

How To Add **50000** Productive Hours To Your Life

You Have All The Time To Achieve Your Goals

SANJAY KUMAR AGARWAL

*How To Add
50000
Productive Hours
To Your Life*

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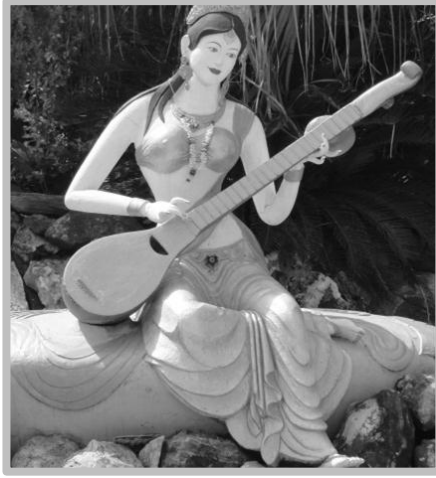
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You have all the time to achieve your goals

Sanjay Kumar Agarwal
(Time and Goal Guru)

Gratitude



I am extremely grateful to Venerable Goddess of learning, Mother Saraswati, for blessing me and making me an instrument to bring a positive change in the lives of readers of this book.

I humbly invoke the divine blessings of Goddess Saraswati to bless the readers of this book with the divine wisdom to help them take appropriate decisions & actions in all walks of life.

Acknowledgements

This book is dedicated to my family members, who deserved more of my quality time, specially my wife Priti, and daughters Taru & Harshi for continuously inspiring me and giving me support in finalising and editing this book.

I am also grateful to my department i.e. Customs & Central Excise, where I have served for more than 25 years, for providing me lots of opportunities to learn in different capacities; as working in the capacities of Air Customs Officer at C.S.I. Airport, Mumbai; as Senior Intelligence Officer in the Directorate General of Central Excise Intelligence; and as a regular guest faculty at National Academy of Customs, Excise & Narcotics gave me wide exposure to meet people from different walks of life; and to study their aspirations and problems in life; and to find that the biggest problem in life of most of the people is lack of balance in different walks of life. It helped me a lot in taking a decision for working on the mindset of present & future generations.

I am grateful to all the persons, who came in my life and taught me some lessons, whether good or bad. I am grateful to those persons, who inspired me during my journey in writing this book.

I am also grateful to my fans & followers to give me the nickname, 'Time and Goal Guru'. It is their immense love, which inspired me to write this book, and also name my website and blog and Facebook page etc. in this nickname.

I am extremely grateful to various authors from past & present, who have researched a lot on the topics time management and goal setting; and had shared their research for the benefit of mankind.

I am also grateful to the internet for providing immense knowledge, which is beyond imagination to get without internet. I also thank to the search engine Google and YouTube, making life of a researcher easy. I am also thankful to Facebook and various other websites, for providing a platform for sharing lots of useful information & knowledge for the benefit of others.

I am also thankful to my first publishers, Educreation Publishing for their all round support in publishing of this book. I am specially thankful to Mr. Rahul Rao for his painstaking efforts in ensuring best cover & interior designs of the book and to Mr. Vikram Singh Thakur for handling all the nuances relating to the publishing & marketing of this book, so that it may have wide reach across the globe.



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INTRODUCTION



We are the outcome of our choices. We take various decisions in life, some bring fruitful results, and some don't. Here I can assure you that by the time you finish reading this book, you will proudly say that the decision to read this book was one of the best decisions of your life *so far*. Can you guess why have I used this phrase 'so far' in the end, while I could have easily finished my sentence at the word 'life'? The answer is that I am sure that reading this book will bring you that much wisdom, which will make you more competent to take even better decisions in your remaining life.

Every thought and word in this book has been practised and evaluated cautiously. Over a period of time, I have observed that in my workshops, participation of people results in deep brainstorming, which brings better results for them. I have written this book on the demand of the participants, so that others may also benefit to design the future of their dreams by making correct choices, even if they are not able to personally attend my workshops. Therefore, your active participation is a must, while reading this book.

You will find that this is the first book of its kind. Normally the authors touch either 'Time Management' or 'Goals Achievement' as main theme of the book and treat other topic as part of the first topic, as both these topics are intertwined. However, in this book, both the topics have been dealt in great length, as I believe that the extra time gained by you, has to be utilised towards achieving your goals; whether these are your family goals, health goals, career goals or any other type of goals.

This book revolves around three major concepts. First concept is about moving from 'negatives' to 'positives', whether this is at the level of your thoughts, actions, behaviour, language, time utilisation patterns, etc. Second concept is about understanding the

power of sub-conscious mind and effectively using it to move towards the life of your dreams. And the third concept is about understanding & tapping the benefits of Law of Cause & Effects i.e. Law of Karma towards achievement of your life purpose.

G.O.P.T.A.® is an acronym given by me to ‘Goals Oriented Positive Thinking & Actions’. I believe that for success in any field, it is necessary that all your actions should be goals oriented and your thinking should be positive. A full chapter is devoted to explain this concept in detail.

We all are facing shortage of time in our daily lives and the biggest challenge is that we can’t increase the number of hours in a day as it is God’s creation that a day would be of 24 hours only. What we can do is to utilise our day in a better manner than ever before. If you gain 3 hours a day, that would translate to about 1000 productive hours a year and 50000 productive hours during the next 50 years, which you can utilise towards achieving your goals in different walks of life, as detailed in the last chapters.

When you will read this book, at many times, you will get some ideas from your inside, which are useful to you. I suggest that if you really want to change your life, keep a small notebook with you. Write down the idea immediately either in your notebook or in your mobile phone or anywhere, which you can look upon later. We all know that nobody is capable to remember everything in his mind. Many of times, you may think that you already knew this idea. Whenever you think so, introspect whether you are actually following the same. If not, start following the good ideas, as nothing will change without taking positive action of applying the good ideas to your life.

I suggest you to read this book at least thrice. In the first reading, you will only get an overview of the book’s contents. In the second reading, you will find the ideas which are not only useful for you, but your thinking process will start working upon the ideas, how you can use them. Third reading, I assure you, will definitely take you closer to the life of your dreams, as by the end of the third reading, you will be able to learn the methods, which can easily be followed to gain 3 productive hours daily. I believe the time given in three readings will be the best investment of your time.

I guarantee that if you go through this book thrice and use power of G.O.P.T.A. i.e. 'Goals Oriented Positive Thinking & Actions' for 3 months, your life will change for better.

I strongly believe that the language is just a medium of communication of thoughts. An educationist picks up a topic and makes it so complicated that it is difficult to grasp, while a communicator presents the most complicated topic in a simple manner, which is easy to understand and follow. I always believe in communicating my thoughts, which originate from my heart, without any editing. That is the reason that participants of my workshops have always appreciated simplicity of my presentations and that is the reason why I have not allowed my publisher to edit the manuscript, so that I can communicate to you from heart to heart in my own language.

Wishing you all good luck,

Sanjay Kumar Agarwal
(Time and Goal Guru)



SECTION - I

Importance of Time Management And Goal Setting



In this section, you will learn:-

- The importance of time management.
- How to identify how much time do you effectively have other than sleep etc?
- Why the extra time is required?
- Time management is for enjoyment, not to bring extra stress.
- Where does your time go, by maintaining time log?
- What is a 'goal'?
- What are the benefits of goal setting?
- Reasons why people do not set goals.
- Obstacles in achieving goals like self limiting beliefs and poor time utilisation habits.



1

Importance of Time Management

Time is life. To waste your time is to waste your life; to manage your time is to manage your life.

- Alan Lakein

There was a pin drop silence.

Nobody was ready to reply my question, when I asked the participants a very simple question in a recent workshop in the beautiful hills of Kausani. The question was, 'whether they have ever taken out a 500 Rupees note out of their pocket and have torn it; or whether they have ever seen their parents or anybody else doing so'.

After long grilling, the answer was a usual 'No'.

Are you not surprised, why? Everybody has the money, much or less, and can spare 500 rupees easily, but has never ever tore a note; but the 'time', which is limited i.e. 24 hours a day for all, is easily wasted by most of us.

The reason is only one. You have to do hard work for earning money, therefore, you don't want to waste your money, as you understand the value of hard earned money. You are grown up watching your parents and elders valuing the money so much, but at the same time, you have seen your parents & elders wasting lots of time in unnecessary activities. As nobody taught you the value of time, you inculcated a belief from your childhood that the time is free and unlimited, till you are alive.

ABOUT THE AUTHOR

Sanjay Kumar Agarwal, popularly known as 'Time and Goal Guru' conducts workshops on the subject 'Time Management and Goal Setting' to bring a positive change in the mindset of present and future generations.



He has worked for more than 25 years for Government of India in Ministry of Finance. Working at C.S.I. Airport, Mumbai and as Senior Intelligence Officer in the Directorate General of Central Excise Intelligence gave him wide exposure to meet people from different walks of life and to study their aspirations and problems in life. He found that biggest problem in life of most of the people is lack of balance in different walks of life. He also felt that it is high time to work on the mindset of future generation, i.e. students. Working on the mindset of present & future generations is life mission of Time and Goal Guru.

His website www.timeandgoalguru.com; his blog at timeandgoalguru.wordpress.com; his Facebook page www.facebook.com/timeandgoalguru and his Youtube Channel provide rich material on the techniques of effective time management and goal setting.

ABOUT THE BOOK

This is the first book of its kind, dealing 'Time Management' and 'Goal Setting' both at great length. This book revolves around three major concepts. First concept is about moving from 'negatives' to 'positives', whether this is at the level of your thoughts, actions, behaviour, language, time utilisation patterns, etc. Second concept is about understanding the power of sub-conscious mind and effectively using it to move towards the life of your dreams. And the third concept is about understanding & tapping the benefits of Law of Cause & Effects i.e. Law of Karma towards achievement of your life purpose.

Author has revealed, how 3 productive hours can be gained per day by using GOPTA - 'Goals Oriented Positive Thinking and Actions' - translating to about 1000 productive hours a year and 50000 productive hours during the next 50 years, which you can utilise towards achieving your goals in different walks of life and striking balance in different walks of your life.

