



# TIME AUR FOCUS MANAGEMENT

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PRIORITY MATRIX AUR  
PARETO PRINCIPLE

MODULE 8



# OUTLINE

- Priority matrix [tarjeehi matrix]
- Laazmi/zimedaari walay kirdaaron par behas
- ABC analysis [ABC tajziya]
- Pareto principle [Pareto usool]

# The Priority Matrix



# KAAMON KI MISAL

	Urgent	Not Urgent
Important	<p><b><u>Quadrant I</u></b></p> <ul style="list-style-type: none"><li>● Crisis</li><li>● Pressing problems</li><li>● Deadline driven projects</li></ul>	<p><b><u>Quadrant II</u></b></p> <ul style="list-style-type: none"><li>● Relationship building</li><li>● Finding new opportunities</li><li>● Long-term planning</li><li>● Preventive activities</li><li>● Personal growth</li><li>● Recreation</li></ul>
Not Important	<p><b><u>Quadrant III</u></b></p> <ul style="list-style-type: none"><li>● Interruptions</li><li>● Emails, calls, meetings</li><li>● Popular activities</li><li>● Proximate, pressing matters</li></ul>	<p><b><u>Quadrant IV</u></b></p> <ul style="list-style-type: none"><li>● Trivia, busy work</li><li>● Time wasters</li><li>● Some calls and emails</li><li>● Pleasant activities</li></ul>

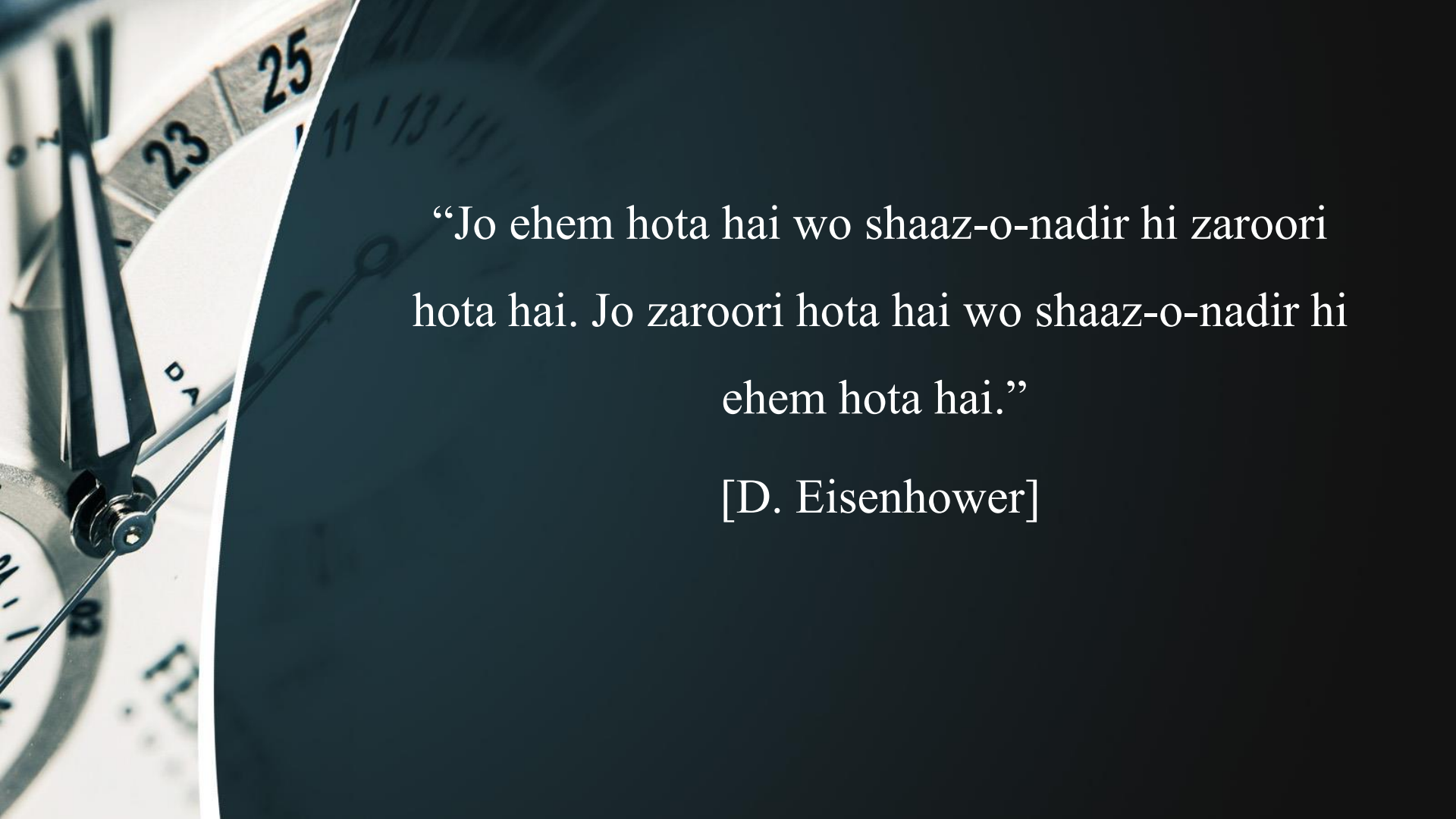


# AAP KE LAAZMI ADAA KARNAY WALAY KIRDAAR KIA HAIN?

- Namaz
- Ghar waalon ki zimedaari
- Achi sehat barqarar rakhna
- Warzish
- Nek amaal

# The Eisenhower Decision Matrix





“Jo ehem hota hai wo shaaz-o-nadir hi zaroori  
hota hai. Jo zaroori hota hai wo shaaz-o-nadir hi  
ehem hota hai.”

[D. Eisenhower]



# THE PARETO PRINCIPLE

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## EFFORT

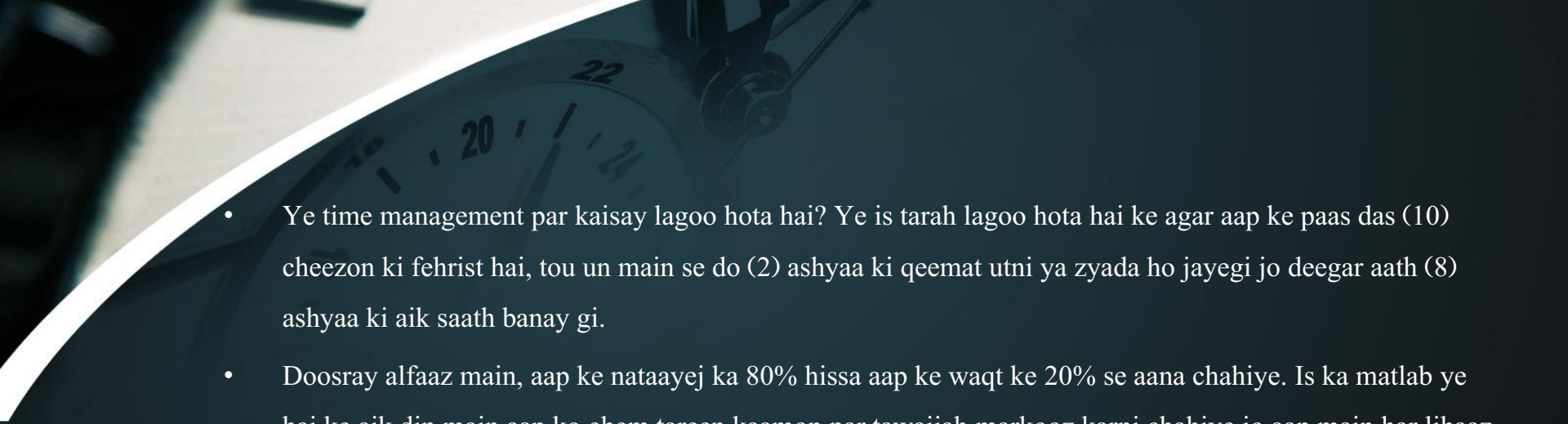


## RESULTS



# HUM PARETO PRINCIPLE SE KIA SEEKHTAY HAIN?

- Ye usool itaalwi maahir-e-ma'ashiyat Wilfred Pareto ne 1895 main us waqt tayyar kia jab us ne dekha ke 80% zameen sirf 20% abaadi ki milkiyat hai.
- Saada alfaaz main, ye usool kehta hai ke apnay waqt ke 20% hissay se 80% nataaeyj haasil kar saktay hain.
- Samajhnay ka aik (1) aur tareeqa: aap ki 20% sargarmiyan aap ke nataaeyj ka 80% hongy.
- Misaal ke taur par “Aap ke 20% saarfeen aap ki farokht ka 80% hissa lengay. Aap ki masnoo'at ya khidmaat ka 20% aap ke munaafe' ka 80% banta hai. Us ke ilaawa aap ke kaamon ka 20% hisaa aap ke kaamon ki qeemat ka 80% banta hai, wegheera wegheera.

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- Ye time management par kaisay lagoo hota hai? Ye is tarah lagoo hota hai ke agar aap ke paas das (10) cheezon ki fehrist hai, tou un main se do (2) ashyaa ki qeemat utni ya zyada ho jayegi jo deegar aath (8) ashyaa ki aik saath banay gi.
  - Doosray alfaaz main, aap ke nataaयेज ka 80% hissa aap ke waqt ke 20% se aana chahiye. Is ka matlab ye hai ke aik din main aap ko ehem tareen kaamon par tawajjah markooz karni chahiye jo aap main har lihaaz se zyada behtari laayein bajaye us ke ke un cheezon par waqt zaaya karain jo haqeeqat main aap ko behtari ki taraf nahi le kar jaatein.
  - **Maslan:** un cheezon par waqt zaaya karnay ke bajaye jinhain outsource kia ja sakta hai (un kaamon ko karnay ke liye kisi aur ko tafweez ka ja sakta hai), un cheezon par tawajjah dain jin ka aap se baraah-e-raast talluq hai aur aap ki roohani, zaati, samaajhi, aur maali taraqqi ke liye sab se zyada ehem hain. Us se aap ko in shaa Allah kaafi faarigh waqt milay ga aur aap waqt ko bohot achi tarah manage [munazzam] kar saktay hain.

# ABC ANALYSIS

A

high priority  
very important  
major significance

B

medium priority  
important  
medium significance

C

low priority  
less important  
minor significance



# ABC ANALYSIS KE KAAMON KI WAZAAHAT

- Category 'A' ke kaam: wo kaam jin ki ehmiyat aap ki zindagi main 65% hai lekin wo aap ke din ka sirf 15% waqt letay hain.
- Category 'B' ke kaam: wo kaam jin ki ehmiyat aap ki zindagi main 20% hai aur aap ke din ka 20% waqt letay hain.
- Category 'C' ke kaam: wo kaam jin ki ehmiyat aap ki zindagi main 15% hai lekin wo aap ke din ka 65% waqt le rahay hain.



## ABC ANALYSIS PAR AMAL KARNAY KE QAWWAID

- Task 'A' ko khud karna chahiye kyun ke wo bohot ehem hain.
- Task 'B' ko juzwi taur par kisi aur ko sonpa ja sakta hai aur aap khud bhi check rakh kar unhain apni taraf se kisi aur ko de saktay hain.
- Task 'C' nataaयेज ke lihaaz se bohot hi kam ehmiyat ka haamil hain lihaaza aap unhain doosron main taqseem kar saktay hain unhain mukammal taur par chorh saktay hain ya unhain kisi aur waqt ke liye rakh saktay hain.



# ASSIGNMENT

- Pareto usool par mazeed tehqeeq karain aur usay time management par kaisay lagoo kia ja sakta hai us par tehqeeq karain.
- Apnay mamool main zaroori kaamon ko tarteeb dain.
- Apnay din ko tarteeb denay ke liye Priority Matrix, ABC analysis, aur Pareto principle istimaal karain.

# YAAD KARNAY KE LIYE DUA'AIN

اللَّهُمَّ إِنِّي أَسْأَلُكَ الْهُدَى


وَالْتُّقَى وَالْعَفَافَ وَالْغِنَى

**ترجمہ:** اے میرے پیارے اللہ!

میں آپ سے ہدایت، پرہیزگاری،

پاکدامنی اور دل کی مالدرای چاہتا ہوں۔





اللَّهُمَّ اهْدِنِي وَسَدِّدْنِي

Allahumma-hdini wa saddidni

O Allah! Direct me to the right path and  
make me adhere to the straight path.

اے اللہ! مجھے ہدایت دے اور مجھے  
سیدھے راستے پر چلا۔