

Week 15:

Time Management for a Muslim

Task 1: Read the following information

1- Set clear vision/goals

Setting yourself a clear goal and vision becomes a powerful tool for success. Being able to imagine yourself achieving and enjoying success is a matter of choice. Give it a try.

2- Learn to say "No"

It is not something easy, however learning to say "no" can become your best kept secret for managing your time. With so many things pulling you in different directions, it is time to take control and choose how you use your limited available time.

3- Task by task

The old thought that multi-tasking will help you get more done in less time just does not work. To be most efficient with your time, you need to approach your day with a task-by-task methodology.

4- Minimize social media time

Do yourself a favour and limit your social media activities. You will gain back time you never knew you had.

5- Set your priorities

You might not get everything done, even with a to-do list. However, you can complete the most important things by prioritizing each task. Keep in mind that important and urgent are not necessarily the same things.

6- Schedule your time

Allocate blocks of time into your calendar for you to focus and get some really valuable work achieved. Do not let others cram your day with their requirements. Schedule time for yourself and make productive hours in your day.

7-Waiting time is not always wasted time

If you find yourself waiting in a queue or commuting daily to and from work, consider using those moments to make notes, refresh your mind and capture some creative ideas. Arming yourself with paper and a pen or a smartphone will ensure you never miss a beat.

8-Being healthy matters

If your energy is suffering, you will never be able to work as productively as possible and your management of time will be impacted. Research shows that one of the keys to high performance is taking regular breaks, particularly lunch, and ensure you step away from the computer to re-charge.

9-Set yourself clear expectations

Sometimes we set the bar too high and find that the expectations we have on ourselves are unrealistic. When you are given a project or task to complete, make sure you understand it in full, take the time to make your plan and never forget to be realistic.

10-Do not be afraid to delegate

Delegating is not a term to shy away from. If someone else can achieve something faster and more efficiently and they are able to take it on, delegate. The existence of virtual assistants is living proof that outsourcing tasks to others allows you to channel your skills and time towards activities of greater value.

Task 2: For your task, this week I would like you to create a timetable to set out your days of the week. Your timetable should suit your own needs however I would advise you to use the tips above to create a reasonable timetable and try to follow this timetable. After trying to follow this timetable for a week, I would like you to write a short reflection on the experience on what was a good impact and what was difficult.