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Effective management of time important in life

S. Sundralingam

SOMETHING that I wish to share with all the readers is about time squanderers. Recently I have experienced delays and gatherings called off due to bad time management.

About 20 years ago, I read Datuk Seri Dr Mahathir Mohamad's Malay Dilemma, where in chapter nine, Dr Mahathir wrote in depth regarding life relating to time. A statement from that chapter which has become permanently imprinted in my mind is: "If life is a divine gift then time too must be a divine gift".

We often hear comments such as "If I only had more time". But unfortunately, there is no such thing as more time or less time.

Time is the most democratic resource that exists. All of us have 24 hours to a day, sixty minutes to an hour and sixty seconds to a minute. Every year, we all have the same amount of time at our disposal, but what we make of it differs a lot. By managing ourselves effectively with respect to time, we accomplish more things.

Time is the scarcest resource. It is a non-renewable resource. No one will ever be able to find a substitute. As such, we must know what we want to do with our time. To waste our time is to waste our life. But to master our time is to master our life and make the most of it.

Effective use of time is a better choice to efficient use of time. Being effective means selecting the best task to do from all the possibilities and then doing it the best way. Efficiency means getting everything done in the shortest time with the fewest wasted motions. Thus, to make most of our time, we must be able to train our abilities, develop our senses and make time more valuable.

There simply is nothing more important in one's life than time. We must learn how to use it more effectively.