



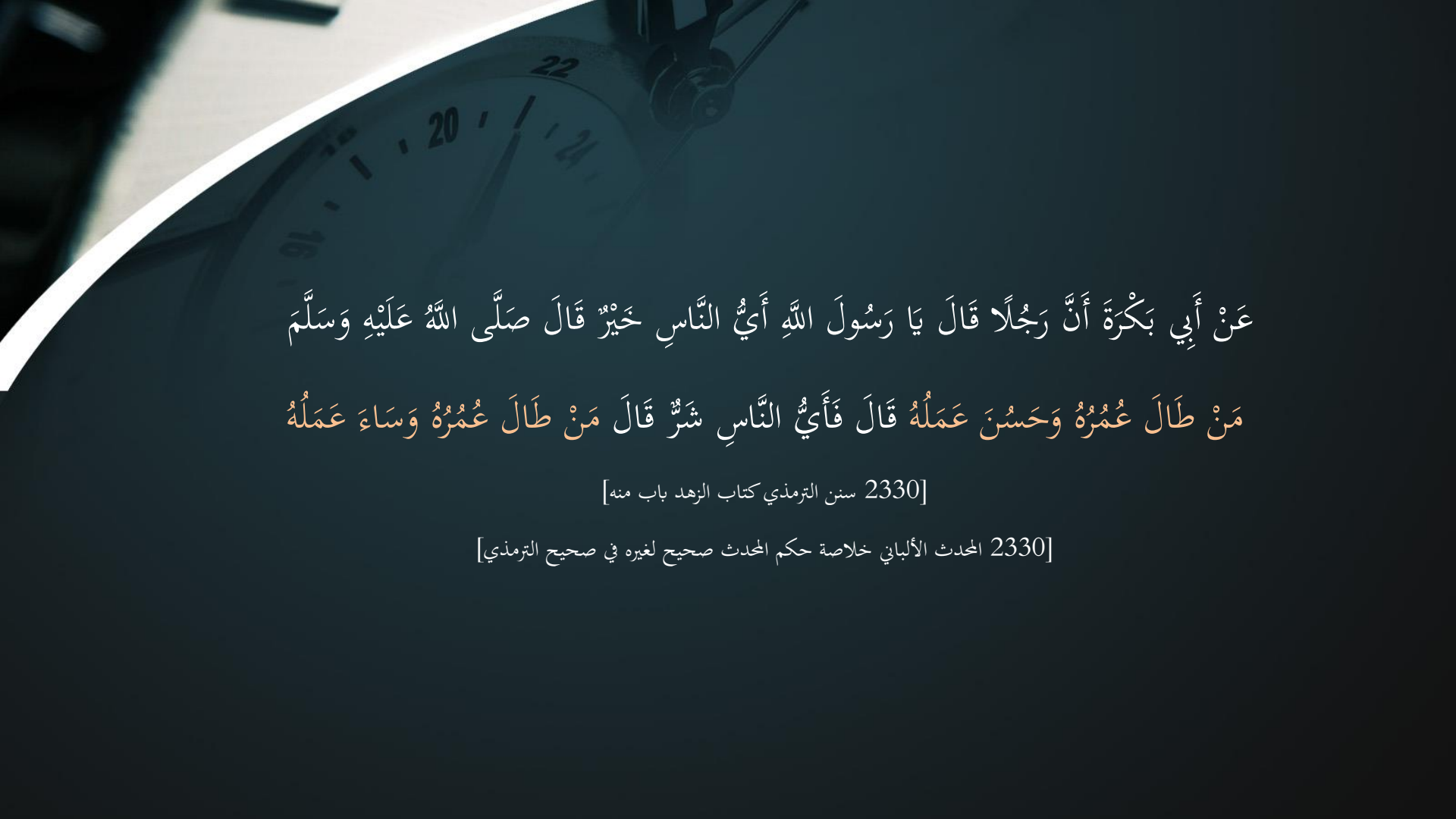
# TIME AUR FOCUS MANAGEMENT

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AKSAR LOG APNA WAQT KAHAN GUZAARTAY HAIN?

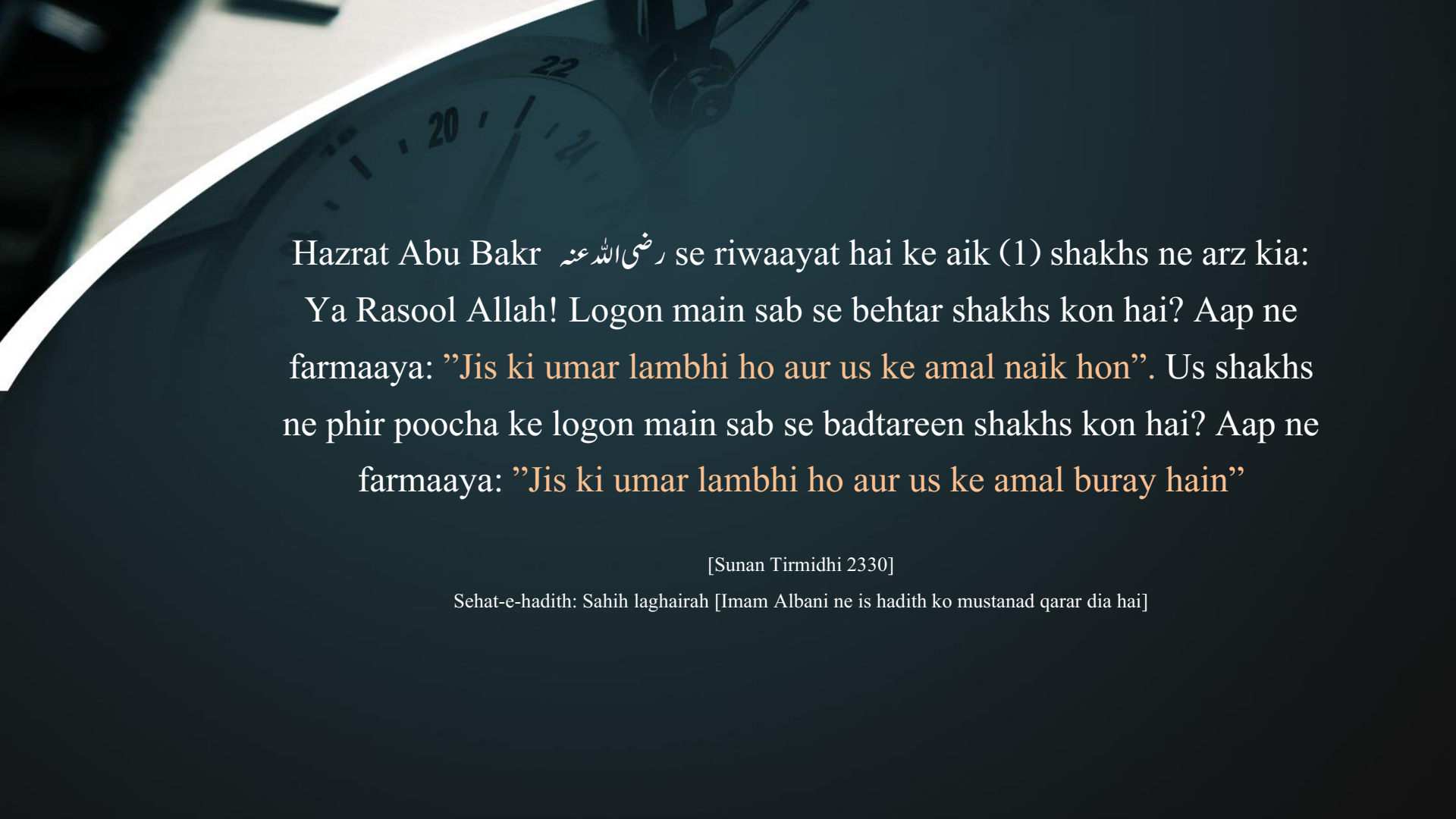
MODULE 2



عَنْ أَبِي بَكْرَةَ أَنَّ رَجُلًا قَالَ يَا رَسُولَ اللَّهِ أَيُّ النَّاسِ خَيْرٌ قَالَ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ  
مَنْ طَالَ عُمُرُهُ وَحَسُنَ عَمَلُهُ قَالَ فَأَيُّ النَّاسِ شَرٌّ قَالَ مَنْ طَالَ عُمُرُهُ وَسَاءَ عَمَلُهُ

[2330 سنن الترمذي كتاب الزهد باب منه]

[2330 المحدث الألباني خلاصة حكم المحدث صحيح لغيره في صحيح الترمذي]



Hazrat Abu Bakr رضي الله عنه se riwaayat hai ke aik (1) shakhs ne arz kia:  
Ya Rasool Allah! Logon main sab se behtar shakhs kon hai? Aap ne  
farmaaya: ”Jis ki umar lambhi ho aur us ke amal naik hon”. Us shakhs  
ne phir poocha ke logon main sab se badtareen shakhs kon hai? Aap ne  
farmaaya: ”Jis ki umar lambhi ho aur us ke amal buray hain”

[Sunan Tirmidhi 2330]

Schat-e-hadith: Sahih laghairah [Imam Albani ne is hadith ko mustanad qarar dia hai]

# EHEM NUKAAT

- Aik (1) musalman ko sab se zyada takhleeqi mizaaj aur faidamand hona chahiye kyun ke wo “khair-e-ummat” ke maqam par fayez hai.
- Musalmanon par laazim hai ke wo apnay don ko aisay kaamon mai guzarain jo sab se zyada faidamand hon.
- Aik (1) adaad-o-shumaar ke mutabiq, ausatan aik (1) amreeki khoi hui cheezain talaash karnay main rozana 30 minute zaya karta hai. Agar ausat umar 60 saal hai tou us ka matlab hai ke zindagi ke 5 saal zaya ho gaye.
- Agar koi shakhs rozana 12 ghanay sota hai is ka matlab hai us ne aadhi zindagi sotay huay guzaari. Ye bohot barha nuqsan hai!

# ADAM ALTER'S RESEARCH

## The average 24-hour workday



Data from the Bureau of Labor Statistics: <https://www.bls.gov/tus/charts/> and Moment App © Kevin Holesh 2017

# The average 24-hour workday





## ADAM ALTER KE NATAYEJ

- Gadgets aur smartphones ne humari zyada tar zaati zindagi par qabza kar lia hai
- Jo log apni zaati zindagi ka behtareen istimaal kartay haiin wo zindagi main sab se zyada kamyaab hotay hain

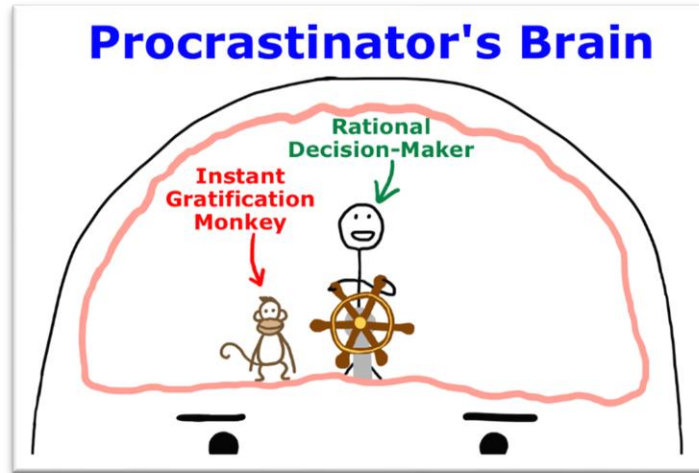




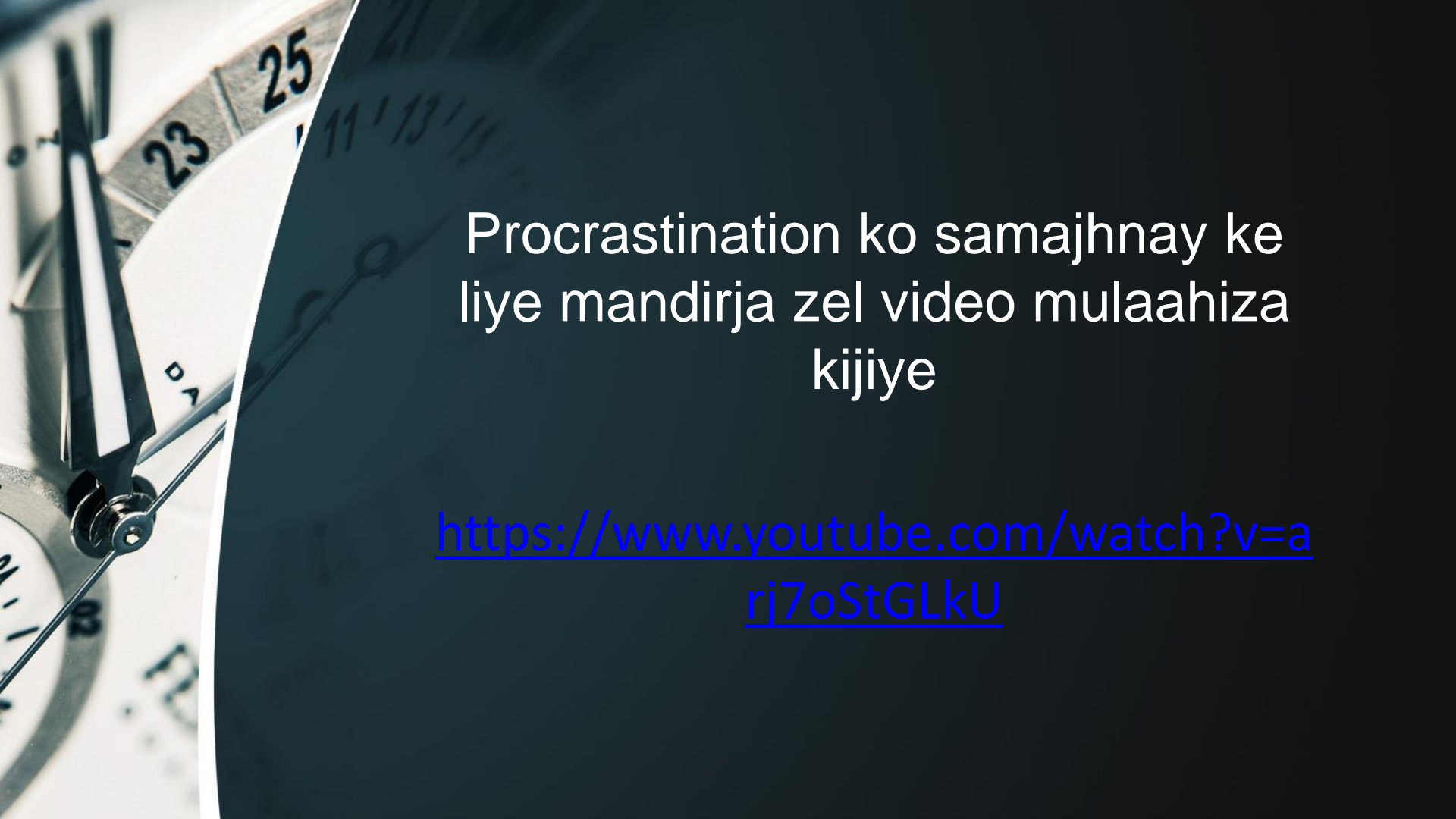
# BEHTAREEN TIP!

- Jab aap traffic main phansay huay hon, tou us waqt ko zikr-e-ilaahi main sarf karain
- Behatreen zakaar ke baray main tehqeeq karein
- Apni darazain jama kar rakhain aur apni chaabiyen aur deegar aashyaa ki aik (1) jaga mutayyin karein takay aap unhain dhoondnay main waqt zaya na karein

# Procrastination [susti/takheer karna]



Aakhri din tak kaamon ko  
karnay main takheer  
karnay ko **procrastination**  
kehtay hain



Procrastination ko samajhnay ke  
liye mandirja zel video mulaahiza  
kijiye

<https://www.youtube.com/watch?v=arj7oStGLkU>



# KHULASAH

- Ikkeeswein (21<sup>st</sup>) sadi main time manage karnay kai challenges ki wajah se dushwaar ho gaya hai. In challenges main social media, aksar auqaat internet par maujood rehna wegheera shaamil hain.
- Zyada tar log apna waqt fuzool cheezon par sarf kartay hain jo kisi bhi tarah unhain zaati taur par behtar bananay main faidamand saabit nahi hotein.
- Humain apni zaati zindagi ka behtareen istimaal karnay ki zaroorat hai aur humain chahiye ke hum apnay zaati waqt main gadgets ke zyada istimaal se guraiz karein



# RESEARCH ASSIGNMENT

- Tehqeeq karein ke aik (1) musalman aik (1) din main kon se behtareen amaal kar sakta hai
- Rozmarra ki sunnaton ke baray mai tehqeeq karein

## YAAD KARNAY KE LIYE DUA'A

5. اَللّٰهُمَّ اِنِّىْ اَعُوْذُ بِكَ مِنَ الْهَمِّ وَالْحَزَنِ وَالْعَجْزِ وَالْكَسَلِ

وَالْجُبْنِ وَالْبُخْلِ وَضَلَعِ الدَّيْنِ وَغَلَبَةِ الرِّجَالِ

اے اللہ! میں آپ کی پناہ چاہتا ہوں فکر و غم سے اور کمزوری و سستی سے اور بزدلی اور بخل سے اور قرض کے بوجھ اور لوگوں کے سخت غلبے سے۔

(صحیح البخاری: 6369)