

Personal Time Management

I have got 25 hours in a day



- ✓ Clock time, Body time, Mind time, Prime time, Quality time
- ✓ Choose the destinations in your life journey
- ✓ Steer the direction of your time
- ✓ Time Management techniques
- ✓ Stop Procrastinating
- ✓ Plug time wasters
- ✓ Set deadlines to get that 25th hour

Learning Points



What is Time?

- A. Clock Time - Time the clock ticks away (24 hrs)
- B. Body time - Time as perceived by body (cyclic)
- C. Mind time - Time as perceived by mind (0 to α)
- D. Prime Time - Constructive combination of A, B and C
- E. Quality Time - Prime time that yields expected results

