

Effective Way of Time Management

To most of us, it seems as if there's never enough time in the day. However, we all have 24 hrs in a day to accomplish our tasks, and some people are exceptionally good at it, while others struggle to meet deadlines. Why is it that some people utilize their time more efficiently than others? The answer lies in effective time management.

To explain it better, we must understand what time management is. In simple words, time management is the process of organizing and planning the amount of time you want to divide between specific activities. Effective time management is about allocating the right time to the right activity.

It allows individuals to make the best use of available time by prioritizing tasks according to their importance and the estimated time is taken to complete them. On the other hand, failing to manage time can negatively affect both your professional and personal life.

TIME MANAGEMENT STRATEGIES

01 Know how you spend your time - The basic idea lies in being aware of how long you take to do whatever is on your list. If you have 10 things to do, are you able to cover up everything in the number of hours you have for the day? When you clearly define how you spend your time, you will be better able to keep a record of how you spend your time.

02 Prioritization - Manage your time>achieve your goals> and be successful. This is the pattern to follow. Managing time also simply means spending time on priorities and not wasting time on non-priorities. Know your priorities by asking yourself these questions:

- Identify urgent vs important
- What are your values?
- What are your goals?
- What is the result of the activity?

When you know how to prioritize your goals you will be probably successful in your role

03 Make a to-do list at the end of each day - To-do lists are predominantly motivating because it gives a clear idea of what is to be accomplished each day. The best time to make a to-do list is at the end of each day so that you clearly know where to resume work the following day.

04 Focus without distractions- Time management tips at work can be successful when you push yourself out of the distractive circle. It's not easy to stay on task when you need to do millions of tasks. Getting distracted is normal. So, to stay on track with what you want to achieve, keep in mind your end goals. Focus on only one part of your work at a time. No responding to texts, no browsing the web.

05 Decision-making - There are not many jobs where you can just sit down and start working without making a prior decision or giving thought to how you are going to plan all your work. There are many things to think about, like;

- Which task is of high-priority
- When a task is to be completed
- Which resources are available to do the task
- Which task needs to be done later

All such decisions are to be made before you sit to work, so a task doesn't affect another task.

06 Record your daily routine- This time management strategy will make it clear to find out which activities you are wasting your time on. When you have recorded your daily routines for a week, you will be able to spot all the time-wasting activities and better keep a conscious effort to cut them out of your day.

07 Get organized- It is said that super achievers are super-organized. It can be quite overwhelming when there are a large number of tasks to focus that can diffuse productivity. This time management technique will organize all your tasks into manageable categories.

08 Learn the 80-20 rule - By now, everyone in the business world knows what the "20/80 rule" is. It basically tells us that 80% of the results we get are achieved from 20% of our actions. Now, when it comes to effective time management, this rule suggests you look at your to-do list and find ways to keep it simple. According to this principle, you should get down to the most important tasks and focus on accomplishing them first.



Know your Employee

ABDALLAH TASLAQ

We are thrilled to announce the arrival of our newest team member, ABDALLAH TASLAQ! Please join us in extending a warm welcome to him as he joins our ICT & Display Solution Team. ABDALLAH TASLAQ brings a wealth of experience and expertise to our organization. With his background in IT Sales, he will be a valuable asset to our team and contribute to our continued growth and success. In ABDALLAH TASLAQ's role as Sales Account Manager, he will be responsible for: My plan is to grow together and develop myself and develop my product in Qatar Market. I will be focusing on developing some of the key brands of the ICT division, including ViewSonic, Hisense, Lexmark, and others. I also want to develop the relationships between Intertec and Government Entities, as well as improve partnerships with resellers and system integrators. He has a passion for Sales and is eager to collaborate with all of you to achieve our collective goals.

Let's take a moment to get to know ABDALLAH TASLAQ on a more personal level. He enjoys Swimming, Driving, and Traveling to discover new cultures and learn about the history of different countries, as well as to see the technology infrastructure of various countries and he is excited to connect with each of you and become an integral part of our team.

To facilitate a smooth onboarding experience, we encourage you to reach out to ABDALLAH TASLAQ and extend a warm welcome. His email address is abdallah@intertecqatar.com and his phone number is +974 33350151 ABDALLAH TASLAQ we are committed to supporting you every step of the way as you settle into your new role. Our team is here to provide guidance, answer any questions you may have, and ensure seamless integration into our company.

We are delighted to have ABDALLAH TASLAQ join our Intertec family, and we are confident that he will make significant contributions to our team and the organization as a whole. Once again, please join us in welcoming ABDALLAH TASLAQ and making him feel at home. We look forward to building a successful journey together!

ICT and Display Solution Division Edtech Event 2023

Intertec took part in the event as a representative of the ViewSonic brand, showcasing the company's projectors and interactive whiteboards to the administration of the many attending schools. Different Brands The event's major goal was to promote education through technology and how new-age tech items like smartboards, VAR, and robotics are helpful for students in order to learn. I participated in order to demonstrate educational tech products. The session also concentrated on how AI websites and existing AI technologies may be used for effective learning.

