



TIME AUR FOCUS MANAGEMENT

Muhammad Ali (Teacher, Trainer, Educator)



TAYYARI KI TAAQAT

MODULE 4



OUTLINE (KHAKA)

- Tayyari ki ehmiyat
- Neuron pathways [neuron ke raasta] ke zariye aadat kaisay banti hai.
- Mustaqil mizaaji kaisay haasil ki jaye



AADAT BANANA

- Buri aadaton ko achi aadaton se badlain maslan mobile ke istimaal ki jagah kitaabein parhain aur raat ko tamaam azkaar parhain.
- Rozana aik (1) aadat apnayein aur us ko jaari rakhein / us ko duhraatay rahain. Aadat ko duhraanay se neuron pathways [neuron ke raastay] mazboot hongay aur nateejan aadat pakki ho jaye gi.



TAYYARI KI EHMIYAT

يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ وَلْتَنْظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍ ۖ وَاتَّقُوا اللَّهَ ۚ إِنَّ اللَّهَ
خَبِيرٌ بِمَا تَعْمَلُونَ

Ay iman walon! Tum Allah se dartay raho aur har shakhs ko dekhtay rehnay chahiye ke us ne kal [qiyamat] ke liye agay kia bheja hai, aur tum Allah se dartay raho, beshak Allah un kaamon se bakhabar hain jo tum kartay ho.

(Surah al-Hashr:18)



اِقْتَرَبَ لِلنَّاسِ حِسَابُهُمْ وَهُمْ فِي غَفْلَةٍ مُّعْرِضُونَ

Qareeb agaya hai logon ke hisaab ka waqt, aur wo hain ke
ghaflat main munh morhay huay hain

(Surah al-Anbiya: 1)

TAYYARI KE LIYE EHEM TAJAWEEZ

- Rozana raat ko sonay se pehlay 15 minute bethain aur aglay din jo kaam karnay hain us ko note karain.
- Apnay aap ko aglay din ki sargarmiyon ke liye zehni taur par munazzam aur tayyar karain.
- Apnay mamool se das (10) minute pehlay jaagna shuru karain
- Proactive [fa'aal] rahain! Aik fa'aal shakhs kisi bhi soorat-e-haal ke liye pehlay se tayyar rehta hai. Zindagi main challenges ko madd-e-nazar rakhain aur apnay zehan ko planning/mansooba bandi ke saath tayyar karain.
- Aqalmand logon/ daniswaron ke saath bethain jo apnay waqt ko achi tarah chalaatay hain/ apnay waqt ko achi tarah manage kartay hain.



Proactive



Reactive



RESEARCH ASSIGNMENT

- Proactiveness ke baray main tehqeeq karain,
- Aap Stephen Covey ki kitaan “Pur asar logon ki saat (7) adaat” ka pehla baab parh saktay hain.



YAAD KARNAY KE LIYE DUA'

رَبَّنَا آتِنَا مِنْ لَدُنْكَ رَحْمَةً وَهَيِّئْ لَنَا مِنْ أَمْرِنَا رَشَدًا

Ay parwadigaar, hum ko apni rehmat-e-khaas se nawaaz aur humara
mumaamla durust kar de