



TIME MANAGEMENT

SANAT WA DASTAKARI

National Lajna Ima'illah Canada
Workshop - Quarter 1



DUA

NATIONAL SADR LAJNA IMA'ILLAH CANADA

Respected Nadia Mahmood Sahiba

REMARKS

Chapter 103. Al-`Asr

In the name of Allah, the Gracious, the Merciful.

By the Time,

Surely, man is in a state of loss

Except those who believe and do righteous deeds, and
exhort one another to accept truth, and exhort one
another to be steadfast.

Sadr LAJNA IMA'ILLAH

TIME MANAGEMENT

NATIONAL SECRETARY SANAT WA DASTAKARI

In a universe where all conditions align just perfectly to support our existence, while the physics could have easily worked against it, but all orbits and alignments are in order and timely. In this universe, we know that thousands of galaxies are observing their assigned orbits and do not deviate for even a split second.



PANELISTS

EXPERIENCE & RECOMMENDATIONS

KHAULA MANGLA SAHIBA

Serving Office: National Secretary Tabligh
Profession: FT in Human Resources
Appointment: Mother of 2, Dedicated
wife, daughter, sister, Aunt, ...

SADYA MALIK SAHIBA

Serving Office: Regional Sadr PV
Profession: HomeMaker
Appointment: Mother of 4, Dedicated
Wife, daughter and fulltime caregiver for
elderly mother ...

RIFFAT JAHAN SAHIBA

Serving Office: Assistant Sanat wa
Dastakari
Profession: HomeMaker
Appointment: Teacher & Mother of 2,
dedicated wife, daughter, sister, Aunt ...

IMPORTANCE OF PLEDGE

REMEMBER...

- We must remember Virtuous deeds of an Ahmadi woman are not confined to herself but the successful transfer from one generation to the next.
- By managing time well, we can allocate time for worship, Jama'at, family, work, and community involvement, leading to a well-rounded life that fulfills Islamic principles.





This
Week
With Huzoor



OUR DAILY TASKS AT HAND



ALLAH

WORSHIP,
ENHANCING YOUR
CONNECTION WITH
ALLAH

JAMA'AT

MEETINGS, IJLAS,
IJTIMA, JALSA,
BAZAARS ETC

HOUSE

RAISING KIDS,
CLEANING, COOKING,
SPOUSE AND OTHER
FAMILY
RESPONSIBILITIES

WORK

SCHOOL, VOLUNTEER,
EXTRACURRICULAR
ACTIVITIES ETC



TIME MANAGEMENT

HOW DO WE ACCOMPLISH THIS PRACTICALLY?

- Time Management refers to the development of processes and tools that increase efficiency and productivity
 - Time management does not just happen for anyone - it is a skill that must be honed, it is a discipline that requires hard work and that most people find it to be a life long process.
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NATIONAL SECRETARY
SANAT WA DASTAKARI

PANELISTS

1. What was your biggest challenge to manage time and keep your life balanced?
2. Which tools did you rely on to overcome these challenges?
3. If there is one thing you would recommend our lajna members should take away from this workshop, what would it be?





CHALLENGES IN TIME MANAGEMENT

THE AMOUNT OF
TASKS THAT NEED TO
GET DONE ON A
DAILY BASIS

UNPREDICTABLE
DEADLINES THAT ARISE
DURING THE DAY AT
WORK, SOMETIMES
MEETINGS ARE ADDED TO
YOUR CALENDAR

SEEMS LIKE THERE
ARE OFTEN NOT
ENOUGH HOURS IN
THE DAY



ORGANIZATION AND
ADVANCE PLANNING

CALENDAR MANAGEMENT

TRIAGING TASKS IN PRIORITY
ORDER

PRAYING TO ALLAH FOR
SUCCESS



Honing Skills



WRITE THINGS DOWN. WHETHER IT IS FOR WORK, OR APPOINTMENTS OR THINGS YOU NEED TO DO IF YOU ARE AN OFFICE BEARER, THIS HELPS KEEP YOU ORGANIZED.

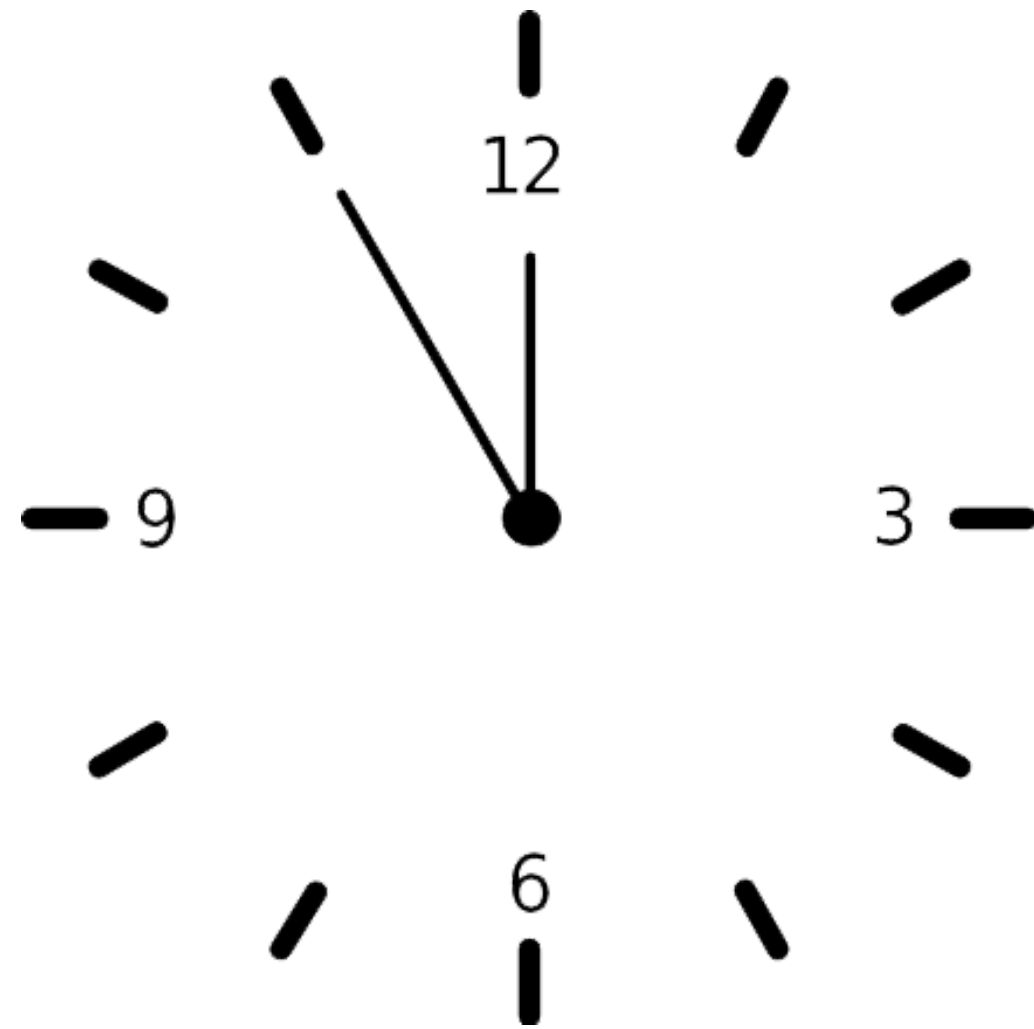


IF YOU TRACK WHAT YOU DID IN ONE DAY, IT CAN ALSO IDENTIFY HOW MUCH TIME WAS ACTUALLY WASTED AND WHAT WORKED WELL – THEN YOU CAN ADJUST ACCORDINGLY.



MAKE DEDICATED TIME, WITHOUT DISTRACTIONS THAT IS DEDICATED JUST TO YOUR FAMILY (PLAN THIS TIME DURING FAMILY WEEKENDS!)

CHALLENGES IN TIME MANAGEMENT



01 DIFFERENCE BETWEEN
PERFECTION AND BALANCE



02 FLEXIBILITY OR ADAPTABILITY WHEN
THINGS DIDN'T GO AS PLANNED



03 STRESS OF PERFECTIONISM

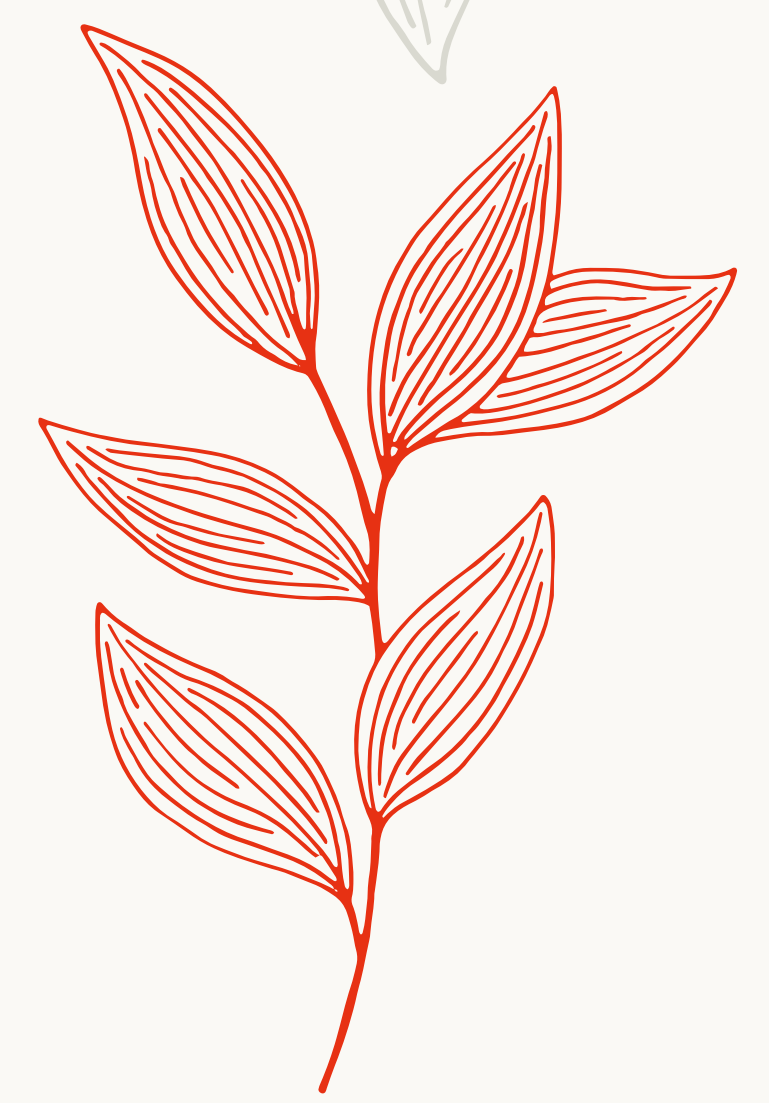


04 UNREALISTIC SELF-EXPECTATIONS

05 ACCEPTING THE NEED FOR
BALANCE



STEPS TO SUCCESS



01

CREATING A DAILY ROUTINE ANCHORED AROUND PRAYER

02

PRIORITIZING TASKS BY IMPORTANCE AND URGENCY

03

ALLOWING SPACE FOR REST AND SELF-CARE

04

EMBRACING PROGRESS OVER PERFECTION

05

USING CALENDARS, PLANNERS, AND REMINDERS

06

REGULAR REFLECTION AND ADJUSTMENTS

Honing Skills



REFLECT ON ALLAH'S BLESSINGS ON
HUMAN POTENTIAL



THE POWER OF HOPE
OPTIMISM FUELS STRENGTH, WHILE DESPAIR
WEAKENS RESOLVE



THE ROLE OF CONTINUOUS EFFORT
PERSISTENCE LEADS TO THE FULFILLMENT
OF ONE'S GOALS

01

LACK OF CLEAR
BOUNDARIES

02

BALANCING TEACHING
WITH OTHER HOUSEHOLD
RESPONSIBILITIES

03

UNPREDICTABLE SCHEDULE
AND FLEXIBILITY

04

DISTRACTIONS AND LACK
OF FOCUS

05

MULTI-TASKING WITH
MULTIPLE CHILDREN AND
SELF-CARE

06

SETTING AND MAINTAINING
EXPECTATIONS/ MANAGING
EXTERNAL ACTIVITIES AND
SOCIALIZATION



CHALLENGES IN TIME MANAGEMENT

BOUNDRIES, FLEXIBILITIES, MINDFULNESS

STEPS TO SUCCESS

CHANGE IN PERSPECTIVE AND DEMEANOUR

ESTABLISHING
PHYSICAL OR
MENTAL
BOUNDARIES

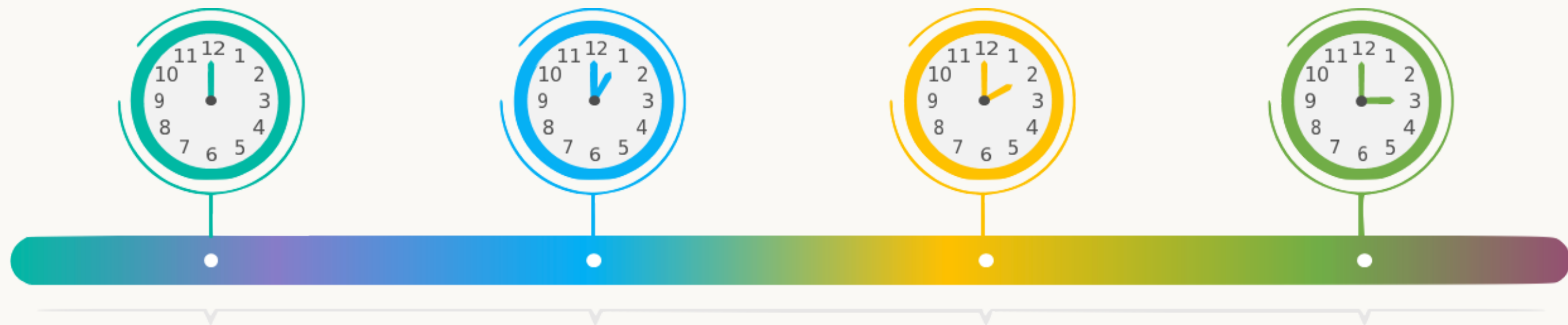
TIME BLOCKS
AND CHANGE
IN DESIGN

ESTABLISH A
CONSISTENT
ROUTINE & HAVE
CONTINGENCY
PLAN

POMODORO
TECHNIQUE &
POSITIVE
REINFORCEMENT

INDEPENDENT
LEARNING & A
HELPING HAND

ALARMS, LIFE
SKILLS, REAL TIME
TRACKING &
REFLECTION



EARNEST PRAYERS TO GAIN ALLAH'S HELP TO REMAIN
PERSISTENT AND STEADFAST



DO WE MEET THE CONDITIONS?

TIME MANAGEMENT

- Obligation to Worship and Prayer
 - Accountability (rights)
 - Balancing Life Responsibilities
 - Pursuit of Knowledge
 - Procrastination and Productivity
 - Utilization of Resources
 - Focus on Goals and Priorities
 - Reflecting on Time
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HOW WILL TIME MANAGEMENT BENEFIT YOU?

Helps you get the most out of your commitments

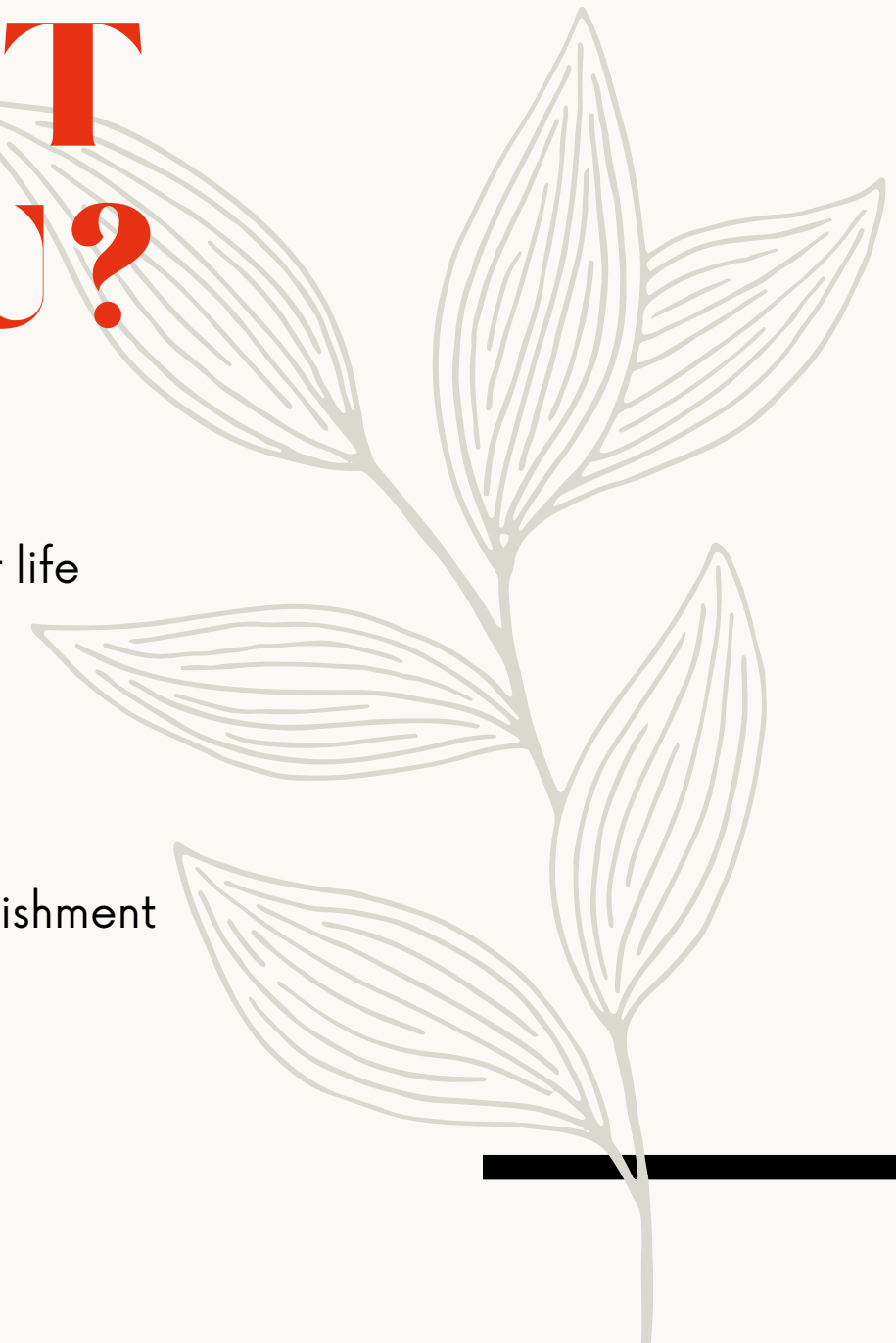
Allows you to be better prepared for the demands of your life

Decreases anxiety

Helps you prioritize your commitments

Helps achieve a more balanced lifestyle

Makes you more productive and gives you a sense of accomplishment



CONSEQUENCES OF POOR TIME MANAGEMENT?

EFFECTING PHYSICAL AND MORAL ASPECT

- Increased Stress
- Feel overwhelmed
- Strained Relationships
- Weakened relationships and social isolation.
- Burnout
- Exhaustion
- Diminishing productivity





3 KEY STEPS

DEVELOP A WEEKLY SCHEDULE

THIS WILL PROVIDE AN
OVERVIEW OF FREE AND
COMMITTED TIME

HAVE A DAILY TO-DO LIST

FOR DAILY REMINDERS SO KEY
TASKS ARE NOT FORGOTTEN

HAVE A LONG-TERM PLAN

THIS WILL HELP WITH
OVERALL ORGANIZATION
AND PLANNING

TOOLS AND RESOURCES

FUNDAMENTAL RESOURCES

- Organize and schedule: Agenda and daily planner templates included for routine and structure
 - Foundations & Consistency: Monthly and yearly planner templates for long term goals
 - Track and Assess: Journal template to keep track of productivity and keep track of daily activities.
 - Maintenance & Changes: Reflection Templates to make necessary changes to achieve desirable results.
 - Tools: An Applications reference is also provided to help make this transition seamless.
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Questions???

DISCUSSION

Questions???

