



TIME AUR FOCUS MANAGEMENT

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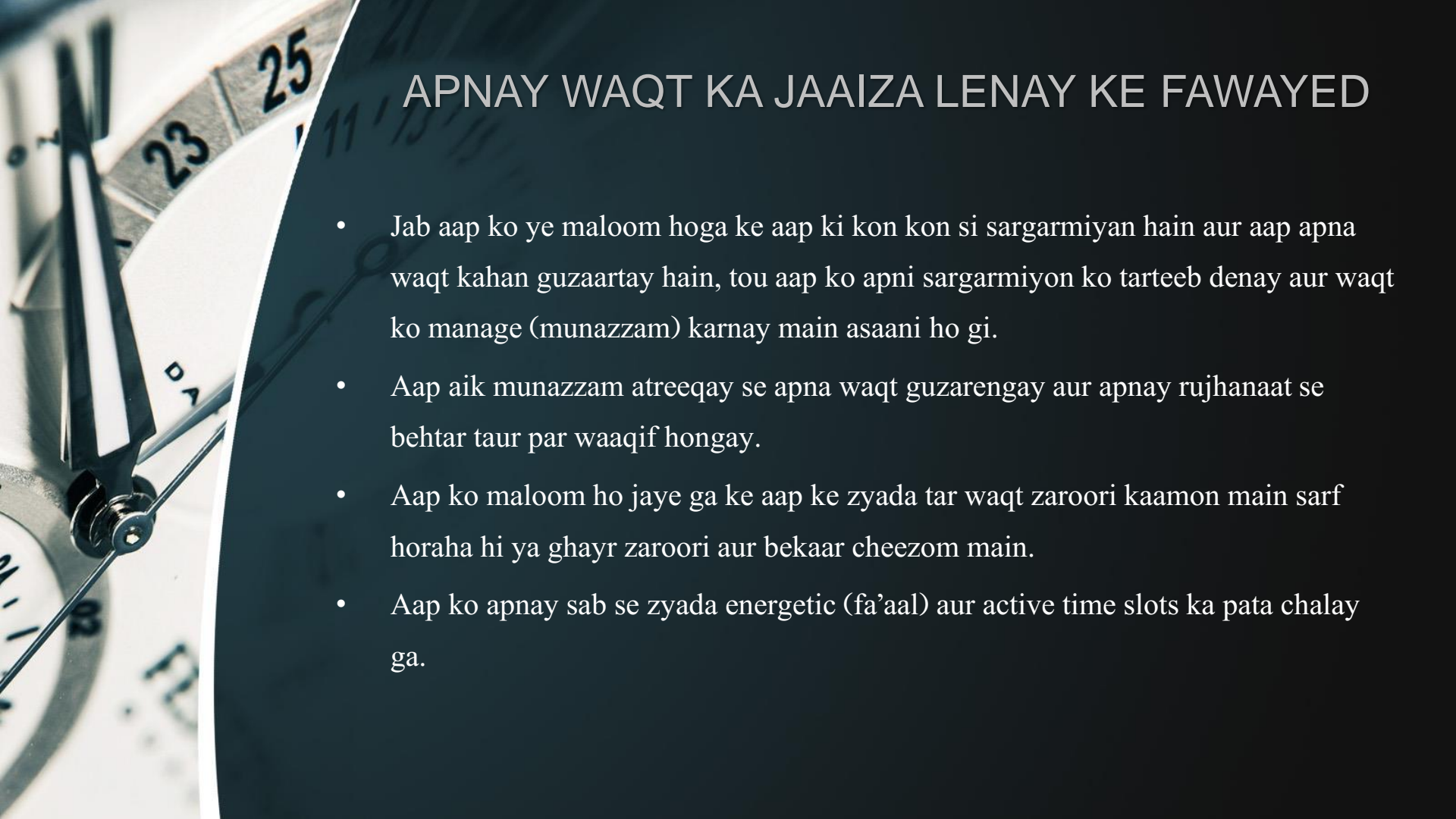
APNAY WAQT KA JAAIZA LAIN

MODULE 3



APNAY WAQT KA JAAIZA KAISAY LAIN?

- Akelay main apnay 24 ghanon ka tajziya karein/ akelay main apnay 24 ghanon par ghaur karein ke aap ne unhain kaisay guzara hai.
- Un 24 ghanon main apni ehem sargarmiyon ko note karein.
- Rozana apna screen time note karein
- Aap ke paas apnay 24 ghanon ka/ apnay din ka data hona chahiye
- Apni dilchaspiyon ko note karein. Konsi sargarmiyan aap ke rozmarra ke mamoolaat ka mustaqil hissa hain? Agar wo nateejakhez/ faidamand hain tou unhain jaari rakhein, agar wo faidamand nahi hain tou un ki jagah behtar adaat apnayein.



APNAY WAQT KA JAAIZA LENAY KE FAWAYED

- Jab aap ko ye maloom hoga ke aap ki kon kon si sargarmiyan hain aur aap apna waqt kahan guzaartay hain, tou aap ko apni sargarmiyon ko tarteeb denay aur waqt ko manage (munazzam) karnay main asaani ho gi.
- Aap aik munazzam atreeqay se apna waqt guzarengay aur apnay rujhanaat se behtar taur par waaqif hongay.
- Aap ko maloom ho jaye ga ke aap ke zyada tar waqt zaroori kaamon main sarf horaha hi ya ghayr zaroori aur bekaar cheezom main.
- Aap ko apnay sab se zyada energetic (fa'aal) aur active time slots ka pata chalay ga.

Time Management Chart

DIRECTIONS: Record your daily activities and how much time they take, including the weekend. Use a different color for each activity (e.g. eating, sleeping, travel time to & from school, class time, extracurricular clubs/activities, study time, homework, leisure).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 AM							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 PM							
1							
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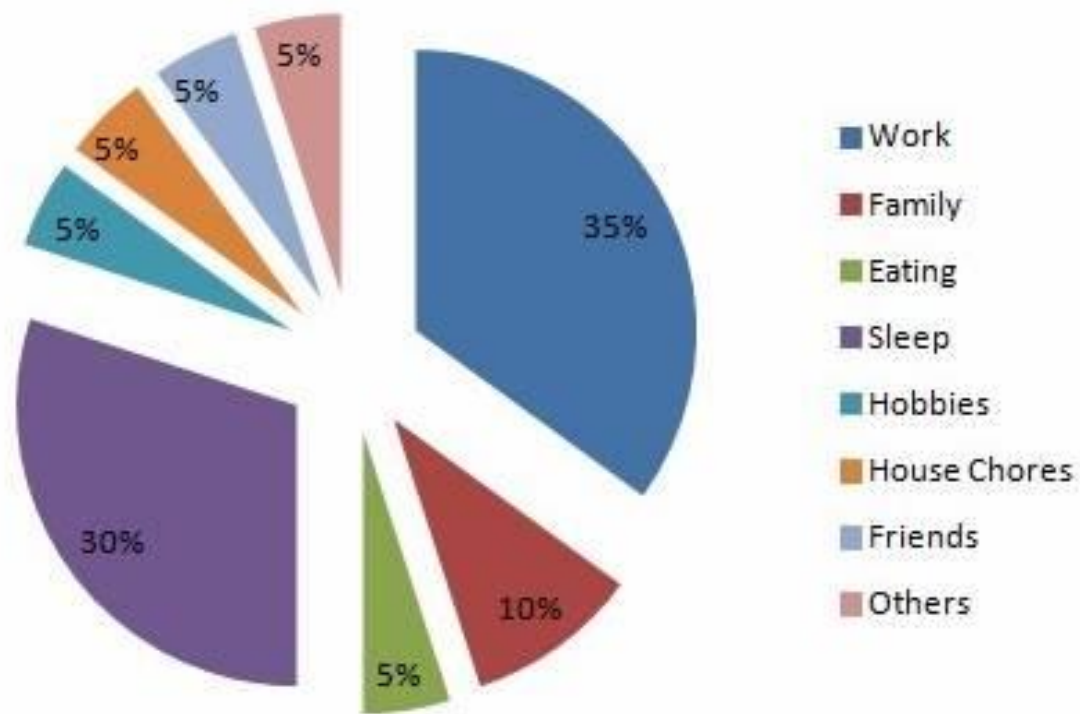
Amreeki maa ke liye time management chart (pooray aik [1] haftay ka)

Purpose	Time (hrs)	%
Sleep	46.00	27%
Helping daughter with homework	15.00	9%
Tending to & playing with daughter	8.00	5%
Alone time with husband	5.00	3%
Part-time work	21.00	13%
Volunteering at daughter's school	6.00	4%
Travel times	3.00	2%
Cooking, eating	13.00	8%
Cleaning home and yard	8.00	5%
TV & magazines	9.00	5%
Internet & phone	6.00	4%
Shopping	4.00	2%
Running errands	7.00	4%
Exercise and fitness	4.00	2%
Transition time	3.00	2%
Ablutions and personal care	8.00	5%
Socializing with friends & family	2.00	1%
Entire week:	168.00	100%

Note:

Ye sirf bataur misaal dikhaya gaya hai ke aap mukhtalif sargarmiyon ke hisaab se apnay waqt ko kaisay record kar saktay hain aur kaisay us ka tajziya kar saktay hain.

Personal Time Management Chart



Sargarmiyon ke tajziye ki aik (1) misaal

Daily Checklist (Month: _____)

Actions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Foul talk																															
Lying																															
Negativity avoided																															
Quran																															
Exercise																															
Study																															
Knowledge																															
Fajr																							X								
Zuhr																															
Asar																															
Maghrib																															
Isha																															
Sunnah																															
Tahajjud																							X								
Meeting with Allah																															
Charity																															
Tasbeeh																															
Gadgets																															
Sin Avoided																															

Legend: (X for negative, Y for positive)

Sunnah = all Sunnah prayers including zuhr

Meeting with Allah = A focused meeting with Allah in which self analysis is done and focused talk with Allah is done about your problems etc. In this meeting, you first thank Allah for all the blessings that you have.

Tasbeeh = It includes focused Istaghfaar (atleast 100 times a day. It also includes morning & evening azkaar.

Gadgets = This column means that devices like laptop, smart phone, fb etc. were not over used. The deciding factor is mainly use at night.

Ehem tips!

- Apnay heavy duty [bhaari zimedaari walay] kaam sab se energetic slots main karein.
- Ghayr zaroori, fuzool mutaalbaat aur cheezon ko khatam karein.
- Multitasking [aik waqt main kai kaam] se gurez karein aur har kaam ko poori tawajjah ke saath karein.
- Apnay kaamon ko aik saath aik hi waqt main mukammal karein. Misaal ke taur par: kisi kaam ke liye aik ghanta poori tarah bethain aur beech main 5 ya 10 minute ka waqfa lain. Aisa na karein ke 10-15 minute kaam kia aur phir adhoora chorh dia.
- Kaam kartay waqt bohot zyada waqfay lenay se gurez karein.



HOMework

- Apnay waqt ka tajziya karnay ke liye Excel file ya Word file banayein.
- Apni ehem sargarmiyan likhain aur kam az kam aik (1) haftay ke liye apnay waqt ka jaaiza lain.



YAAD KARNAY KE LIYE DUA'AIN

اللَّهُمَّ لَا سَهْلَ إِلَّا مَا جَعَلْتَهُ سَهْلًا، وَأَنْتَ تَجْعَلُ الْحَزْنَ إِذَا شِئْتَ سَهْلًا

Ay Allah! Koi kaam asaan nahi magar jise tu asaan kar de aur jab tu chaahta hai mushkil ko asaan kar deta hai.

[Ibn Hibban 327, Ibn as Sunni 351]

رَبِّ يَسِّرْ وَ لَا تُعَسِّرْ وَ تَمِّمْ بِالْخَيْرِ وَ بِكَ نَسْتَعِينُ

Ay meray Rabb (us cheez ko) asaan karma, usay mushkil ne farmaana, us ki takmeel bakhair-o-khoobi farma, aur hum tujh hi se madad maangtay hain.”