



EFFECTIVE TIME MANAGEMENT

Author : Aakash Mandhar

I used to have a love-hate relationship with time. On one hand, I loved getting things done and always wanted to do more. On the other, I felt like there was never enough time in the day to accomplish everything I wanted.

However, over time (no pun intended), I learned how to manage my time effectively and make progress towards my goals without sacrificing my health, wealth, or happiness.

This eBook is a collection of what I have learned over the years to become more intentional and effective with my time. I hope you find it beneficial as well.

-Aakash Mandhar

**Many people have graciously ask me,
"How do you manage to get so much
done? I just can't find the time to
accomplish everything I want to!".**

**And every time I have the same answer.
"You are just not looking hard enough."**

Chase the clock



We all have the same 24 hours. It's possibly the only asset that's distributed equally among every human on Earth.

Everyone you know, including the people who inspire you, awe you, and even those you're jealous of, have the same 24 hours in a day.

**It isn't about time.
It is something else.**

Here is my take on it...



Time is an
allocation.



Time is
energy.



Time is
money.



Core Idea No. 1

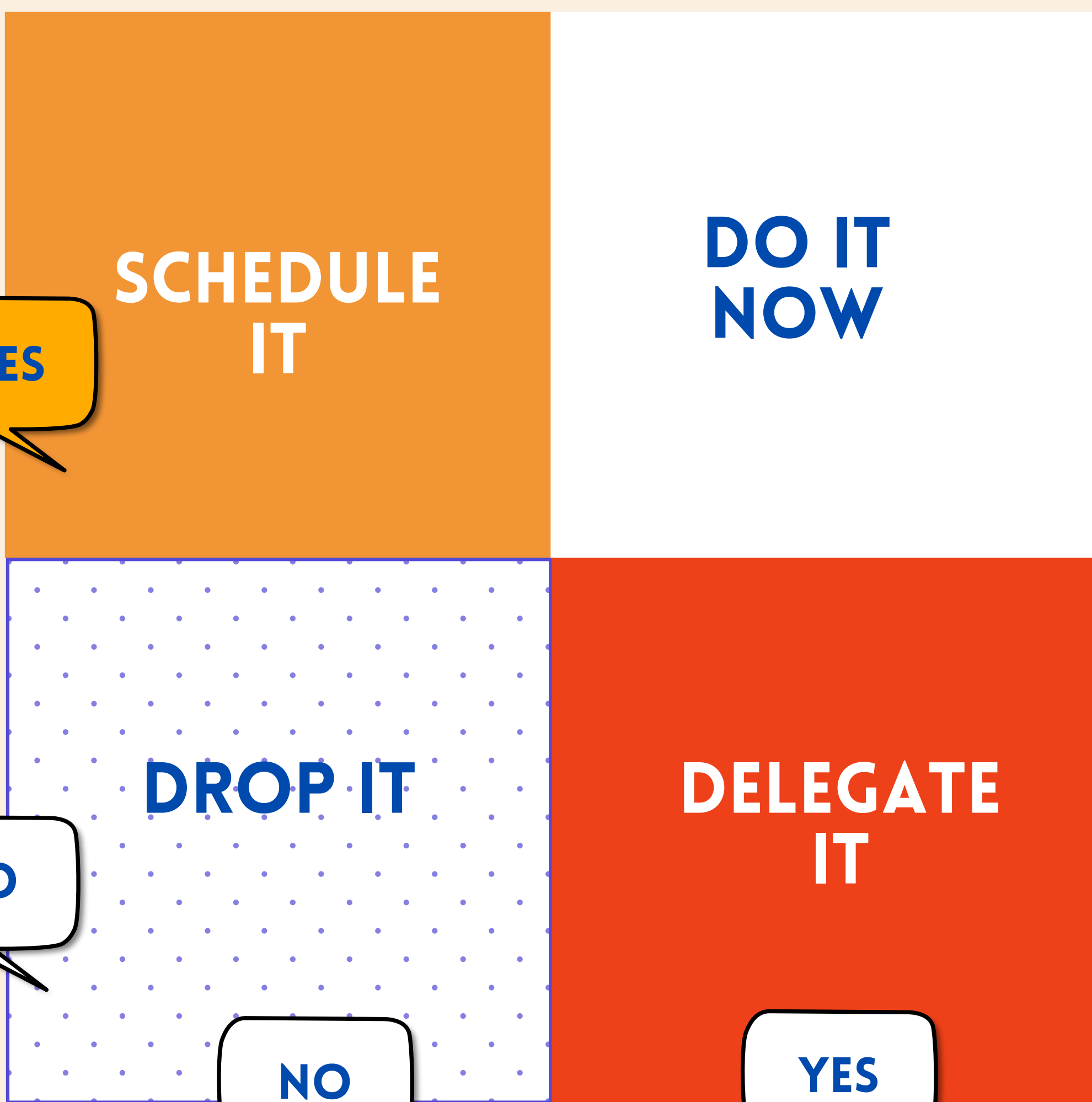
Time is an allocation

Early in my professional career, I learnt about The Eisenhower Matrix. You may know of it as the Urgent-Important matrix of time.

I was in awe of its simplicity.

The basic idea is that, depending on whether something is urgent or important, you either drop it, delegate it, schedule it, or do it right away.

IS IT IMPORTANT?



IS IT URGENT?



It worked for me, until it didn't...

I struggled with determining what was truly important.

Career related tasks always seemed both important and urgent.

I felt guilty for spending time on happiness.

I made excuses to not spend time on health, as I was too “busy”!



I've learned that there are three key pillars to creating a fulfilling life.

- **Health**
- **Wealth**
- **Happiness**

Health gives you longevity and increases the duration & quality of your time.

Wealth or Financial Stability makes your time more enjoyable and putting you in control of your time.

What is all the time in the world worth, if you just spend it being miserable? So Happiness is important.

These three pillars are important because the absence of any of them can cause significant distress in people's lives.

Armed with this information, I changed my approach towards time management.

I started working on tasks that would help me achieve my goals in the areas of health, wealth, and happiness.

**And I began measuring.
Obsessively measuring.**

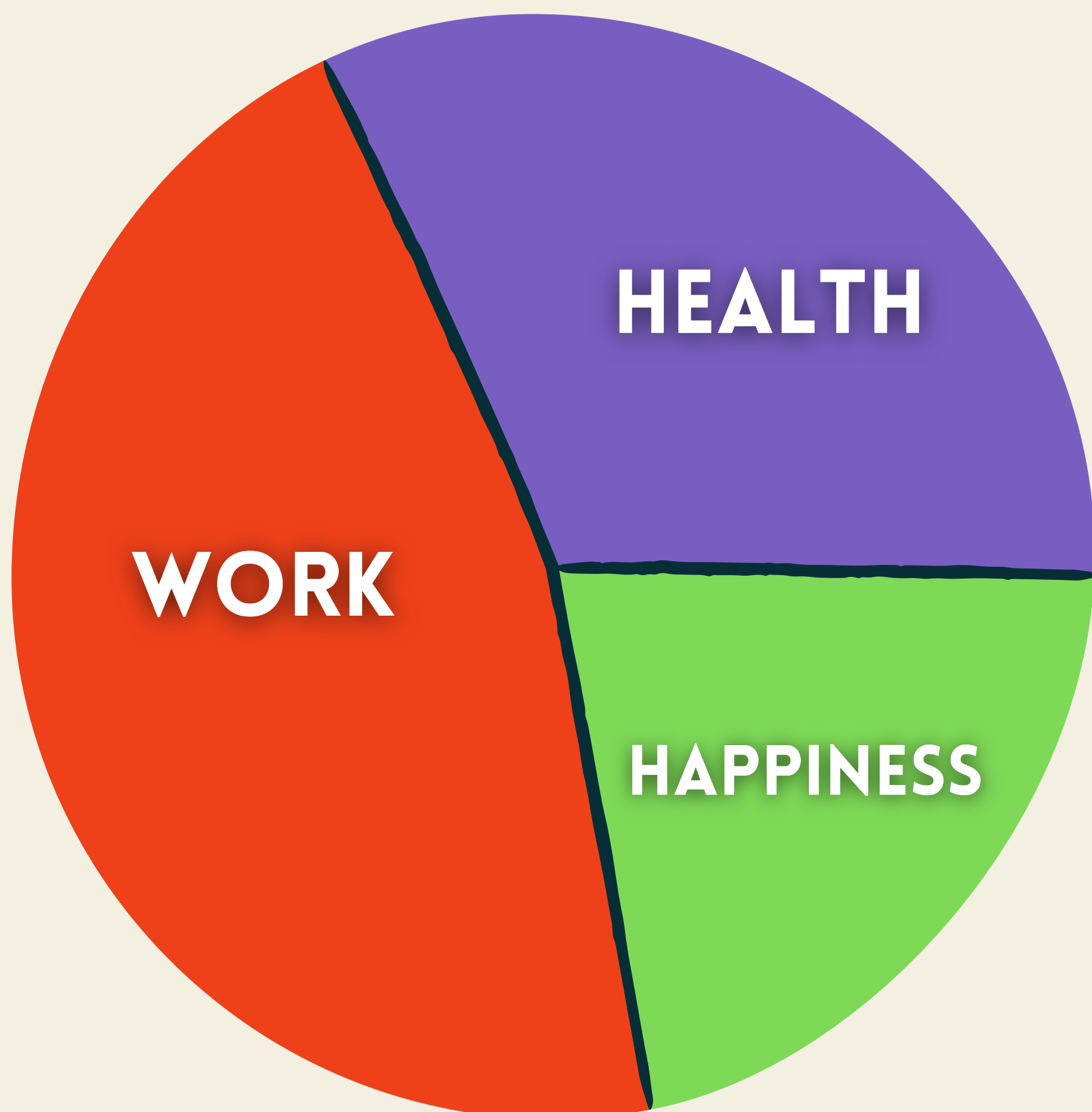


I began recording all of my activities on a calendar and color-coded them.

Red for Work.

Purple for Health.

Green for Happiness.



This measurement was NEVER to reach a target.

I was not trying to be precise either, but to be approximately correct.

The real goal was to see a distribution emerging.

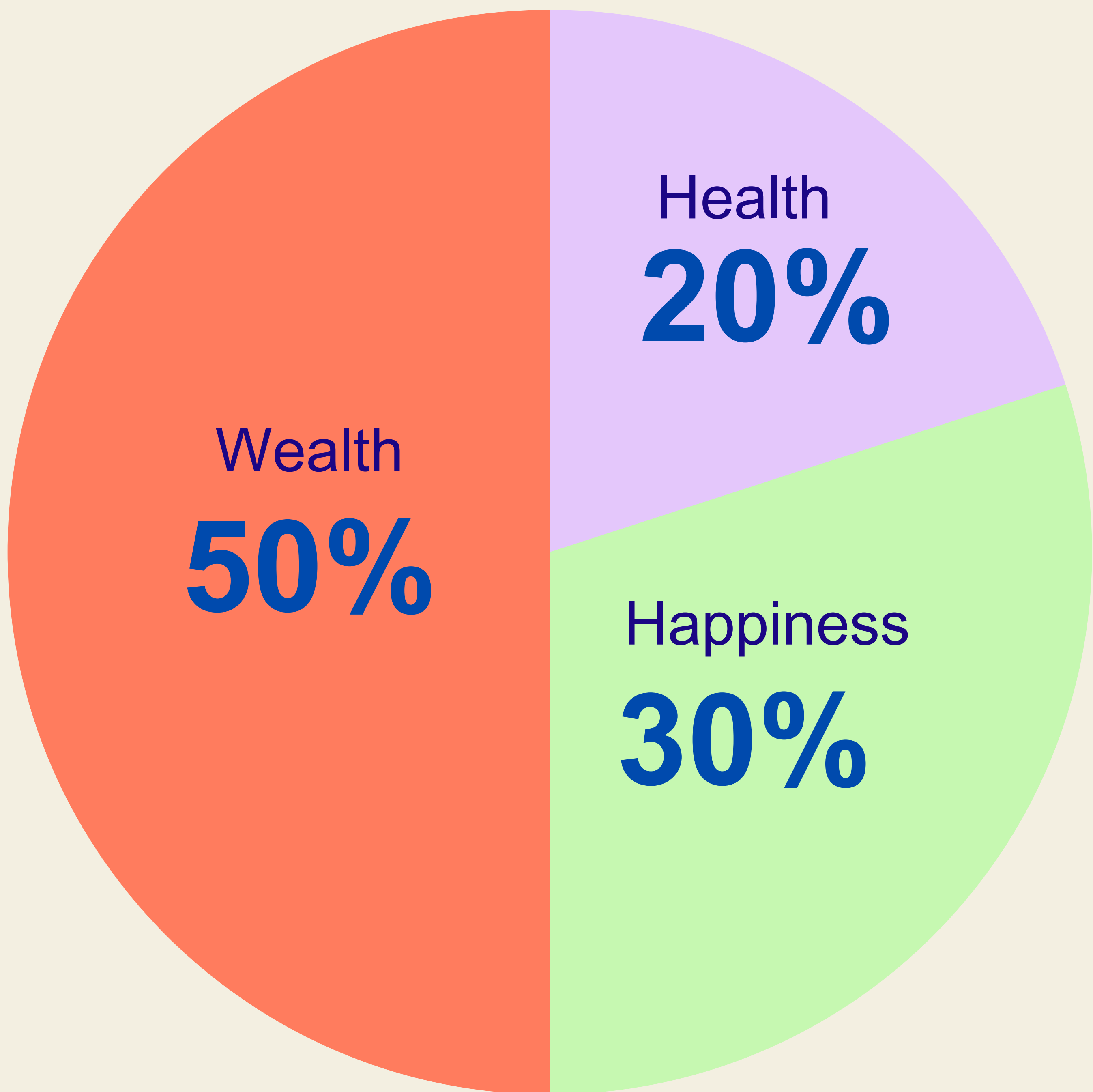
Having it all on the calendar, allowed me to at a glance understand in any given week what the distribution was between health, wealth & happiness.

This is what my waking hours distribution looked like a few weeks ago..

Health: 20%

Happiness: 30%

Wealth: 50% (includes work)

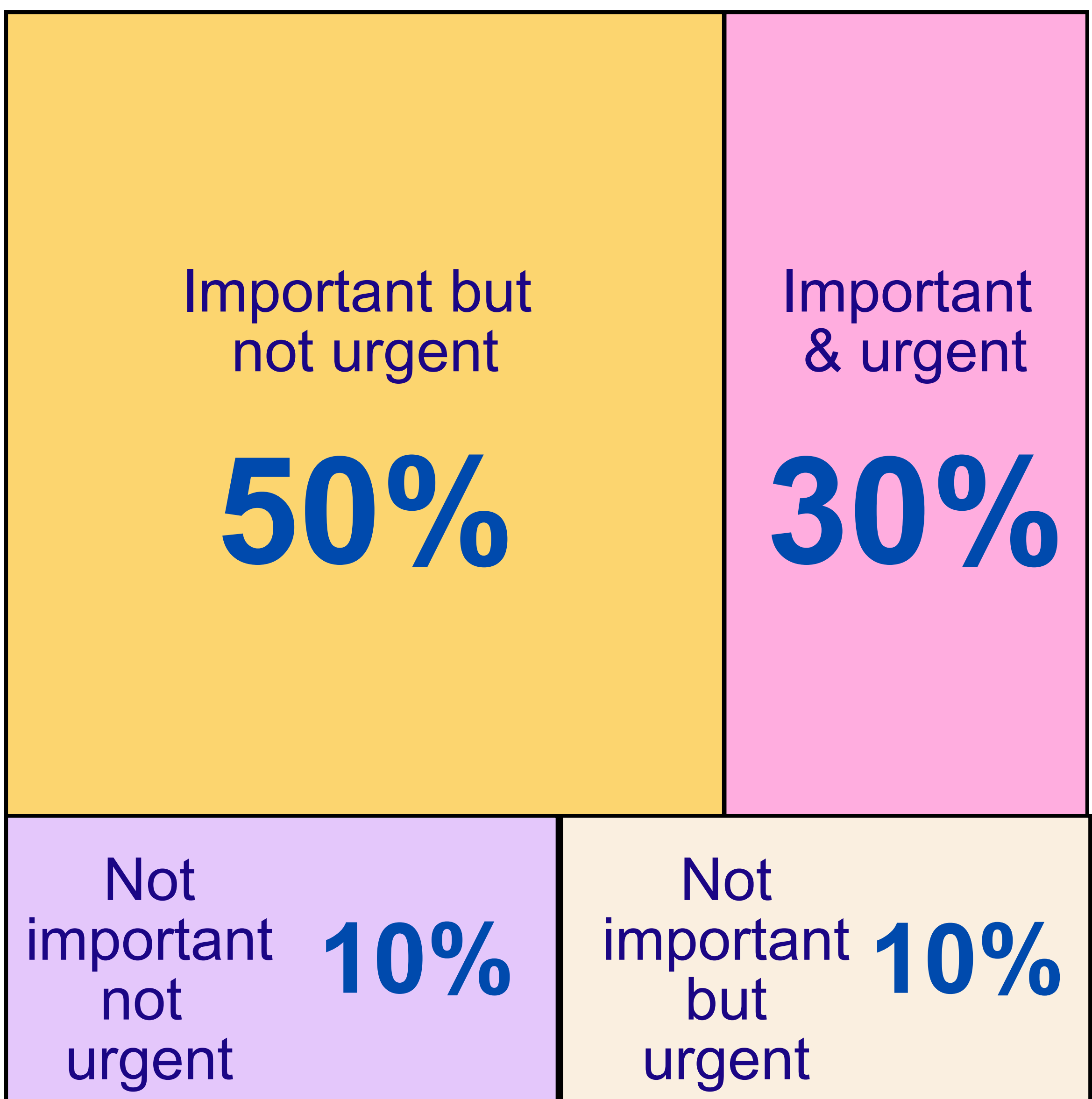


Visualizing the distribution allowed me to identify anomalies, such as weeks where I did not work out or spend enough time with my family.

There is no right or wrong distribution, there is only what feels right to you for your life situation and goals.

The distribution also varies over time. Life events such as starting a new job, going on vacation, having a new family member, or going back to school can alter this distribution, and that is normal.

I also recorded my distribution across the Urgent-Important Matrix for my waking hours, and this is what it looked like:



As you can see 20% of my time goes on Not Important things, but that is ok because it is a choice I make and because it helps me with my productivity.

How? Read on..



Core Idea No. 2

Time is energy

There are times when I know exactly what needs to be done and why, but I simply cannot bring myself to do it.

I don't feel motivated, energized, or focused to do it.

This is when I learned that time is energy.

There are things that I WANT to do because they energize me, and there are things that I HAVE to do that drain my energy.

For example:

Playing Sports: Energizes Me

**Spending Quality Time with Family:
Energizes Me**

Long Meetings: Drain my energy

Large Parties: Drain my energy

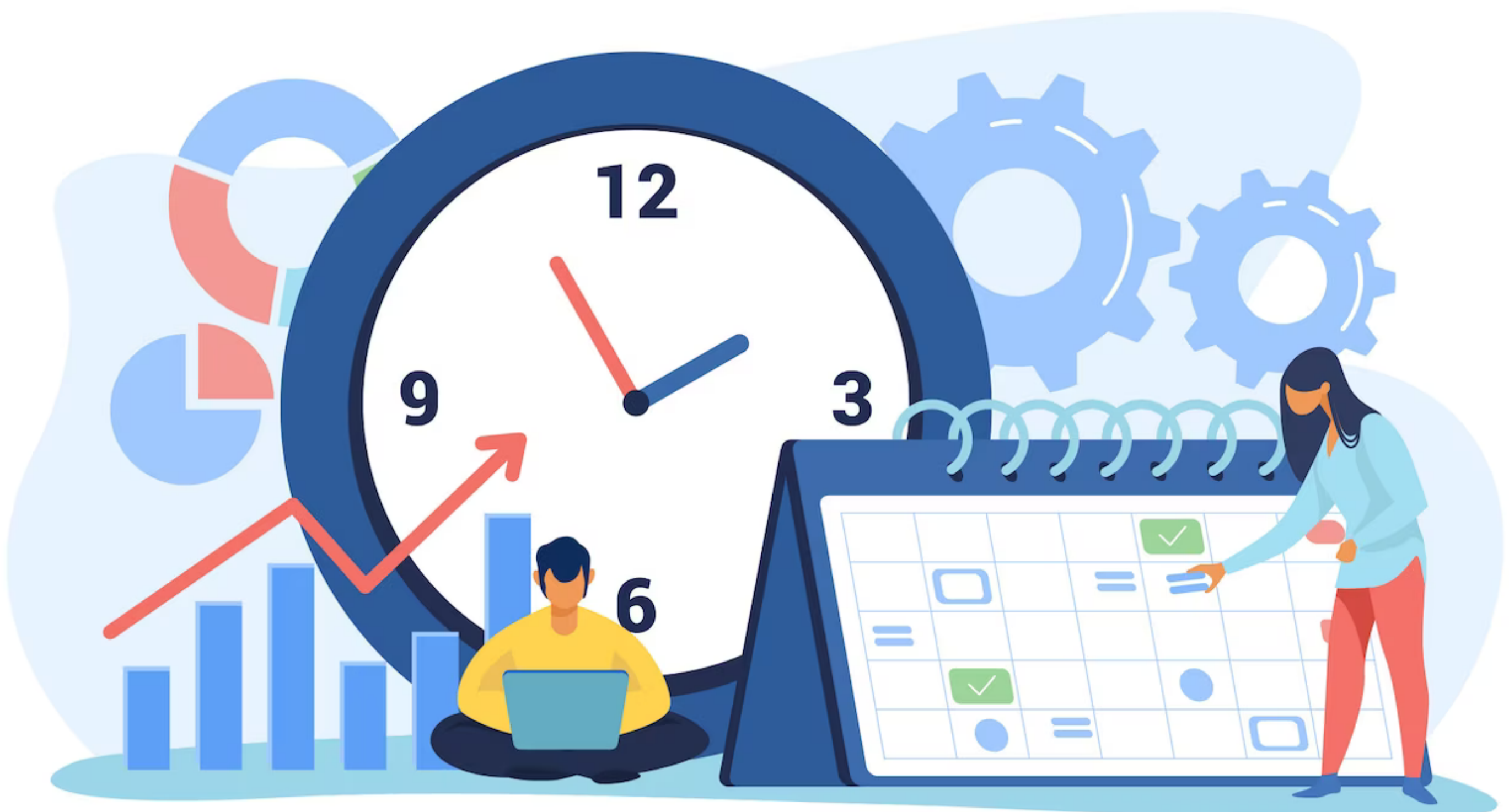
I found out that I am much more effective, when I weave activities that I HAVE to do in between the ones that I WANT to do.

I am a morning person, so when I wake up I am high on energy levels, so I take the thing I am dreading the most for the day and get it done.

It makes me feel better, because the most draining task of the day is behind me.

I also reward myself for getting through things I HAVE to do, by following them up by things I WANT to do.

Positive reinforcement for the win!!

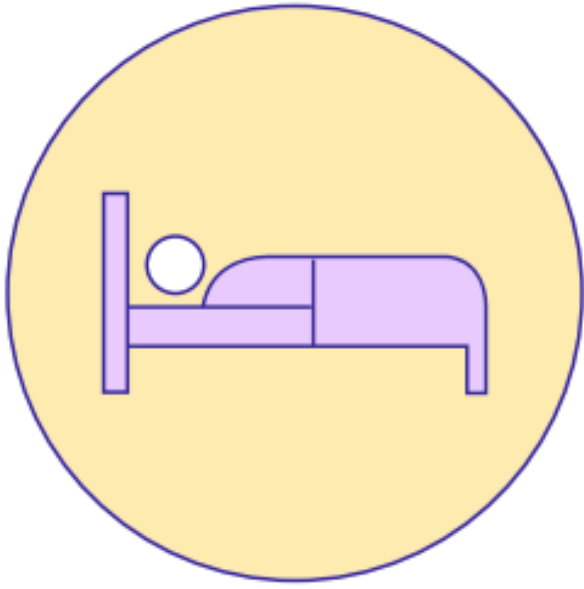


There are different types of energy at play here:

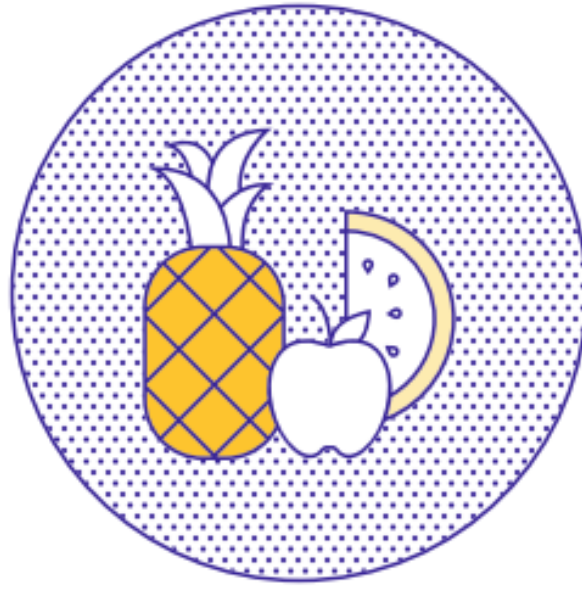
- **Physical Energy**
- **Emotional Energy**
- **Mental Energy**
- **Spiritual Energy**

Managing time and being productive is, in fact, an attempt to manage one's energy.

Physical Energy



Quality of
your sleep



When and what
do you eat

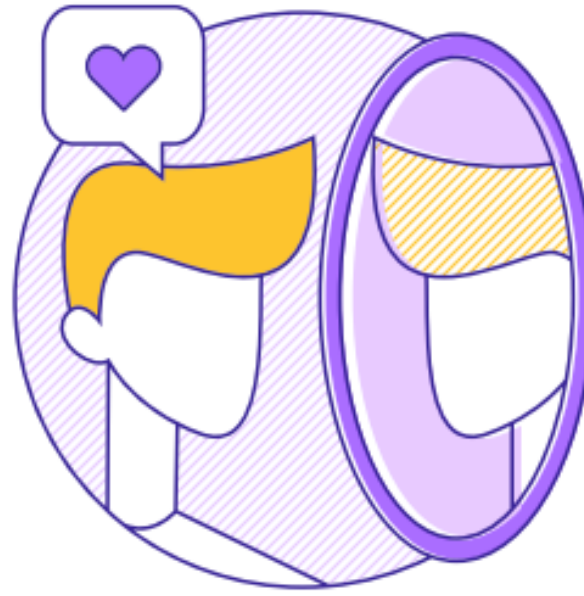


Your
fitness

Emotional Energy



Do you have self

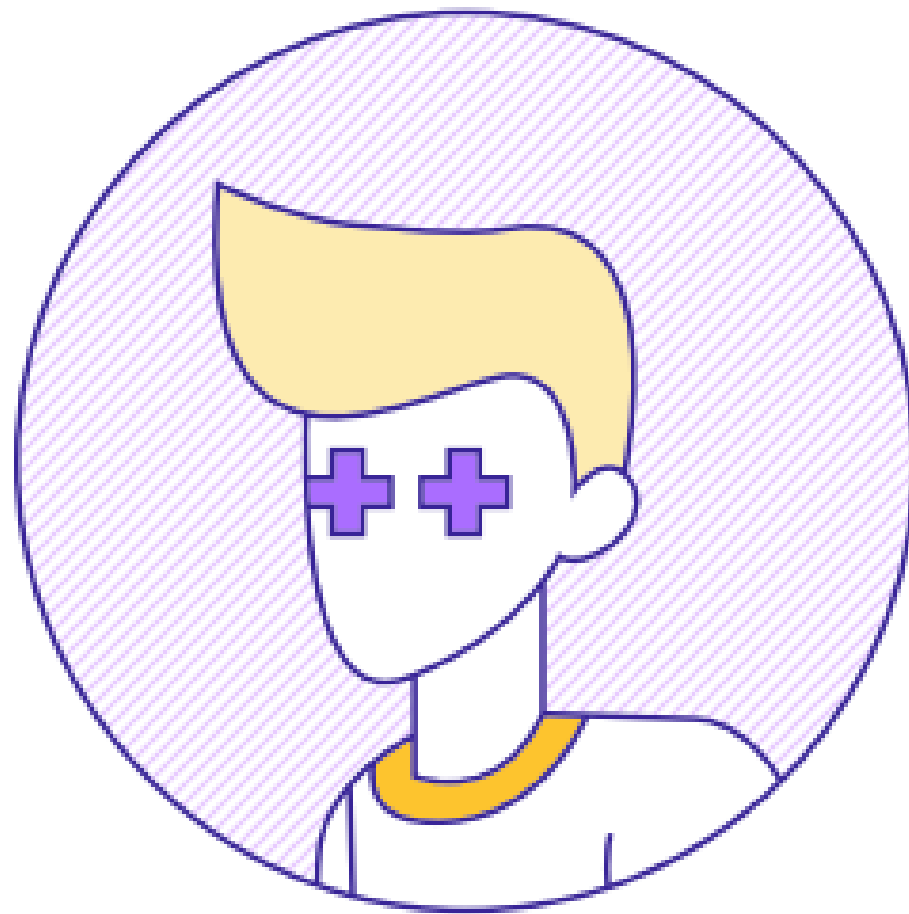


Do you talk positively

Mental Energy



Are you
creative?



Are you
optimistic?

Spiritual Energy



Do you have
commitment?



Do you have
integrity?



Are you
honest?

To effectively manage your time and energy levels, you have to take care of your whole self.

This is where health and happiness come into play.

If you eat unhealthy, sleep late and lie to yourself about fixing it tomorrow, it does not matter how well you have scheduled yourself for the next day - Your day will be shitty!

Remember that 20% of my allocation is for non-important things, and a part of that goes towards my health and happiness.

If a friend calls me to hang out and chat, I will always be available.

This task is neither urgent nor important, but it helps me maintain high energy levels.



So, the key is to figure it out for yourself:

What distribution of my time across these four quadrants of urgent-important tasks will maximize my energy?

And thus maximize my productivity. My performance.



Core Idea No.3
Time is money.

Everyone's time has a value.

The only goal in life is to keep increasing the value of your time.

If you earn a salary, there is a value of every hour of yours. But we act as if our time is unlimited and thus cheap.



$$\frac{\text{In a year } \$104,000}{260 \text{ days} \times 8 \text{ hours}} = \$50 \text{ cost per hour}$$

If you earn \$104K per year and work the standard 8 hours a day, your per-hour cost is \$50.

So if you watch Netflix for an hour a day, the actual cost of Netflix is not \$20 per month.

It is \$1,520 per month!

**"But I wasn't working during that hour.
How can you say I could have earned or
lost this opportunity?"**

**Because you could have spent that time
in increasing the value of your time.
Something we do not actively think of.**

One needs to realize time is a depleting asset.

Think about it.

It doesn't matter how much money you have.

You can NEVER buy time.

And yet, we waste time like we will live forever.

If you had \$86,400 dollars you wouldn't waste all of it if someone stole \$300 from you, right?

And yet we do that everyday.

If someone upsets us during a 5-minute (300 second) interaction, we might end up overthinking it for the entire day (86,400 seconds).





S O C I A L T H E K A

Spending money to save time is a great way to use your money.

This book was illustrated by the wonderful team at Social Theka!

I would not have done a job 10% as good, even if I spent 10 times as much time as they did on it.

Pay for skill, pay for expertise, pay to save time.

**I sincerely hope you found this book
useful and enjoyed it.**

**If you have any feedback, drop me a line
at aakash.mandhar@gmail.com**

Thank You

EFFECTIVE TIME MANAGEMENT

Author : Aakash Mandhar

www.aakashmandhar.com

Visual storytelling : Social Theka

www.socialtheka.com