

Short Term Time Management and Meditation

Course: **PV-236** Time Management and Effectiveness

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Short Term Time Management

The art of optimizing your time on a daily or weekly basis.

1. **Setting Priorities:**

- Identify tasks that require immediate attention.
- Utilize the Eisenhower matrix (urgent vs. important) for effective prioritization.

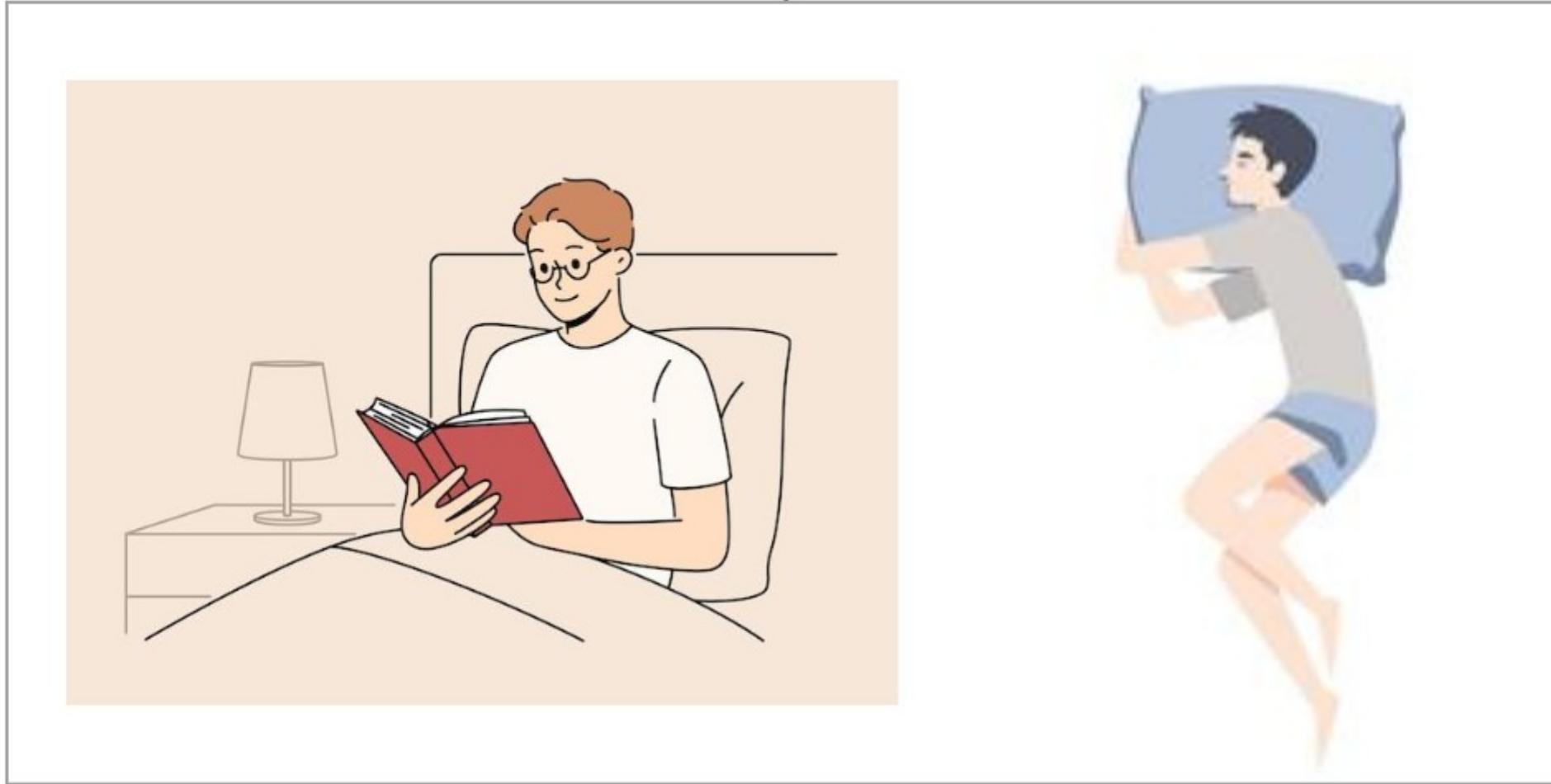
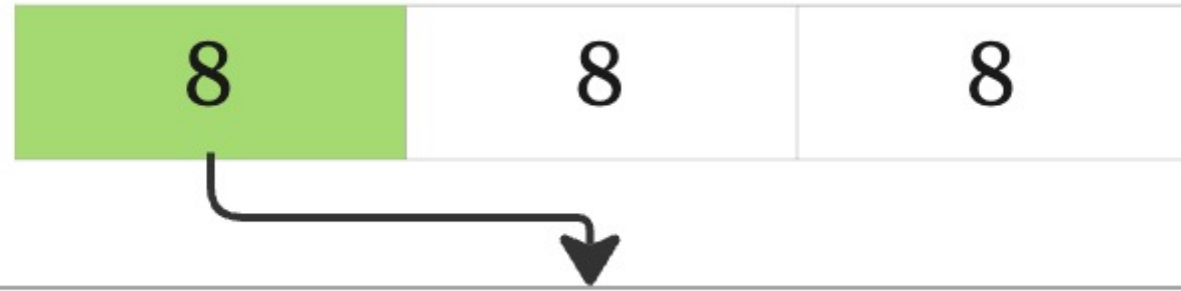
2. **Effective Planning:**

- Use to-do lists or digital tools to organize daily tasks.
- Break down larger tasks into smaller, manageable steps.

3. **Eliminating Time Wasters:**

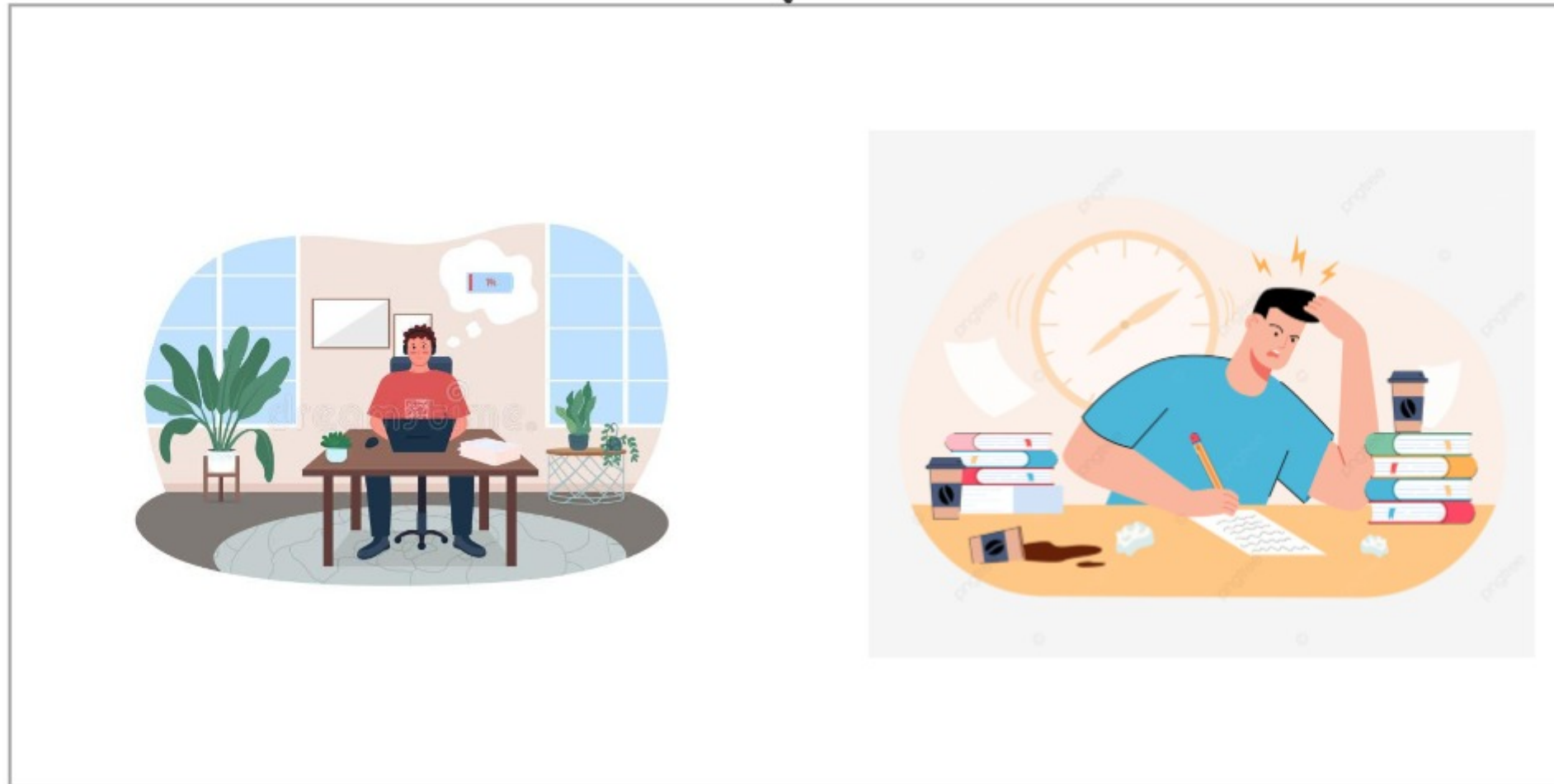
- Identify and minimize activities that do not contribute to your goals.
- Be mindful of distractions, both digital and physical.





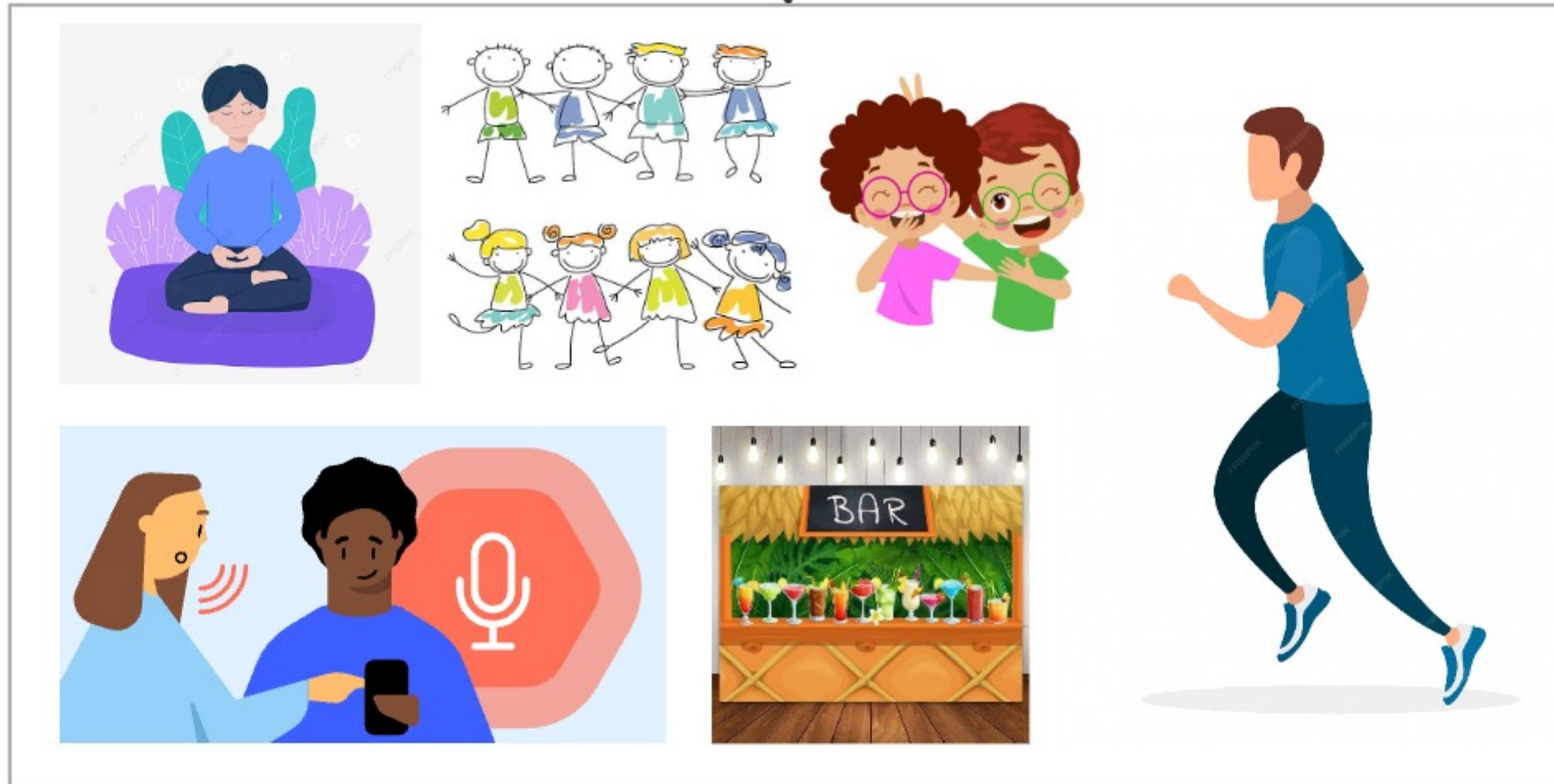
A Good Night Sleep





OFFICE/SCHOOL/STUDY





SELF TIME



MEDITATION

Unlocking Serenity: Meditation Essentials

Types of Meditation:

Mindfulness Meditation: Focuses on being present in the moment, observing thoughts and sensations without judgment.

Guided Meditation: Involves following the guidance of a narrator to achieve a specific outcome or goal.

Transcendental Meditation: A technique involving silently repeating a mantra to achieve a state of restful awareness.



MEDITATION

Benefits of Meditation:

Stress Reduction: Meditation has proven to be effective in lowering stress levels and promoting a sense of calm.

Improved Focus and Concentration: Regular meditation enhances cognitive abilities and helps in maintaining better focus throughout the day.

Emotional Well-being: It fosters emotional resilience, encouraging a positive mindset and reducing anxiety.

Increased Energy Levels: Meditation provides a natural boost to energy, contributing to a more productive day.



MEDITATION

Tips for Successful Meditation:

Consistency is Key: Establish a regular meditation routine for maximum benefits.

Create a Quiet Space: Find a comfortable and quiet environment to minimize distractions.

Explore Techniques: Experiment with different meditation techniques to find what works best for you.

Be Patient: Meditation is a skill that develops over time; be patient and allow yourself to progress gradually.



MEDITATION

ॐ भूर् भुवः स्वः
तत् सवितुर्वरेण्यं
भर्गो देवस्य धीमहि
धियो यो नः प्रचोदयात्
Om bhūr bhuvah suvah
tatsaviturvareṇyaṃ
bhargo devasyadhīmahī
dhiyo yo naḥ prachodayāt

We meditate on the glory of the Creator;
Who has created the Universe;
Who is worthy of Worship;
Who is the embodiment of Knowledge and Light;
Who is the remover of all Sin and Ignorance;
May He enlighten our Intellect.

Padmasana - Lotus Pose



Thank You



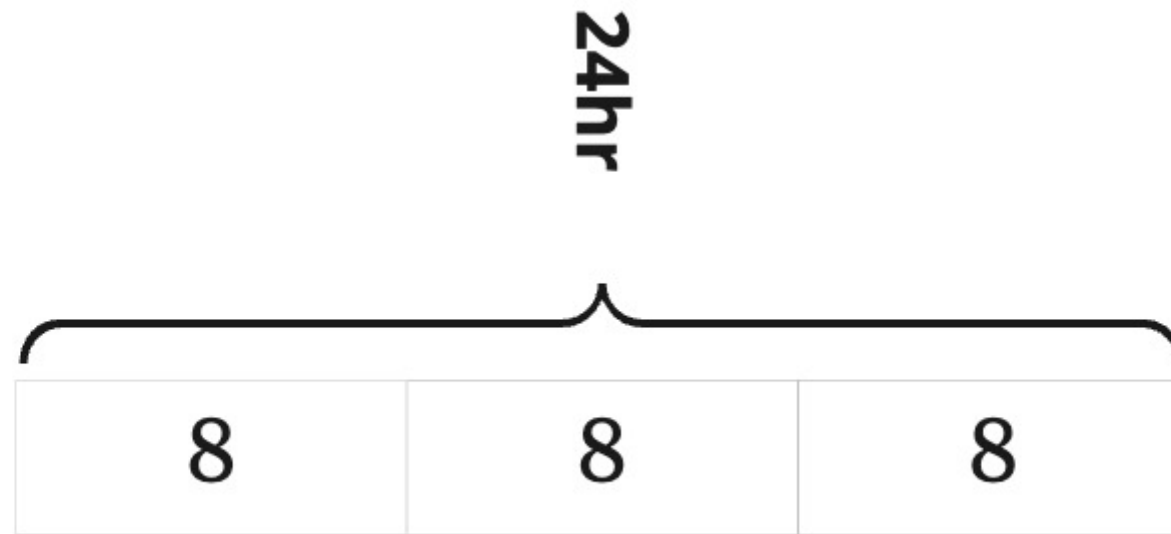
Challenges

- Procrastination
- Multitasking
- Not Sleeping Well
- Phone Addiction
- Lack of Prioritization
- Over Thinking



8+8+8 Role

The art of optimizing your time on a daily or weekly basis.



21 Days Challenge

