

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقَدْ رَبُّ زِدْنِي عِلْمًا

صدق الله العظيم



نقمر...؟ طبعاً نقمر

TIME MANAGEMENT 2



Before log in

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



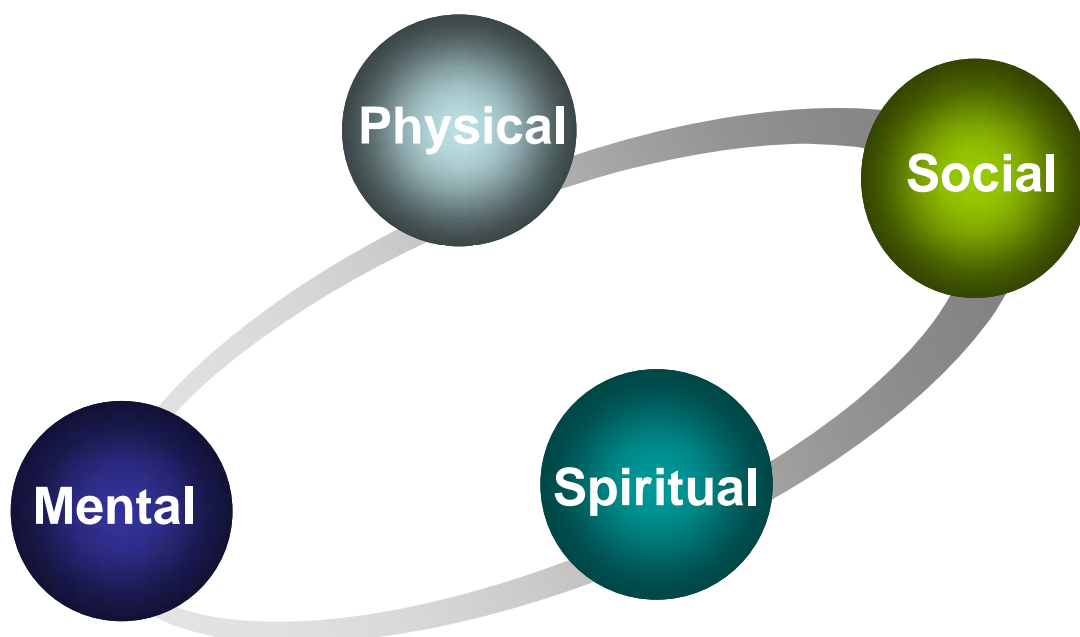
THE MAIN THREE IDEAS

- **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



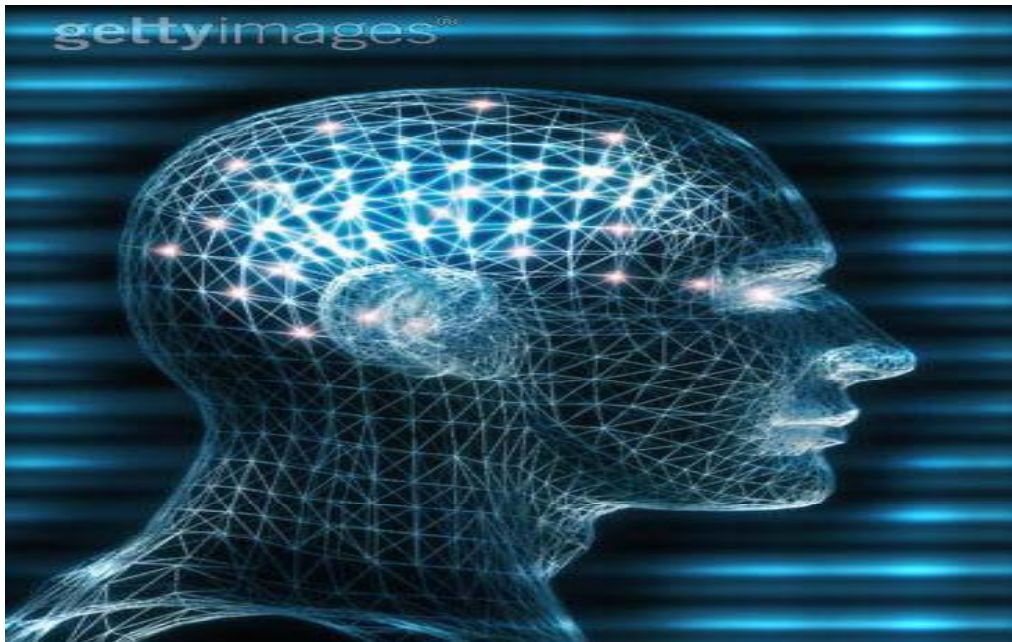
PHYSICAL



SOCIAL



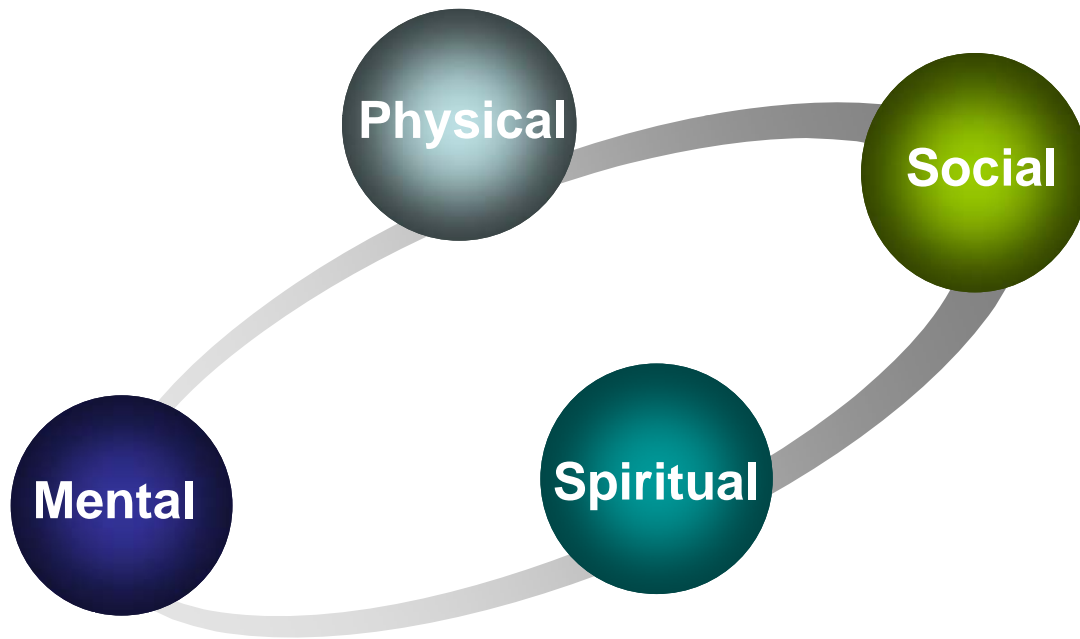
MENTAL



SPIRITUAL



BALANCE

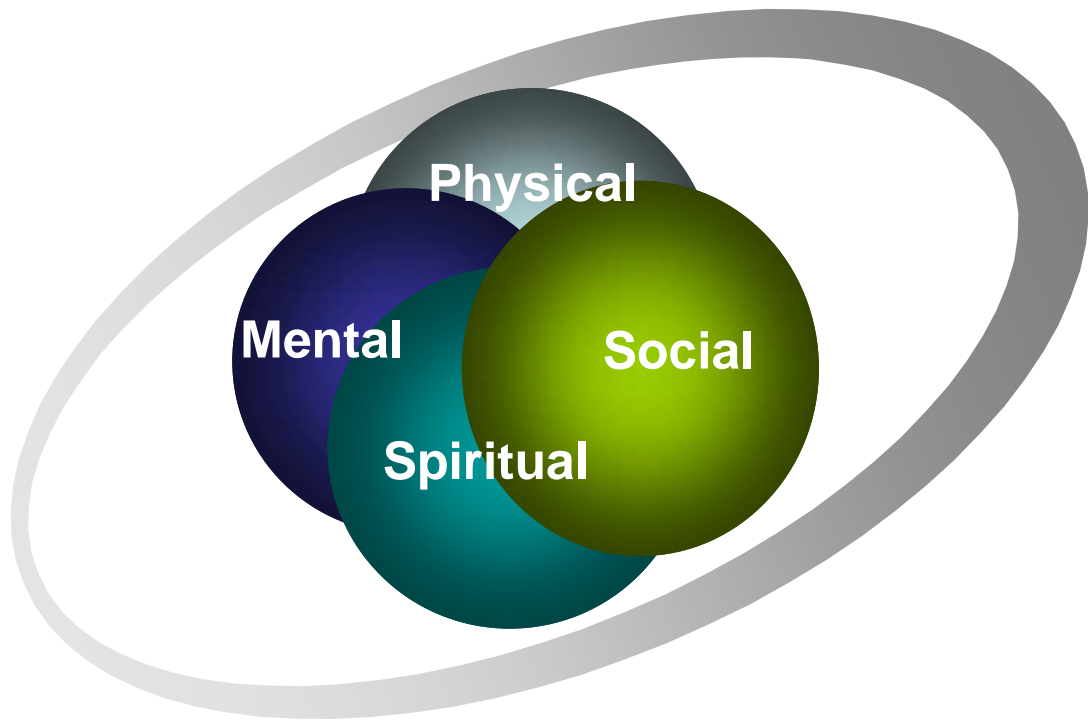


As long as you live **learn**
how to live.





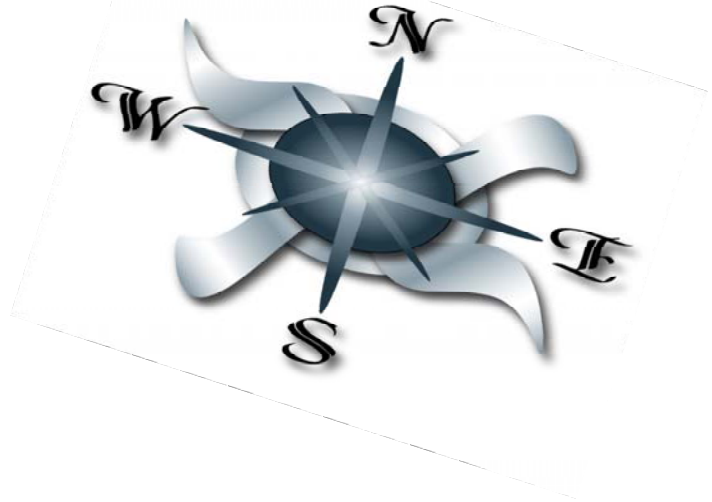
SYNERGY



THE MAIN THREE IDEAS

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

THE **True** NORTH

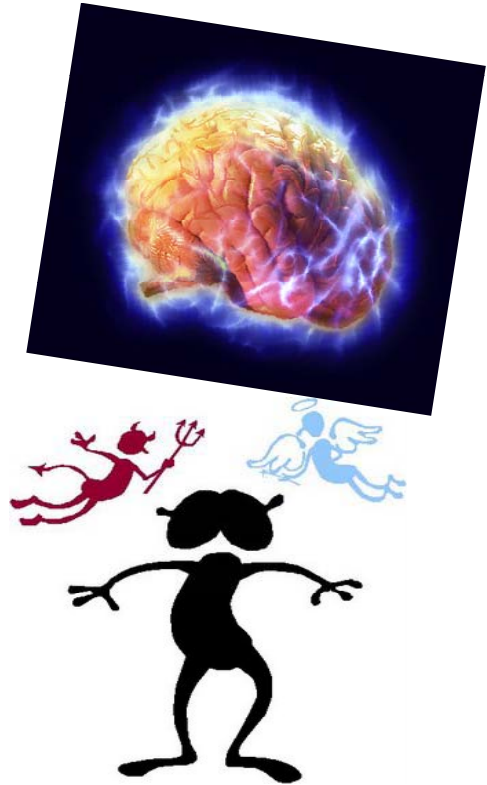


THE MAIN THREE IDEAS

- 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 .

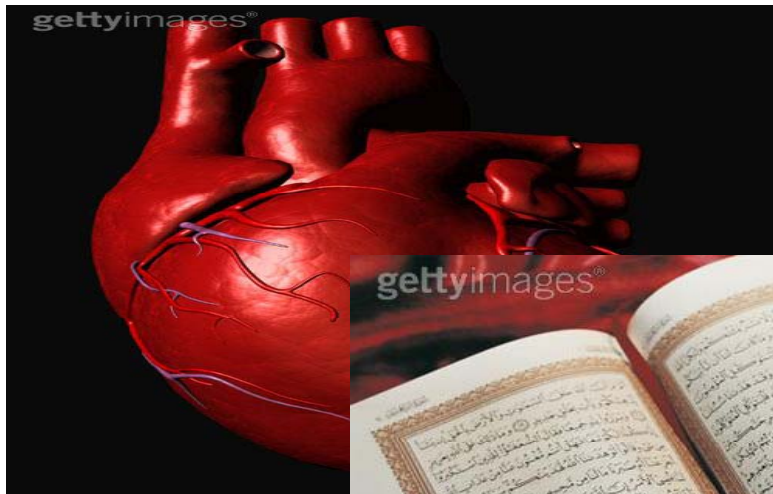
SELF AWARENESS



SELF AWARENESS



CONSCIENCE



Independent will



Creative Imagination



The Future belongs to those
who believe in the beauty of
their Dreams



Before log in

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



Before log in

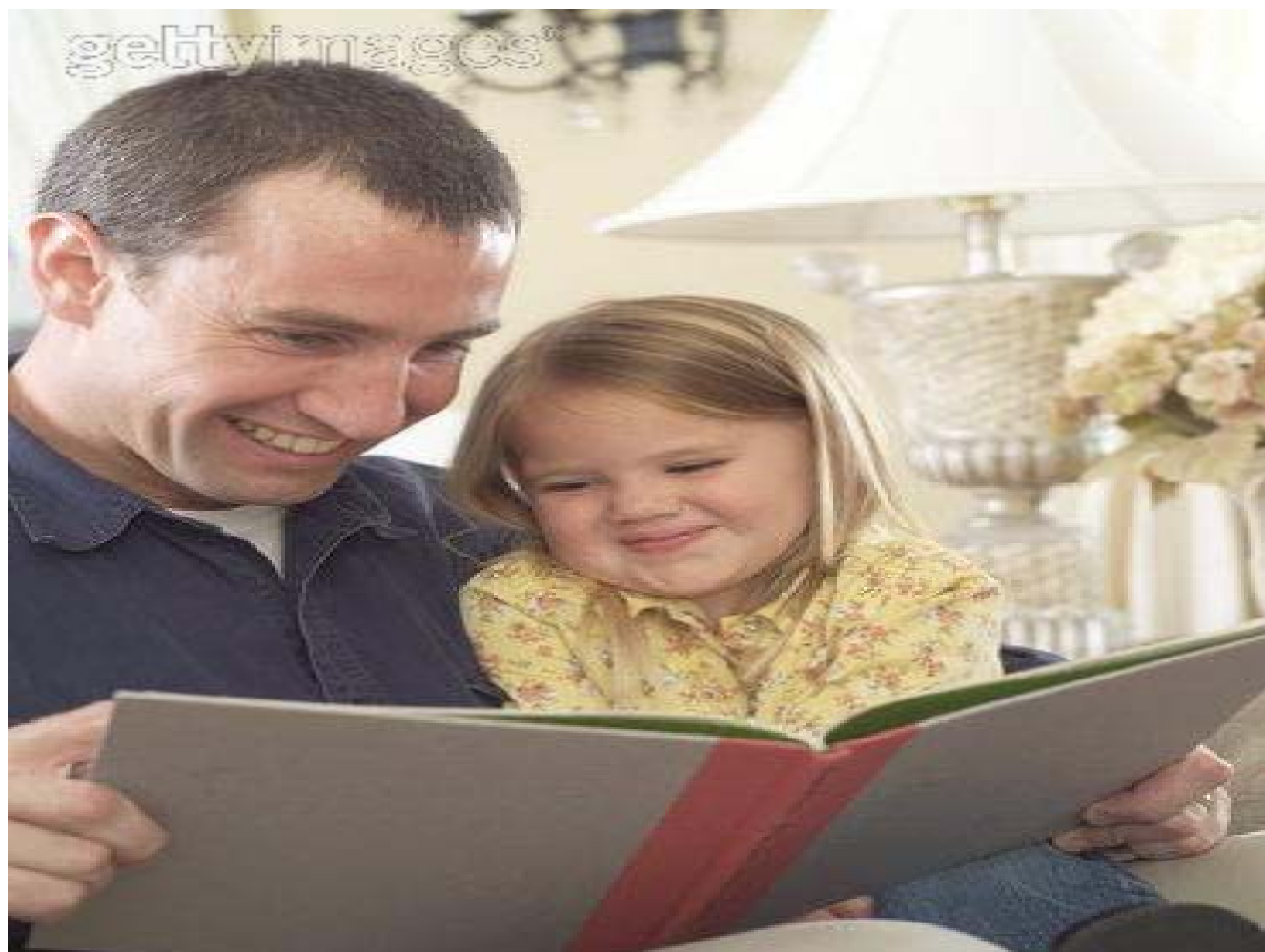
- The 4 Qs
- Understand the main 3 ideas.
- Plan into action.
- **Remember....**



REMEMBER

**YOU ARE PLAYING ROLES
IN YOUR LIFE**









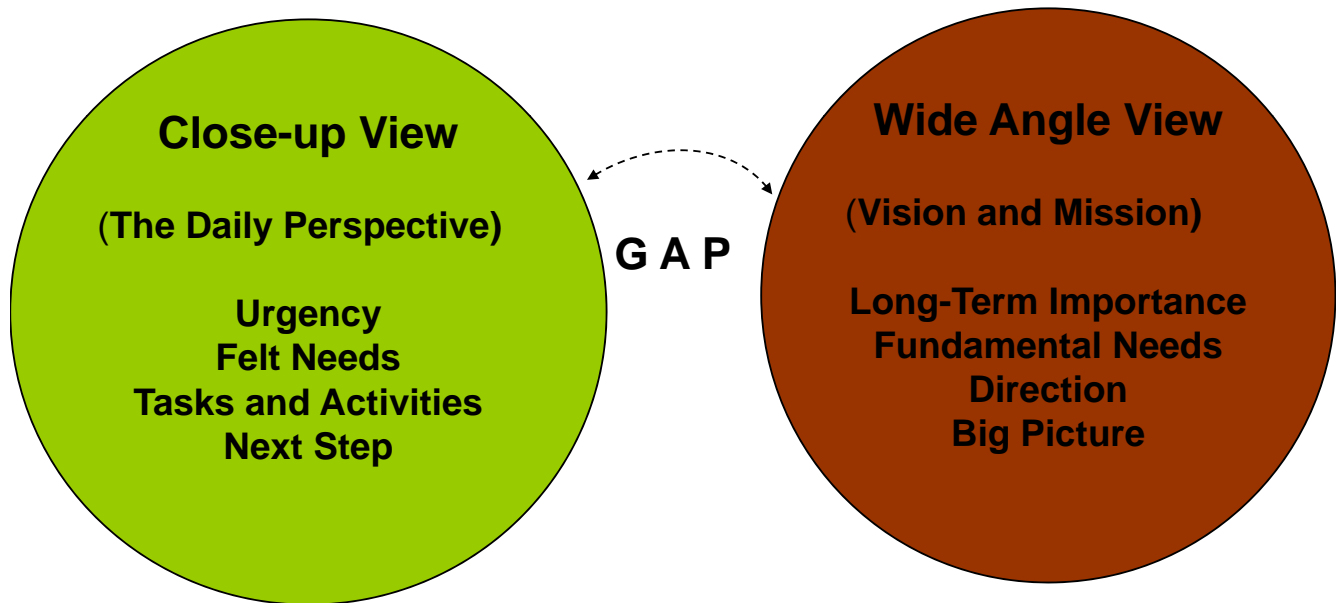


AGENDA

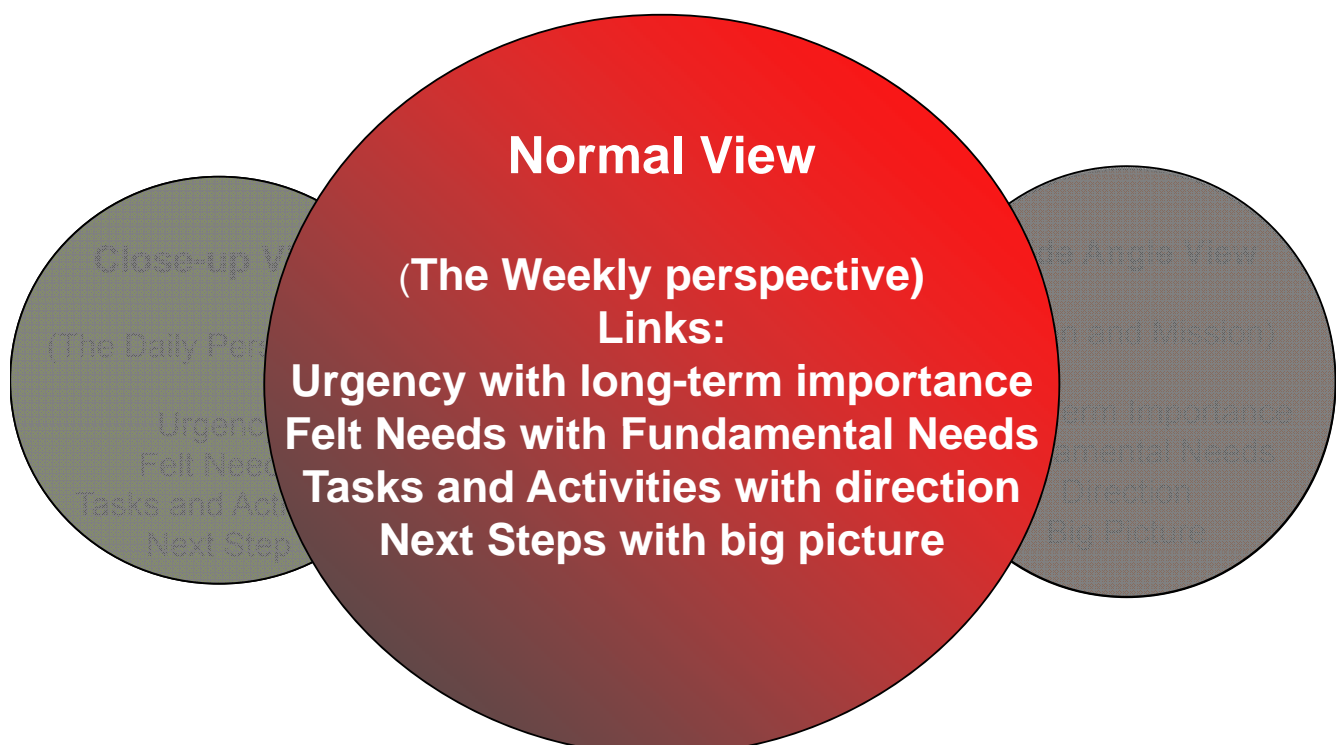


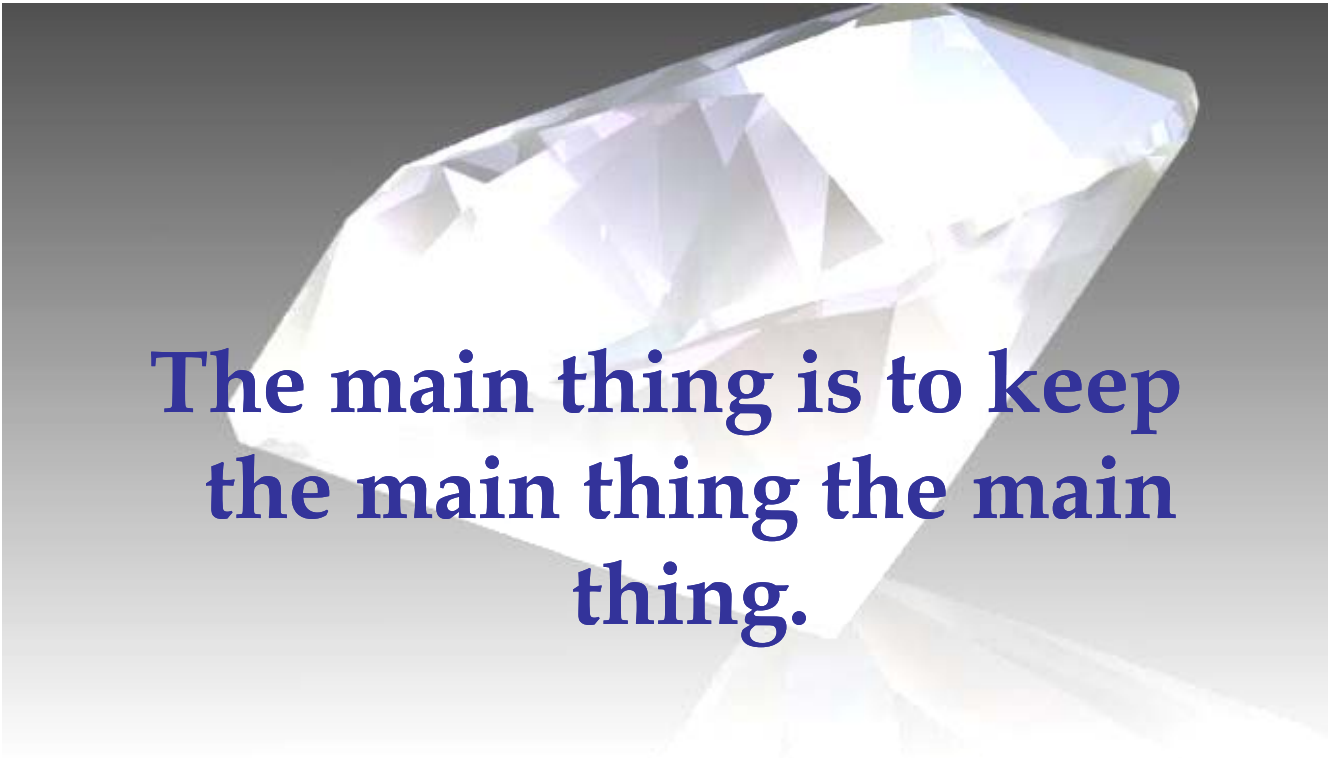
- Power of paradigm
- The clock and the compass
- The three generations of time management
- Before we log in a new generation
- **The 4th generation**

The Perspective of the week



The Perspective of the week





**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

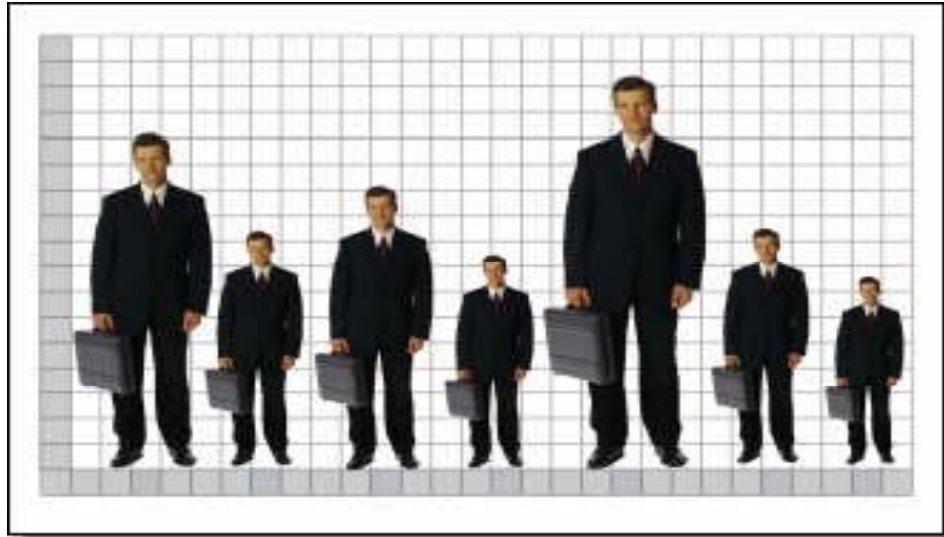
Step Five:

Exercise Integrity in The Moment



The Process of Putting First Things First

Step Six: **Evaluate**



AGENDA



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

RESOURCES

- First Things First. (Covey)
- Seven Habits (Covey)

- جدد حياتك
- الوقت فى حياة المسلم
- إدارة الذات
- الشيخ الغزالي
- الشيخ يوسف القرضاوى
- الأستاذ أكرم رضا