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## BOOK REVIEW

### **BOOK REVIEW ON TIME MANAGEMENT- *Increase your personal productivity and Effectiveness***

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“**TIME MANAGEMENT-** Increase your personal productivity and Effectiveness”, Subject advised by Michael Roberto, faculty member in the General Management unit at Harvard Business School. The contents of the book are in consonance with the objectives of time management. The book evokes interest, being probably the first of its kind and an inward introspection of business.

This book will help us to make the most of our time and consequently increase our personal productivity and effectiveness. Time is one thing that every creative individual and creative team must have to achieve anything worthwhile. A wide range of issues have been discussed in different chapters which include Use goals as a Guide, How we Spend our time, Scheduling our time, Time robbers, Delegation, The time –Wasting Boss, The personal side of time and what companies can do to help.

Goals are the starting point of effective time management. Goals differ in time frames and importance. They must be accomplished in our business or our unit in order to continue running successfully. Urgent but relatively unimportant tasks can easily consume time that we should spend on critical and enabling goals. Learn to identify those tasks for what they are. Taking control of our time is much easier if we understand how we are currently spending it and we get an accurate picture of how we are spending our time, we'll know where we are wasting it and how to use it more effectively and try to label it by specific categories.

The best approach is to use a schedule, a written commitment to accomplish tasks within a specific time. A schedule allows us to visualize time resources and our plan for allocating them. People with less structured jobs can make the most of time management tools by building more free time and flexibility into their schedules. We can avoid overloading our schedule by consciously recognizing our key goals and delegating to others. Avoid assuming the responsibilities and problems of our subordinates coach them and advise them. Get control of our e-mail by dealing with it at scheduled times during the day and meeting can be major time waster. Avoid distraction and concentrate on a single task until it is finished before moving to the next.

Gaining time for our self is the assignment of a specific task or project by one person to another and the assignee's commitment to complete the task and good way to build a solid understanding of all "I trust you to get this job done". Delegation is to establish the right tone and environment. How to cope- mutual dependence makes it imperative that build a strong relationship and learn to work together effectively.

Mastering work life balance is tempting to think of our home as a refuge from the workplace. It is advised to do three things like, clarifying personal goals, prioritizing goals and determining what we must do to achieve our highest priorities. It is an issue that refuses to go away. Ideas for improving employee time management is more productivity and effectiveness they can pact into their time, the more they can demand for it. People are efficient and effective in their use of time are bound to outpace rivals whose employees allow time to slip through their fingers.

The people become good time mangers only when they proactive it and review their progress.