



TIME AUR FOCUS MANAGEMENT

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TEZI SE FAISLAY LENA

MODULE 9



OUTLINE

- Apni makhsoos salahiyaton/ khoobiyon aur bunyaadi iqdaar ko jaanna
- Kaam aur zindagi ke mabayan tawaazun
- Hum achay aur barwaqt faislay kaisay kar saktay hain
- Istikhara ki ehmiyat



MAKHSOOS SALAHİYATAIN/QUWWATAIN/ KHOOBIYAN KIA HOTI HAIN?

- “Makhsoos quwwaton/ salahiyaton/ khoobiyon” se murad kirdaar ki wo quwwatain hain jo humari tareef ke liye intihaai zaroori hain ke hum kon hain.
- Misaal ke taur par: istiqamat, sabr, diyanatdaari, aajizi, shaaistigi. Maafi, qubooliyat, takhleeqi, salaahiyat, bahaduri, tajassus wegheera.
- Faida: agar aap apni makhsoos khoobiyon/ salaahiyaton ko jaantay hain, tou aap ko behtar khud agaahi haasil ho gi aur us wajah se aap zindagi main achay faislay kar saktay hain.
- Apni makhsoos khoobiyon/ salaahiyaton ko yahan par talaash karain:
<https://www.viacharacter.org/character-strengths>

BUNYAADI IQDAAR KIA HAIN?

- Bunyaadi qadr aik (1) usool ya aqeedah hai jo kisi shakhs ya tanzeem ke liye markazi ehmiyat ka haamil hota hai.
- Aap ko maloom hona chahiye ke apa e. bunyaadi iqdaar kia hain
- Faida: Is se aapko fauri faislay karnay main madad milay gi kyun ke aap ko maloom hoga ke aap apnay iqdaar ke saath kaisi mutaabiqat rakhtay hain.

BUNYAADI IQDAAR KI MISALAIN

Core Values List

****circle your top 5****

- **Authenticity**
- **Accountability**
- **Achievement**
- **Adventure**
- **Authority**
- **Autonomy**
- **Balance**
- **Beauty**
- **Boldness**
- **Compassion**
- **Challenge**
- **Citizenship**
- **Community**
- **Competency**
- **Collaboration**
- **Contribution**
- **Creativity**
- **Curiosity**
- **Determination**
- **Fairness**
- **Faith**
- **Fame**
- **Friendships**
- **Fun**
- **Growth**
- **Happiness**
- **Honesty**
- **Humor**
- **Influence**
- **Inner Harmony**
- **Justice**
- **Kindness**
- **Knowledge**
- **Leadership**
- **Learning**
- **Love**
- **Loyalty**
- **Meaningful Work**
- **Openness**
- **Optimism**
- **Patriotism**
- **Peace**
- **Pleasure**
- **Popularity**
- **Recognition**
- **Religion**
- **Reputation**
- **Resilience**
- **Respect**
- **Responsibility**
- **Security**
- **Self-Respect**
- **Service**
- **Spirituality**
- **Stability**
- **Success**
- **Status**
- **Trustworthiness**
- **Wisdom**



EHEM TAREEN NUKTA

Aik musalman ke bunyaad iqdaar ka
shari'at se hum ahang hona zaroori hai!



KAAM AUR ZINDAGI KE MABAYN TAWAAZUN

- Zyada tar log kaam aur zindagi ke tawaazun ko barqarar rakhnay main nakaam rehtay hain,
- Kaam aur zindagi ke tawaazun ko qayem karnay main insaan apnay career aur zaati zindagi ke taqaazon ko yaksaa taur par tarjeeh deta hai.
- Aik musalman ke liye zaroori hai ke wo shari'at ke mutabiq waazil tarjeehaat tarteeb de aur maadi imlaak ke husool ki be-faida daurh main apnay aap ko na ghulaaye
- Waqt ko achay tareeqay se munazzam karnay se kaam aur zindagi main acha tawaazun paida hota hai.



ISTIKHARA KI EHMIYAT

- Istikhara se murad kisi cheez ka intikhaab karnay main Allah Ta'ala se madad maangna hai, ya'ani jab insaan ke paas do (2) cheezain maujood hon aur usay un main se behatreen cheez ka intikhaab karna ho.
- Har qism ke faislay kartay waqt istikhara karna aik musalman ki zindagi main bohot ehmiyat rakhta hai.
- Istikhara karnay ka tareeqa:

<https://islamqa.info/en/answers/2217/how-to-pray-istikharah>

- Istikahra ka nateeja maloom karnay ka tareeqa:

<https://islamqa.info/en/answers/5882/he-prayed-istakharah-and-did-not-feel-anything>



KHULASAH

- Apnay aap ko janain (apni salahiyaton ko talaash karain/ jaanain)
- Apni bunyaadi iqdaar ko talaash karain.
- Is baat ko yaqeeni banayein ke aap ki bunyaadi iqdaar shari'at ke mutabiq hain.
- Kaam aur zindagi ke mabayn tawaazun paida karna seekhain.
- Istikhara ka sahih tareeqa seekhain aur zindagi ke tamaam faislon (chotay ya barhay) main istikhara ke zariye Allah se madad maangain.

YAAD KARNAY KE LIYE DUA'AIN

اَللّٰهُمَّ رَحْمَتَكَ اَرْجُوْا فَلَا تَكِلْنِيْ اِلٰى نَفْسِيْ طَرْفَةَ عَيْنٍ وَّ اَصْلِحْ لِيْ شَاْنِيْ كُلَّهُ لَا اِلٰهَ اِلَّا اَنْتَ

Ay Allah! Main teri rehmat ka umeedwar houn, pas palak jhapaknay (aik lamhay) ke liye bhi mujhay meray nafs ke hawalay na kar aur meray sab halaat sanwaar de, teray siwa koi ma'bood nahi.

رَبِّ اِنِّيْ لِمَا اَنْزَلْتَ اِلَيّْ مِنْ خَيْرٍ فَقِيْرٌ

Parwardegaar, jo bhi tu mujh par naazil kar de main us ka muhtaaj hun