IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE-17

TIME MANAGEMENT

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- Self motivation is a fundamental tool to achieve anything in life.
- A constant desire to achieve and improve is the basis of self motivation.
- Remember to be optimistic.
- Take initiative and act on opportunities.

- Try to find your hidden motivation.
- Differentiate between intrinsic and extrinsic motivation.
- Enjoy your work to avoid stress.
- Keep a positive attitude towards obligated motivations.

- Aim for high goals but in a realistic mindset.
- Set your goals clear.
- Never loose your focus and utilise knowledge.
- Remember change is in evitable.

- Risk management is the key right motivation.
- Practice brainstorming to get all ideas out.
- Remember to do discussions.
- Keep analysing at constant intervals.