

# **4P TIME MANAGEMENT MODEL FOR STUDENTS**

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## **What is time?**

Time itself a controversial topic, time can only have been defined in the physicist's definition, i.e. *Time is a fundamental quantity*. But, we say that '*time is the duration between two events*'.

In explaining his theory of relativity, Albert Einstein is often quoted as saying that although sitting next to a pretty girl for an hour feels like a minute, placing one's hand on a hot stove for a minute feels like an hour.

## **What is Management?**

Management is the process of getting activities completed efficiently with & through other people; focus is on results to be accomplished (objectives) rather than just activities.

## **What is Time Management?**

"Time Management refers to tools or techniques for planning and scheduling time."

## **Why do we need Time Management?**

The Aim of Management is to increase the efficiency of personal and corporate time use.

## **Time Management Matrix**

We can classify our tasks into Urgent, Important, Not urgent, and not important. Usually, every one is saying that he/she is giving appropriate importance of his task but might be its not as we assume.

A Time Management Matrix can help you to discover how much time you might be wasting. It consists of four quadrants. Where the description of each quadrant and the task can lay are given below:

### **In Quad 1: Important & Urgent Tasks, struggling to stay ahead:-**

Only crisis activities should be in here. If you have included exams and papers here, you are probably not giving enough time to prepare and if you continue at this pace you could burn yourself.

Those people who having much more tasks in this quadrant, are always busy to stay ahead as they don't have much time to prepare for those things while they spend much time for other quadrants.

### **In Quad 2: Important but not urgent tasks, calm and in control:-**

Here you define your priorities that what's important in your life? Might for some one sleep is important in his/her life while for other social relationship.

It is the ideal quadrant, where you always feel calm and in control. If you have a number of tasks in this quadrant it means you have enough time to prepare yourself and get done within time.

### **In Quad 3: Not important and urgent tasks, Busy going no where:-**

It may include phone; such activities that don't need your attention right away. Too much time spend on Quad 3 can seriously reduce study time.

Usually, it is quad that took away your destination from you. The activities of this quad should maintain balance, as you can't live without such activities, if you are realistic.

### **In Quad 4: Not important and not urgent, Hopeful weakness:-**

In quad 4 activities include to relax yourself, like TV shows, fun, outing etc. Remember if you are spreading more time on Quad 4, either you are having great deal of fun or spending a lot of time on procrastination, balance require.

I must say that if some one lay in this quad, look like stay in world of bubble. At once bubble will demolish & you will find yourself down to the earth.

### **Why do I have little time ?**

Usually people are claiming about the shortage of time in their life. Did your colleagues get more time for assignments? Do you have day of 20 hours? No, then following are reasons:-

1 **Lack of planning:**

You know tomorrow you have to submit assignment but you thought you will do it after Shopping and Dinner with your friend... impossible.

2 **Personal disorganization:**

You took a cup of tea with your friend just before your lunch... did you not know about your own schedule?

3 **Attempting too much:**

Oh... I have to complete my assignment but also committed with friend to explain him last chapter and also committed with teacher to submit article for magazine... such things are un-important & can wait for a day.

4 **Responsibility unclear:**

like you are thinking that being a graduate student you will complete a 25 page report assignment in same way as your sister does her school home work in 30 minutes... can you?

5 **Inability to say 'No':**

One of the major cause by which usually people don't aware is inability to say No is the major of cause of self indiscipline life or procrastinate.

6 **Poorly organized meetings, Leaving tasks unfinished, Lack of self-discipline, Socializing, Telephone interruptions**

### **Am I a procrastinator?**

(Procrastinator is someone who postpones work.)

Usually, no one wants to say that he/she is Procrastinator, if you fall in following then you are, else be happy ☺

- 1 Unclear values
- 2 Inability to set priorities

- 3 Confusion
- 4 Overwhelming tasks
- 5 Poor self-image
- 6 Forgetfulness
- 7 Boredom

**If you are, then what should do?**

Time Management, In Time Management, the common denominators of strategies are a to-do-list, setting priorities and goal management

**Does it Overhead?**

Yes, planning time and writing to-do-lists also consumes time and needs to be scheduled. This is one of the major criticisms of time management. But, comparatively having more pros than cons

It's not enough here, its science. There a number of people have written a lot about it. But *Stephen R. Covey* offers a categorization scheme for the hundreds of time management approaches that are on the market today.

**From where should I take start?**

It is too difficult for any one to suddenly route his/her routine into a strict time table. So, what should be done? From where should a person start to manage his daily routine?

Here is the model for an unmanaged person to get into a managed life. Remember, it proposed within mind for students those struggling because of unmanaged daily routine.

**Phase 1: Reminders and to-do list:-**

Set reminders for important tasks to do and keep a to-do list on daily basis for important tasks. This can achieve via cell phone or pocket diaries. First thing in the morning, check what's ahead for the day and always go to sleep by knowing you're prepared for tomorrow. If some thing is still pending then put it on top of To-do-list for next day.

**Phase 2: Set priorities, high priority tasks should attempt first**

(Including activities of phase 1)

Assign priorities to your tasks, as A, B, C and D for Important and Urgent, Important but not urgent, not important but urgent and important nor urgent respectively. It will help you to select which task you must do first from your to-do list.

**Phase 3: Define group of activities and Develop block of activities in term of minutes**

(Including activities of phase 1 and 2)

Determine a block of time for group of activities in term of minutes. It might like 60 minutes for studies, 20 minutes for email & instant messaging etc.

**Phase 4: Appointment, time line base planning**

(Including activities of phase 1, 2 and 3)

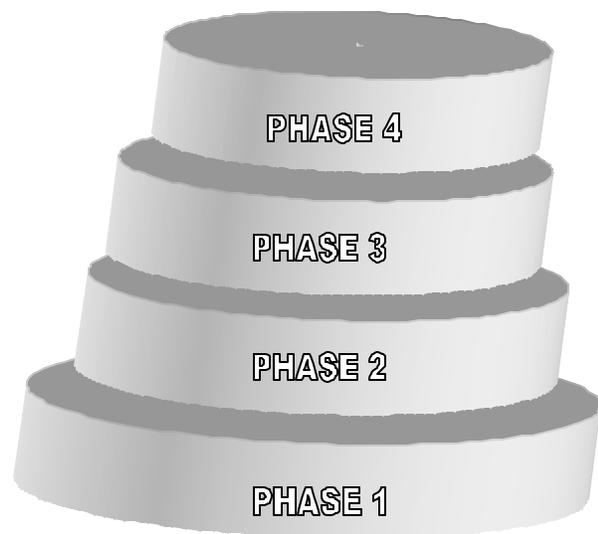
Define a time line for each task in your appointment book. It might like 6pm to 7pm

Email and Instant messaging, 7:00 pm to 8:00 pm social activities etc.

**Do we need Analysis?**

What else requires? Analysis, no doubt without analysis such effort can be useless. As it is not regard of this article to define the method or way of analysis. But it is necessary that you must analyze yourself that either you are on track or going away.

This analysis can be done in different forms. Like in Phase it can accomplish by analysis how much tasks you accomplished from your To-do list. In Phase 2 what is ratio of high priority and low priority accomplished tasks. For Phase 3, the difference of Number of minutes you spend for a group of activity from number of minutes defined. Phase 4 already in term of analysis, that is whether you able to do a task at specific time or not.



**Figure 1: You can't enter into Phase 4 without entering lower phases**