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Women & Young Members Excellence Committee

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यशस्विनी - An IDOL- Live Webinar



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Women & Young Members
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BALANCING CLOCK AND CONDUCT : TIME MANAGEMENT & OFFICE ETIQUETTE

Webinar Series 73
17th September, 2025



Session Flow

Time
Management

Office
Etiquette

HOW PEOPLE MANAGE TIME ??

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**"I always give 110% to my job.
40% on Monday, 30% on Tuesday, 20% on
Wednesday, 15% on Thursday, and 5% on Friday."**



What Managing Self really is?

Think !!!!!

- What/How is your typical Sunday?

What Managing Self really is?

The Divine Truth!!

- Average Human Life – 70 YEARS
- i.e. Totally 25,550 days
- i.e. Totally 52 Sundays per year 3640 Sundays throughout!! (A= 3640)
- Multiply your current age with 52 (B= Your answer)
- Now Calculate difference (A-B) ... how MANY SUNDAYS you are left with..
- ASSUMPTION AGE (70 YEARS)
- You don't have many SUNDAYS left in your life.... isn't it??

Time Management

why time matters ???





Time is perishable

The most precious
thing

Ultimately the most
valuable resource

Time as a commodity



What Managing Self really is?

Start Managing Time before it starts managing you!!

**"The clock is ticking, so are we,
Working with worth, living with glee."**

After all, Sundays are meant to be enjoyed fully.!!

2 types of time

Fast time

absorbed or
enjoying time

Slow Time

bored, scared
time

Time and stress are related, how?

- The more you think about it, the more you get stressed.
 - If you are thinking you have a lot of time, think again...!!
 - Are you focusing on the Important..?
-

Factors which waste time and causes stress?

- Procrastination – No action Now, I will do it tomorrow

- We spend No time to sharpen the axe

- Guilt – Was happened in the past
- Worry – What will happen in the future

- Not able to say “NO”



Who is He??

Stephen Covey, author of famous book
“the 7 habits of highly effective people”



Covey's Time Management Matrix

Urgent

Not Urgent

Important

I

II

Not

Important

III

IV

	Important	I	II
	Not Important	III	IV



•Quadrant of Urgency (Firefighting)

- We Need to spend time here
- This is where
 - we manage,
 - we produce,
 - we bring our experience and judgment (kick off)
 - we respond to many needs and challenges
- Many Important activities become Urgent due to Procrastination




	Urgent	Not Urgent
Important	<ul style="list-style-type: none">▪ Crisis▪ Pressing problems▪ Deadline-driven projects, meetings, preparations	
Not Important		



•Quadrant of Quality (Growth Zone)

- This is where
 - we do our long-range planning,
 - anticipate and prevent problems,
 - empower others,
 - broaden our minds and increase our skills
- Ignoring Quadrant II
 - enlarges Quadrant I,
 - creates stress, burnout, and deeper crisis
- Investing in this Quadrant shrinks Quadrant I



	Urgent	Not Urgent
Important		 <ul style="list-style-type: none">• Preparation• Prevention• Values clarification• Planning• Relationship building• True re-creation• Empowerment
Not Important		



• Quadrant of Deception (Deception)

• The noise of Urgency creates the illusion of Importance.

• This is where
– we are taken for granted


– difficulty saying “No”

– we live other people’s life

• Actual activities, if they’re important at all, are important to someone else

• When you spend time here you are living other people’s life



	Urgent	Not Urgent
Important		
Not Important	 <ul style="list-style-type: none">▪ Interruptions, some phone calls▪ Some mail, some reports▪ Some meetings▪ Many proximate, pressing matters▪ Many popular activities	



•Quadrant of Waste (Time Wasters)

•When we are tossed around in Q1 and Q3 we often “Escape” to Quadrant IV for survival.

•Its not recreational things because true recreational is Quadrant II activity.

•Quadrant IV is not survival but deterioration.



	Urgent	Not Urgent
Important		
Not Important		IV <ul style="list-style-type: none">▪ Trivia, busywork▪ Some phone calls▪ Time wasters▪ “Escape” activities▪ Irrelevant mail▪ Excessive TV



Key Takeaway (Wrap-up)

- Q1 = unavoidable
- Q2 = where growth happens
- Q3 = distractions to reduce
- Q4 = cut down or avoid
- Shift 1 extra hour daily into Q2 → less stress, more success



**Failing to Plan is Planning
to Fail**



SO DO SMART TIME MANAGEMENT

SMART TIME MANAGEMENT



S

- **Schedule**

M

- **Make Time for even smallest acts**

A

- **Allot Time**

R

- **Ration Time**

T

- **Take Time from others - Delegate**
-



Focus on the Result, Not on the Activity



If you want to Swim, Jump in the Water

We keep on thinking and feeling negative about not using our time productively

But we do not make a decision and take Action..!!









Self Paced Activity



Identify which quadrant you are currently in?

Is it the most productive?

Do you find it easy to say 'no'? What are your main challenges?

List one time waster you faced this week,
Which quadrant did it belong to?



To Do Approach

*"Plan each day and set your pace,
Time well used brings lasting grace."*





EXCEPTIONAL ETIQUETTE FOR PROFESSIONALS



WHAT IS ETIQUETTE ??

“Etiquette is about being comfortable around people and making people comfortable around you”



**“Good Manners Will Open Doors That
The Best Education Cannot”**

- *Clarence Thomas*





Why Etiquette Matters

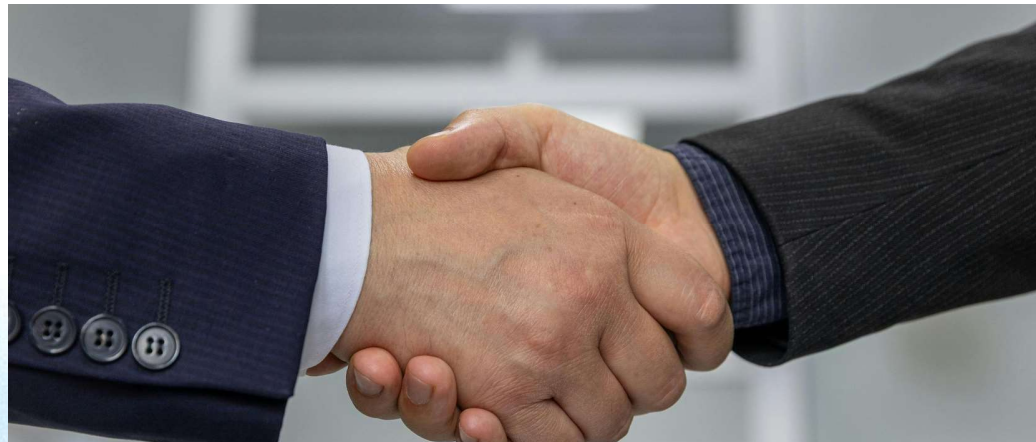


- Builds trust & credibility
- Shapes first impressions
- Smoothens workplace interactions
- Knowledge + etiquette = lasting success



Business Card & Introduction

- Introduce with full name & designation
- Give card with respect, receive attentively
- Maintain eye contact, smile, firm handshake





• Workplace Basics



- Be punctual
- Dress appropriately
- Respect personal space
- Maintain positivity (no gossip/complaints)



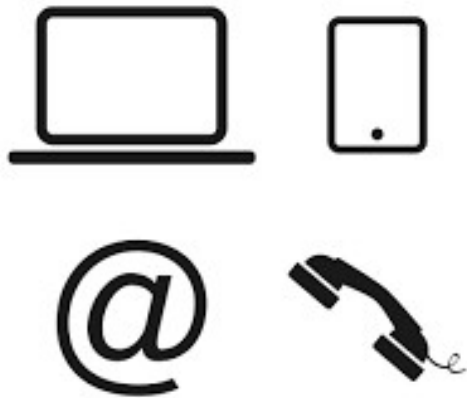
Meeting Etiquette



- Be on time, well-prepared
 - Keep devices on silent
- Listen actively, don't interrupt
 - Speak briefly and clearly



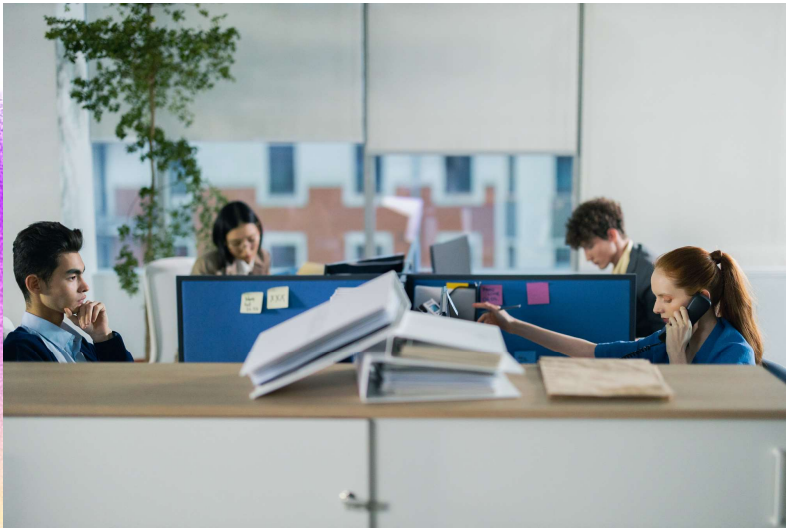
Communication Etiquette



- Emails: clear subject, concise, polite close
- Calls: step out if urgent, no loud ringtones
- Zoom/Online: camera on, mute when not speaking



Cubicle / Workplace Courtesies



- Respect privacy (don't read others' screens)
- Keep noise levels down
- Avoid strong perfumes / smelly food
- Don't spread infections — stay home if unwell



Gist of The Session

- Manage your Time → Efficiency & Growth
- Mind your Etiquette → Respect & Trust
- Together, they shape your Credibility, Confidence & Career



“Time well managed and conduct well kept — the true foundation of success.”



Question & Answer Round



THANK YOU



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