

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقَدْ رَبُّ زِدْنِي عِلْمًا

صدق الله العظيم



نقمر...؟ طبعاً نقمر



TIME MANAGEMENT 1

Mohammad Omar





- **Power of paradigm**
- **The clock and the compass**
- **The three generations of time management**
- **Before we log in a new generation**
- **The 4th generation**



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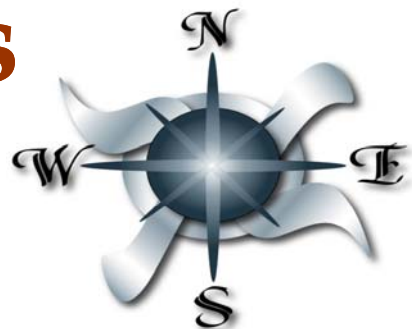




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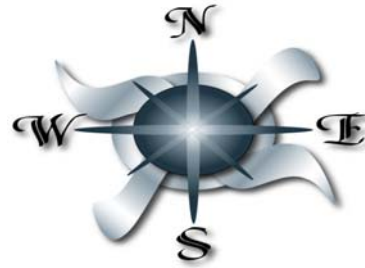


Clock & Compass





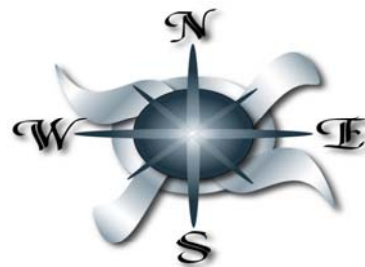
- Accomplish more in less time
- Do things right
- External driver
- Manage our life
- Commitments, schedules, goals, activities



- Accomplish what is important
- Do the right things
- Internal driver
- Leading our life
- Vision, mission, principles, values, direction



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The Three Generations of Time Management

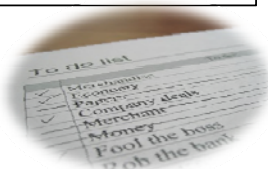
Third Generation



Second Generation



First Generation



1. First Generation

- Based on REMINDERS.
- Keeps track on the TO DO things.
- Characterized by simple NOTE & CHECKLIST.



2. Second Generation

- Based on PLANNING and PREPARATION.
- DEADLINES and appointments are set.
- Characterized by CALENDERS and APPOINTMENT BOOKS



3. Third Generation



- Based on PLANNING & PRIORITIZING.
- Spend time clarifying VALUES & PRIORITIES
- Characterized by ORGANIZERS, with detailed forms of daily planning.



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Before log in

- The 4 Qs
- Understand the main 3 ideas.
- Plan into action.
- Remember....



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THE 4

Qs



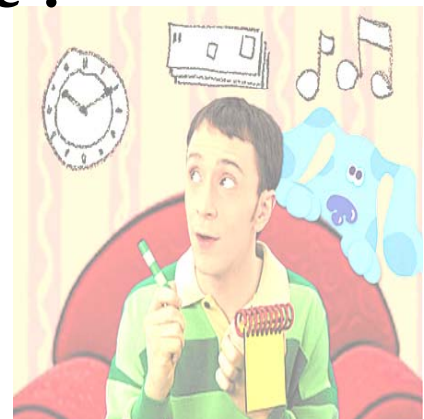
EXERCISE

- What is the one activity you **know** if you did well and consistently would have significant results in your **personal** life ?



EXERCISE

- What is the one activity you **know** if you did well and consistently would have significant results in your **professional** or **work** life ?





Not Important Important

Urgent

Not Urgent

I	II
III	IV

Urgent

Important

I

- Crisis
- Pressing problems
- Deadline-driven projects, meetings, preparations



Important

Not Urgent



- Preparation
- Prevention
- Planning
- Relationship building
- True re-creation
- empowerment



Urgent



- Interruptions, some phone calls
- Some mail, reports
- Some meetings
- Many proximate, presenting matters
- Many popular activities

Not Important



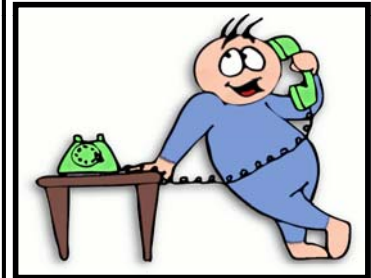


Not Important

Not Urgent

IV

- Trivia, busywork
- Some phone calls
- Time wasters
- "Escape" activities
- Irrelevant mail
- Excessive TV



Important

Urgent

I

- Crisis
- Pressing problems
- Deadline-driven projects, meetings, preparations

III

- Interruptions, some phone calls
- Some mail, reports
- Some meetings
- Many proximate, presenting matters
- Many popular activities

Not Important



Not Urgent

II

- Preparation
- Prevention
- Planning
- Relationship building
- True re-creation
- empowerment

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- Trivia, busywork
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Not

Important

Urgent

Not Urgent

I	II
III	IV



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Where there is no
Gardener,
There is no Garden



TIME MANAGEMENT 2

Mohammad Omar



Before log in

- The 4 Qs
- **Understand the main 3 ideas.**
- Plan into action.
- Remember....



THE MAIN THREE IDEAS

- **THE FOUR NEEDS**
- **THE TRUE NORTH**
- **THE FOUR ENDOWMENTS**

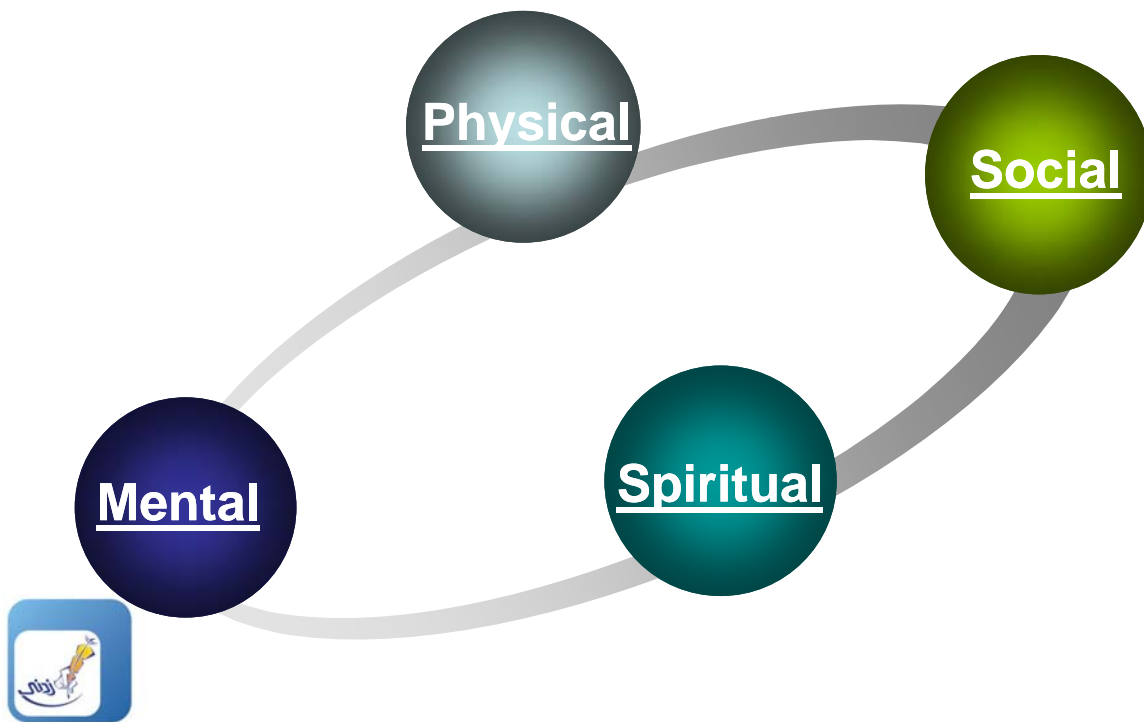


THE MAIN THREE IDEAS

- **THE FOUR NEEDS**
- **THE TRUE NORTH**
- **THE FOUR ENDOWMENTS**



The Four Needs



PHYSICAL



SOCIAL



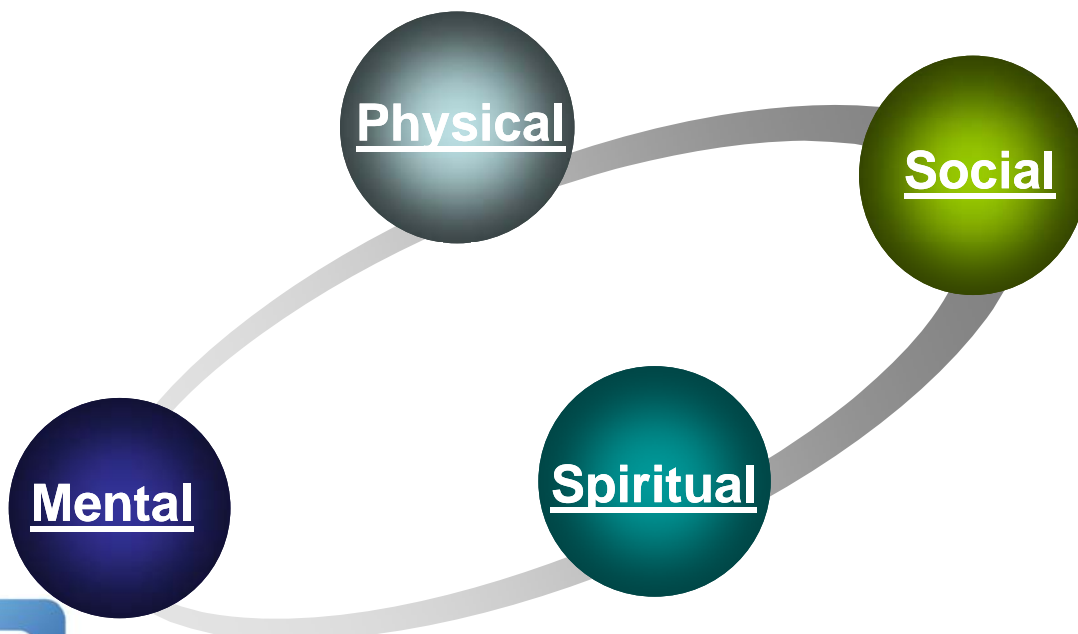
MENTAL



SPIRITUAL



BALANCE

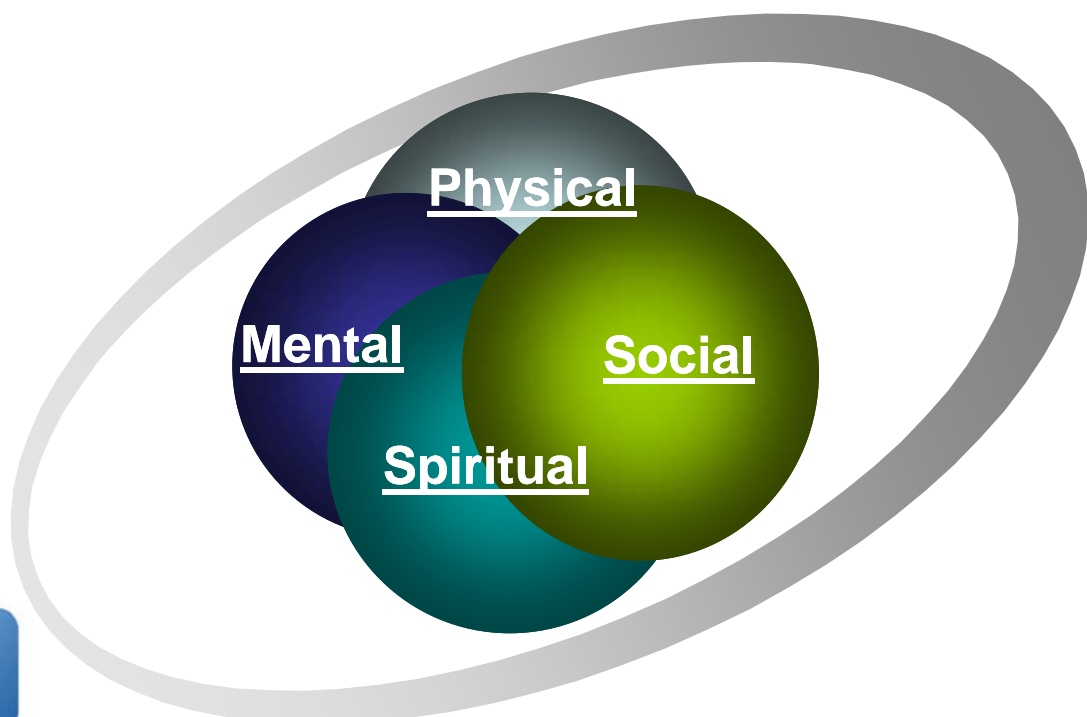


As long as you live **learn**
how to live.





SYNERGY



THE MAIN THREE IDEAS

- THE FOUR NEEDS
- **THE TRUE NORTH**
- THE FOUR ENDOWMENTS



THE True NORTH



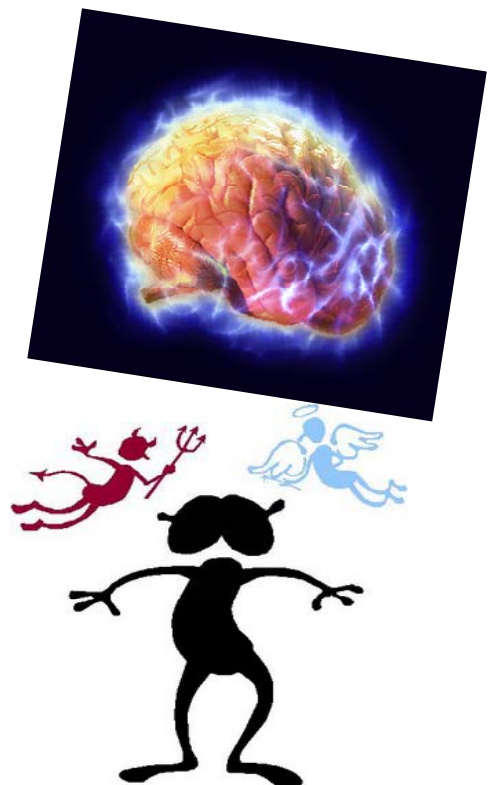
THE MAIN THREE IDEAS

- THE FOUR NEEDS
- THE TRUE NORTH
- **THE FOUR ENDOWMENTS**



FOUR HUMAN ENDOWMENTS

- Self awareness
- Conscience
- Independent will
- Creative Imagination



Quality of life depends on
the space between the
stimulus and the response .



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Before log in

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REMEMBER

YOU ARE PLAYING ROLES
IN YOUR LIFE











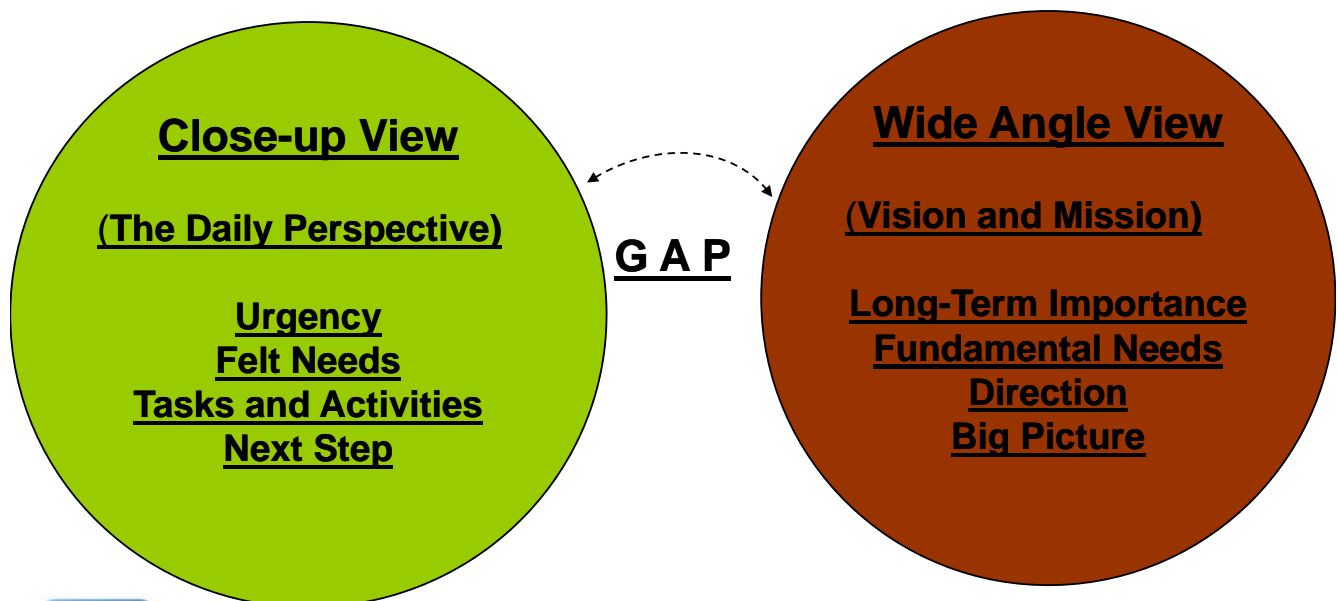
AGENDA



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The Perspective of the week



The Perspective of the week

Normal View

(The Weekly perspective)

Links:

Urgency with long-term importance

Felt Needs with Fundamental Needs

Tasks and Activities with direction

Next Steps with big picture



The main thing is to keep
the main thing the main
thing.

The Process of Putting First Things First

Step One:

Connect with your Vision and Mission



The Process of Putting First Things First

Step Two:

Identify Your Roles



The Process of Putting First Things First

Step Three:

Select Quadrant II

Goals in Each

Role

Not Urgent

II

- Preparation
- Prevention
- Planning
- Relationship building
- True re-creation
- empowerment

Important



The Process of Putting First Things First

Step Four:

Create a Decision-Making Framework for Week



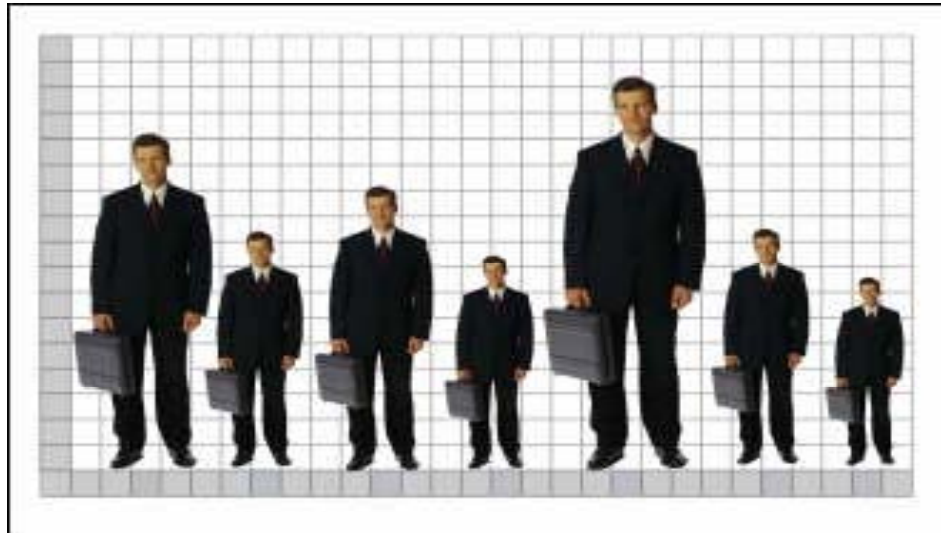
The Process of Putting First Things First

Step Five: Exercise Integrity in The Moment



The Process of Putting First Things First

Step Six: Evaluate



AGENDA



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RESOURCES

- First Things First. (Covey)
- Seven Habits (Covey)
- جدد حياتك الشيخ الغزالي
- الوقت في حياة المسلم الشيخ يوسف القرضاوي
- إدارة الذات الأستاذ أكرم رضا



