

MANAGING TIME AND ENERGY

L.No	Title of Lesson	SKILLS	Activity
15	Managing Time and Energy	Self Awareness and Empathy Critical & Creative Thinking Problem Solving and Decision Making Coping with Stress and Emotion	Performing activities in a way that time and energy are effectively utilized and the goal is achieved.

Summary

Time and energy are important limited resources; therefore, they should be used very wisely and efficiently. Making the best use of time and energy is known as **time and energy management**.

Planning is required to manage your **time** efficiently. A **time plan** is an advance plan of what we are going to do in a given time period.

Steps in time planning:

- 1) **Listing all activities** and organizing them in order of priority
- 2) **Grouping flexible (e.g. shopping) and inflexible (e.g. Going to school) activities together**
- 3) **Estimating time required for performing each activity**
- 4) **Balancing:** Add up the allotted time you have given to all the activities. If it adds up to more than 24 hours, balancing would be required in the time plan.

Ways of saving energy

Different types of activities require different amounts of energy. To manage our energy, we need to plan and utilize the following **ways of saving energy**:

- 1) **Break the task into smaller activities-** Heavy activities like cleaning of the house can be broken into smaller activities like sweeping, dusting and mopping.
- 2) **Cut all extra movements and combine activities-** The use of a tray or a trolley cuts down all the extra movements in serving food.
- 3) **Perform activities in a better order-** Proper sequencing of work gives a good flow to the work.
- 4) **Be more skilled at your work-** To gain mastery over the work.
- 5) **Use the correct posture-** If you want to do the job efficiently and with lesser energy.
- 6) **Work at proper heights and keep things near the place of use -** Create an organized work centre of correct height. Keeping all the required things near the area, where the work will be done, cuts down unnecessary trips.
- 7) **Use labour-saving devices-** These help to save both time and energy e.g. using mixer grinder to grind spices.

Principal Points

Save Time

To enable us to complete all our tasks, we must try to save time. For this purpose:

- Prepare and follow time plans strictly;
- Do not waste time in unnecessary activities (e.g. In unnecessary chatting, watching television)
- Use labour-saving equipments like mixer-grinder
- Do tail activities i.e. do two or three activities at the same time. For example,
- Few activities require constant attention like kneading dough or driving car and few activities once initiated can be overseen in proper time intervals like cooking dal (pulse), washing clothes in machine. Preparation should be done in advance like boiling potatoes for *Aloo Pakora/Bonda*

Build Your Understanding

A good time plan:

- is easy to follow
- is practical and flexible and
- allows for rest and leisure time activities

A good worker:

- creates a balance between work and rest
- makes a work schedule having both flexible and inflexible activities
- alternates heavy and light activities
- makes peak load periods light by a few pre-preparations
- allows time for rest and leisure after few activities

What's Important to Know?

Advantages of a time plan!

A Time Plan helps you to:

- Finish all our work efficiently without feeling tired.
- Find time for rest and relaxation.
- Find time for our hobbies
- Do more productive work in less time.
- Save ourselves from last minute tensions and confusion, and
- Produce better quality of work.

Evaluate Yourself

Mohan is a student. He also does a 9 a.m. to 5 p.m. job. Make a day's plan for him.

Extend Your Horizon

1. Sita, a mother of two school-going children, has a heavy peak-load period every morning. Give her four tips to lighten her workload.

Maximize your marks

Do the activities given in the chapter. Memorise the steps in performing various activities. Also review their advantages and disadvantages.