (d) Block in appropriate contingency time to handle unpredictable interruptions.
- (e) In the time that remains, schedule the activities that address your priorities and personal goals.

Personal GOAL setting:---

(i) Your life time goals

What you want to achieve?

Career or Education or Family or Finance or Public Service etc

(ii) GOAL setting tips:---

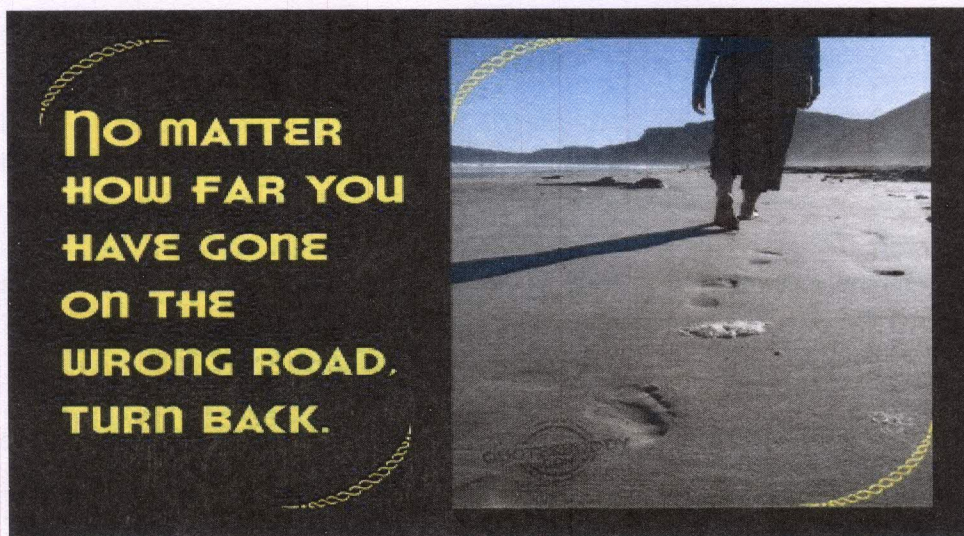
- (a) Start each goal as a positive statement.
- (b) Be precise.
- (c) Set priorities.
- (d) Write down Goals.
- (e) Set performance goals, not outcome goals.
- (f) Set realistic goals.
- (g) Do not set goals too low.

GOAL SETTING is a important methof of:-----

- (a) Deciding what is important for you to achieve in your life.
- (b) Separating what is important from what is irrelevant.
- (c) Monitoring yourself to achievement.
- (d) Building your self-confidence based on measured achievement of goals.
- (e) When you achieve goals, all yourself to enjoy this achievement of goals and reward yourself appropriately. Draw lessons where appropriate and feed those back into future performances.

5 Tips to avoid PROCRASTINATION

- 1. Schedule your work:** Set time- lines and plan your work accordingly. Initially, you might find it difficult to stick to the schedule. Don't give up and remind yourself about your decision. Don't be disheartened if you miss the time-lines. Just ensure that you don't repeat it often. Don't just schedule your work and leave it there.
- 2. Avoid Distractions:** Try and avoid distractions of any sort. Identify the things which cause distractions. After identifying them, the next step is to figure out a way to avoid those distractions. Come up with a plan and follow it.
- 3. Never postpone your work:** Always start off with your work on time. Never wait for a right time or the right mood to start your work. Motivate yourself to start work on time and complete it without any distractions.
- 4. Don't set your goals too high:** Always set simple and achievable goals. Most people set high goals and sometimes fail to achieve them. This leads to anger , frustration and low self-esteem. Start gradually and accomplish tasks successfully.
- 5. Reward yourself:** Once you complete your work successfully, reward yourself. You could take a small break and listen to music, play a game or read your favourite magazine. Do things that make you happy. Make a note of how you were able to avoid procrastination and put it into practice every time.



GOAL SETTING

If you ask most people what is their one major objective in life, they would probably give you a vague answer , such as , "I want to be successful, be happy, make a good living ", and that is it. They are all wishes and none of them are clear goals.

Goals must be **SMART:**

S- Specific. Eg, "I want to lose weight". This is wishful thinking . It becomes a goal when I pin myself down to "I will lose 10 pounds in 90 days."

M- must be measurable. If we cannot measure it, we cannot accomplish it. Measurement is a way of monitoring our progress.

A- must be achievable. Achievable means that it should be out of reach enough to be challenging but it should not be out of sight, otherwise it becomes disheartening.

R- Realistic. A person who wants to lose 50 pounds in 30 days is being unrealistic.

T- Time-bound , There should be starting date and a finishing date.

Men do not succeed in business or in life, no matter how intelligent they may be , no matter how sharply their aptitudes are defined, no matter how brilliantly they may be educated unless they are oriented toward the proper goals and have the drive or motivating force to succeed. One has to want something mighty hard and keep on wanting things all his life.

----Wallace H. Wulfeck.

On aiming high it must be borne in mind that the tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach. It isn't a calamity to die with dreams unfulfilled, but it is a calamity not to dream. It is not disaster to be unable to capture your ideal , but it is a disaster to have no ideal to capture. It is not a disgrace not to reach the stars, but it is a disgrace to have no stars to reach for. Not failure, but low aim is sin.

----Benjamin Elijah Mays.

"Time is the coin of your life. It is the only coin you have, and only you can determined how it will be spent. Be carfeful lest you let other people spend it for you"....Carl Sandburg.

Value of Time

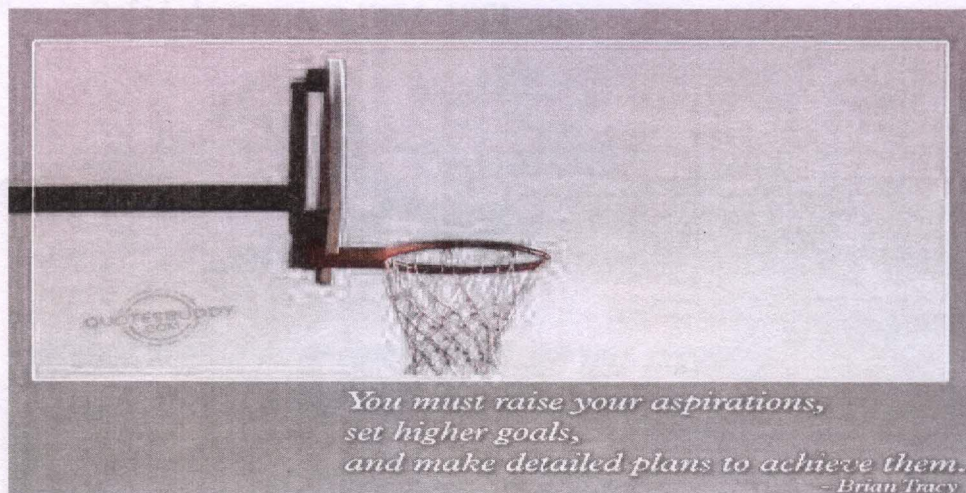
To know the value of one year
Ask a student who has failed in his exam.
To know the value of one month
Ask a mother who gave birth to a premature child.
To know the value of one week
Ask the editor of a weekly
To know the value of one day
Ask a daily wage worker
To know the value of one hour
Ask the lovers who are waiting to meet
To know the value of one minute
Ask a person who just missed the train
To know the value of one second
Ask a person who survived an accident
To know the value of one milli-second
Ask a sprinter who got silver medal in Olympics.

"Time is at once the most valuable and the most perishable of all our possessions".....John Randoiph. (1773-1833)

"All that really belongs to us is time, even he who has nothing else has that"
.....Batasar Gracian (1601- 1658)

"Nothing is so dear and precious as time.".....Francois Rabelias(1494-1553)

"A man who dares to waste time one hour of time has not discovered the value of time.".....Charles Darwin (1809-1882)



INVESTING TIME

Your time, the hours you spend on this earth ,is your most valuable asset. How you spend the hours you have been allotted in your life will determine the level of success you experience. You waste time when you spend it in unproductive people. The result of wasting your time quickly manifests in your life experience.

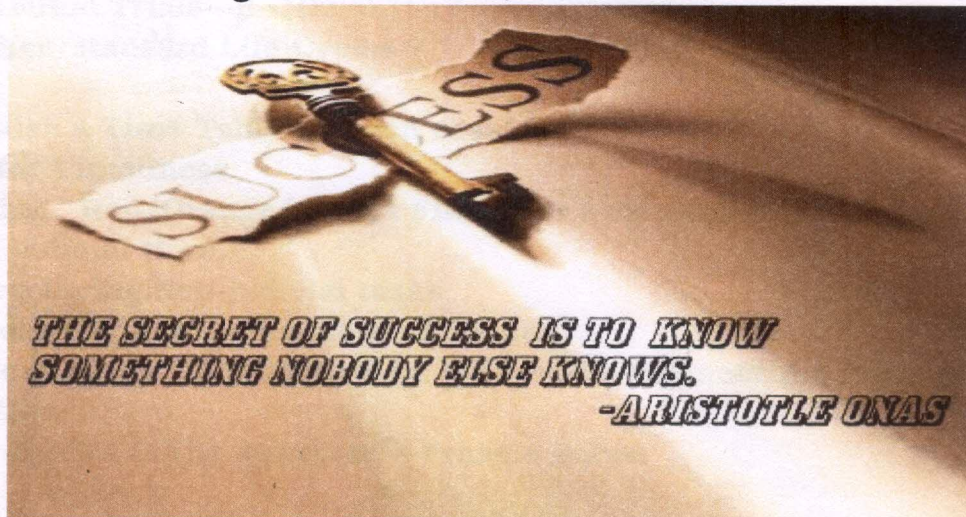
A better way to look at how to allocate your time is to speak in terms of investing your time, rather than spending it. To spend has a connotation of finality , with no return. When time is spent, it is gone for ever. When time is invested, there is a sense of return on the investment. Eg, if you spend your time in college, you may or may not graduate. However, if you invest time in college , it seems to be a natural result that you graduate.

The law of value says: invest your time only in those people and those activities which are congruent with, or harmonic with your goals and vision. Choose to deal primarily with those people who are on a comparable level of consciousness with you. This is not to negate the value of charity with people who are less fortunate. The point is that you recognize it as charity work, and allocate your time and energy accordingly.

Ask yourself the time question, "What is the best use of my time right now?" Or, more precisely , "What is the best use of my time right now , taking into consideration my goals , vision and purpose?"

"You can ask me for anything you like, except time"---Napolean(1769-1821)

"Time is the measuring by the soul of its expectation, its attention and its memory".-----Saint Augustine (354-430)



TIME MANAGEMENT(2)

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West Bengal Judicial Academy.

Approach to Time Management:-(APPSEM)

Aim

Prioritise

Plan

Serve

Execute

Monitor

Divide the case records in following categories:---

(i) Importance Vs Urgency

(ii) Units Vs Directives

(iii) Confidence Vs Degree of Injustice

(iv) Confidence + Units Vs Degree of Injustice + Directives

Prioritise the following case records:---

(a) High Importance & High Urgency

(b) High Units & High Directives

(c) High Importance & Low Urgency

(d) High Units & Low Directives

Managing Time & Achieving Timeliness

A. Establish a Benchmark for Timeliness consistent with quality;--

1. Civil Trials --- 9--13 months?

2. Criminal Trials-- 8--10months?

3. Other standard Life Cycles ?

B. Establish a Time Table for each case.

C. Monitor Timeliness

Monitoring Red/Orange/ Green File cover according to age of record.

D. Save judicial time.

(i) Developing Non-judicial tasks

(ii) Doing judicial tasks more efficient.

E. Case Flow; Use of Technology; Process Re-engineering; Process Automation .

" Fresh Justice is the sweetest"---Francis Bacon

