

Critical Skill In Personal Mastery

The Skill of Managing Time

by
Yim Choong Chow

TIME
is the capital of life &
the single biggest shortage
among busy executives today.
We suffer from time
poverty!

First published 1996

Published as eBook in 2009

Times Subang

Lot 46, Subang Hi Tech Industrial Park
Jalan Persiaran Teknologi Subang
Batu Tiga, 40000 Shah Alam
Selangor, Malaysia
Tel: 603 7351511 Fax: 603 736420

The Skill of Managing Time

ISBN 967 -914-926-9

© 2009 by Yim Choong.Chow

No part of this document can be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission.



Preface

There is time for everything and everything has its time. The question is, do you take the time to do it when it is time to do so?

With useful suggestions, checklists, case studies, illustrations and calculations, this book will guide you on how to manage your time productively and effectively.

You will realise what time is really about and you will be able to make profound and lasting changes which will help you become the master of your own time and destiny.

You would also learn how to devote your time to do what you want to do. The contents of this book will enable you to understand that time is life and therefore the real purpose of time management is to enable you to really live, be alive, enjoy life and be happy.

It is hoped that this book will be of assistance to you in finding greater satisfaction, meaning and value in life.



THE SKILL OF MANAGING TIME		
TABLE OF CONTENTS		
Chapter		
1	Philosophizing About Time	6
2	Time For The Basics	12
3	Time For Producing Value	20
4	Tools For Time Management	36
5	Time Guzzling Habits	51
6	Who Stole My Time?	67
7	Time Compressors	78
8	Time Is Money	91
9	Speaking The Same Language	99
10	Time To Part	113
	About The Author	122

Chapter 1

Philosophizing About Time

I have a personal view of time. It is not a flattering description but one which I feel is rational and objective, albeit there is a sobering tone to it. My view is that on the day that I was born, I started to die. With my first cry, my clock started ticking and my march towards the end began. As each second ticks away, my life-span is proportionately shortened. I die with the passage of the seconds...

Before you label me as being a defeatist, allow me to elaborate. Whether you believe in destiny or not, I think we can agree that a person will live up to the time when he/she dies. No more. No less.

Whether death is going to occur at the age of 45, 85 or 108 does not matter. What matters is that if that person will live up to the age of 70, he or she will have a total of 2,207,520,000 seconds to click away. He or she has just this amount of time to spend. So whether we like it or not, countdown began with our first breath. And we are nearer to our death with each passing second.

If you agree, at least in part, with this view, then we can equate time with life itself. Time is then a resource we

have to live our life with. The way we spend time is synonymous with how we live. Time well spent is life well lived. Time wasted is life squandered.

Since science today has no means of prolonging life when death knocks, our time on earth becomes un-extendable. When it is time to go, you simply have to go. So, in addition to being a resource, time is actually an un-renewable resource. Once gone, the seconds, minutes, hours, days, months and years are lost forever. Never to return. By-gone and yesterdays exist only in our memory. Here and now is all you have.

Time is life. Time is a non renewable and non extendable resource. That is why it is so precious. Awareness of this basic value is important and indeed crucial if we are to find it meaningful to manage time.

The rest of this book is structured on the premise that you care about life, specifically about how you use your life and what more you can get out of it. It is important that this point is put across for if you don't care about life, or don't want to get more out of living, you don't really need to bother about managing time.

If time is life - and life is about living, then managing time is really managing how we live. More specifically, how we

allocate the time to live, how we allocate the time to do the things we should be doing or want to do.

"*Are you free?*" - a common question which people use to ask if you have time. Does having time available then mean being free?

Philosophically speaking then, is time akin to freedom? If you think about people who have lost their freedom, they are most likely the people who have lost the use of their time at their own free will. Take those in prisons, for example. The use their time is absolutely controlled. Beside the limitation of movement, the use of their own time is also limited. It follows then people who control your time control your freedom.

Put in another way, if you are not in control of your time, you will never be free.

So time is indeed freedom. And as we treasure freedom, so too must we treasure time - because if we are not free, we will not be able to do the things we should be or want to do.

The value of time cannot be expressed solely in units of seconds, minutes, hours, days, months or years. The value of one hour is not exactly the same as 60 times 1

minute. This is because you would probably be able to achieve more in one solid hour compared to, say, 12 segments of 5 minutes.

Nor is the length of time itself a reliable gauge of how long or short time really is. One hour of fun is not the same as one hour of dread. A day spent with an interesting friend seems much shorter than half a day spent with a boring lecturer.

One day of suffering can seem like eternity. Waiting hours of a new found girl friend is more bearable than fifteen minutes for a spouse!

The value of time is therefore personal, experiential and contextual - just like an ounce of silver is not the same in value as an ounce of gold.

What have we discussed so far? Time is life. Time is a non renewable resource. Time is freedom. The value of time is personal, experiential and contextual. But why, you may ask, are we talking about such philosophical stuff? Why don't we get straight to topic of how to manage time?

We are discussing these because it is important to realize the real reason why you should be managing time. Just like it is important to know why smoking is bad before you

start to quit. Or why it is important to lose weight - before you embark on a diet.

You see, without realizing what time is really all about, you will at best gain superficial and temporary benefits. You will not be able to make profound and lasting changes which will make you become the master of your own time. By seeing and appreciating the true nature of time, you will be able to gain mastery of life itself and forever be in control.

When you realize that time is life, you would want to manage it in a way to enable you to enjoy, to be productive, to generate value, to be happy – to live in every sense of the word.

When you see time as freedom, you will no longer let other people dictate how you use your time. You will be free to do whatever you choose to do.

When you see time as a non renewable and valuable resource, you will manage it just like you would manage other resources. You will then use time, as you would use money, with care and diligence, to get you the things which are important to your life.

The Skill of Managing Time

When you begin to realize that the value of time is personal, experiential and contextual, you will appreciate its impact and effect on people. You will know what it means to respect other people's time and have respect for your own.

Make these philosophical concepts of time become part of your belief and value system. Make them a part of your thinking and a part of your way of life. And step by step, you will embark on a wonderful and profitable journey in the mastery of time - and by definition, in the mastery of life itself.



ABOUT THE AUTHOR

YIM CHOONG CHOW A.K.A. Y.C. Chow is a certified performance coach, strategy consultant, author and a much sought after trainer in Asia. His work reflects over 35 years of senior management experience both as a practitioner and a consultant. His interests are in helping organizations and individuals succeed through transforming and transcending their performance.

Yim regularly conducts high energy soft skills training workshops revolving around selling, service delivery, interpersonal skills, communication, leadership & management, time management and success strategies.

Yim is the Executive Director of Puncak Jupiter - a company he established in 2001 after a long and illustrious career in a major international shipping company where he held, inter alia, the position of Managing Director.

His hobbies include martial art, gardening, trekking and writing. Yim holds a third degree black belt in Karate, has trekked to the Everest Base Camp and is the author of 6 books. In the past twelve months, Yim has trained in Malaysia, Singapore, Indonesia, India, China, UAE, Vietnam & Myanmar.

The author can be reached at yimchoongchow@yahoo.com