



UPSKILLING IN TIME MANAGEMENT

*“And every one
has a goal which
dominates him;
vie, then, with
one another in
good works...”*

*The Holy Qur'an
2: 149*

Department of Tarbiyat
Lajna Tarbiyyat Camp 2013-14

Agenda

- Formation of Lajna Ima'illah
- Letter addressed “To the women of Qadian”
- Early years of Lajna Ima'illah
- Pledge and our responsibilities
- Our role as a member of Lajna Ima'illah
- Importance of serving the Jamaat
- How to serve the Jamaat – TIME MANAGEMENT
- Tips for time management
- Closing remarks

Introduction to Lajna Ima'illah

- Auxiliary organization of the Ahmadiyya Muslim Community
- Established in 1914 by Hadhrat Mirza Bashir-ud-deen Mahmood Ahmad (May Allah be pleased with him)
- Hadhrat Amtul Hayee Sahiba, 2nd wife of the Second Khalifa was its first secretary

“To the women of Qadian”

- Hadhrat Khalifat-ul-Masih II (r.a) wrote:
 - Women’s role in the jama’at is as critical as men
 - The progress of the community is dependent on women
 - Women should educate themselves with religious as well as secular knowledge
 - They should train their children to serve the jamaat
- originally 13 women signed up for this organization voluntarily but it was shortly made for all of the women in the jama’at.

Early women in Ahmadiyyat

- Early members worked in every field according to the set up guidelines
- Women have walked in the glorious footsteps of the female companions of the Prophet Muhammad (sa) and displayed great examples of sincerity and sacrifice that shall always be remembered.
- By the Grace of God, from that initial group of thirteen women, branches of Lajna Ima'illah have been established in over 190 countries and every day, Ahmadi Muslim women continue to make great sacrifices in the service of Islam, both financial and practical.

Pledge of Lajna Ima'illah

“I affirm that I shall always be ready to sacrifice *my life, property, time and children* for the cause of my faith and the community. I shall always *adhere to truth* and shall always be prepared to *make every sacrifice for* the perpetuation of the *Ahmadiyya Khilafat*. Insha’Allah.”

Importance of Pledge

- Prepare for this objective so when these responsibilities fall on you tomorrow, you are equipped to discharge them
- Virtuous deeds of an Ahmadi woman are not confined to herself but transfer from one generation to another

What is your role as a member of Lajna Ima'illah?

- To educate ourselves, improve our spiritual and moral training
- To mentor, counsel and guide other women and children to improve their spiritual and moral training
- To progress the name of Islam, and further the cause of Ahmadiyyat
- To spiritually uplift ourselves

Why is it important to serve the Jama'at?

- We are all busy studying, working, volunteering, between family and life in general- there is no time left.
- Why, then, should we worry at this point, that we should make time to serve the jama'at? After all, we are studying so we can upgrade skills, so that in the future we can be contributing members of Lajna Ima'illah and Ahmadiyya jama'at.

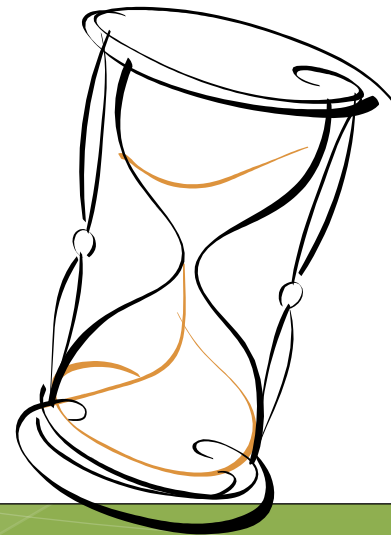
Nourishment of the mind and soul are both crucial!



**How do we practically
accomplish this?**

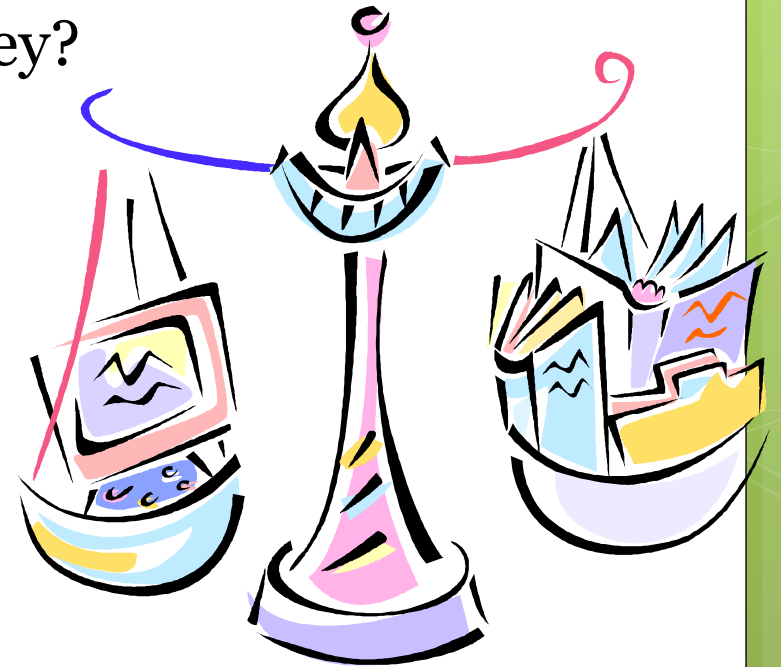
Time Management

- 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 worked on, and that most people find to be a life-long challenge



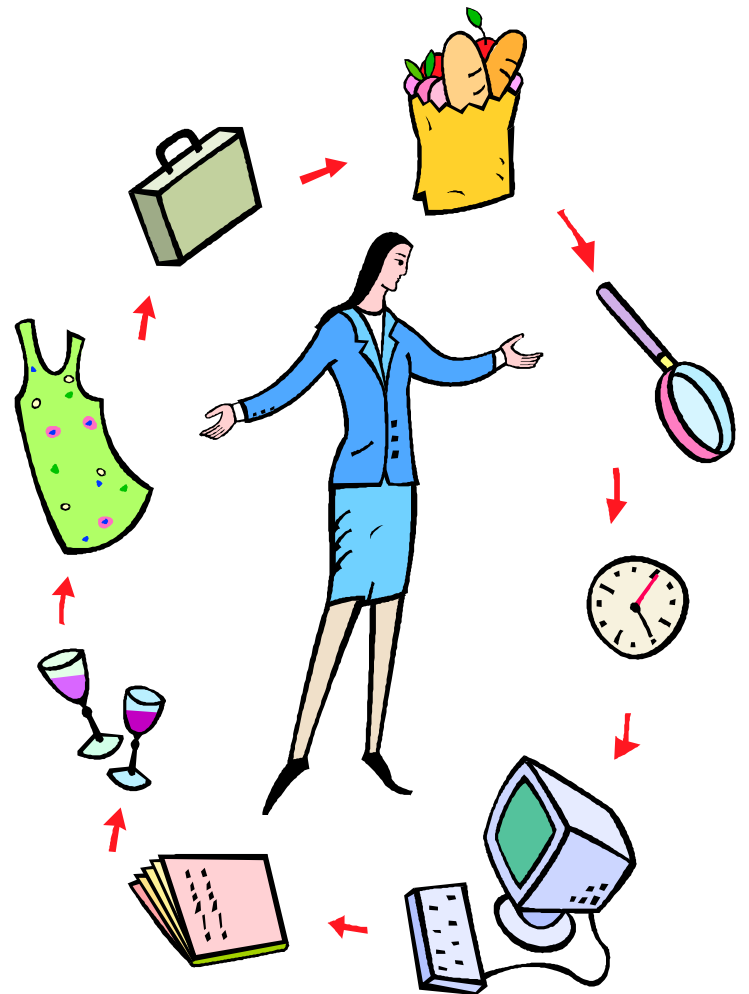
Activity

- Imagine you have \$86,400.00 to spend any way you wish. You cannot bank any of this amount and you must use all of the money.
- How would you spend this money?



What we have to juggle nowadays

- School
- Work
- Volunteer Work
- Co-curricular activities
- Community activities
- Family responsibilities
- Social life



Benefits of having good time management skills

- 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 to prioritize your commitments
- Helps you achieve a more balanced lifestyle
- Makes you a more productive, successful person

Why don't we use our time effectively?

- Planning out your time seems like more work
- Adds more structure to your day – we have enough of this at school or work
- Forces you to look at what needs to be completed – can be overwhelming
- Its not fun
- You are lazy and you don't care enough

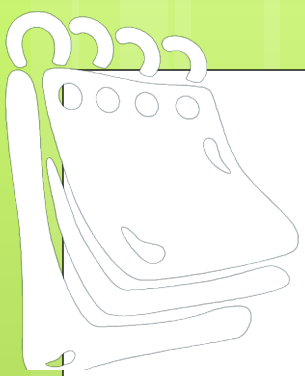
Crisis vs. Time Management

- A lot of people use “crisis management” than “time management.”

Crisis	vs.	Time
“I wish I had more time”		“My mark reflected the time I spent”
“I know I’ll get a bad mark”		“I’ll get a good mark”
“I don’t want to see my grade”		“I can hardly wait to see my mark!”
“Everyone will do better than I will”		“I feel good about myself and my work”

Three key steps to Good Management

- **Developing a weekly schedule**
 - To provide an overview of free and committed time
- **Writing a daily to-do list**
 - To provide daily reminders to assure key tasks are not forgotten
- **Preparing a long-term plan**
 - To promote overall organization and future planning



Creating a Weekly Schedule

- You can use a weekly schedule template, a student agenda, or a computer program.
- **This will allow you to:**
 - Organize your regular activities
 - Determine your available free time
 - Look at hours spent on extra-curricular activities
 - See how much time you study and how much time you devote to the Jama'at
 - Know how and where you tend to waste your time

How to create a weekly schedule

- **Try to fill in the weekly schedule in this order:**
 - Personal maintenance (eating, sleeping, getting ready, travelling)
 - Your classes (attending lectures, studying, making notes)
 - Jamaat and work commitments (work schedules, religious meetings to attend)
 - Other commitments (volunteer work, extra-curricular activities)
 - THEN fill in other OPTIONAL commitments!

Creating a daily To-Do List

- It is even more effective to create a daily schedule and block out the time when events will happen
- It is important to think things off on your daily to-do list as you complete them – it gives you a sense of accomplishment
- Try to put down more on your list than you realistically think you can accomplish
- Breaking down larger projects into smaller tasks that you can accomplish in small chunks of time is one of the most effective time management strategies

Creating Long-Term Plans

- Best to use a monthly calendar
- Important to be able to look ahead by at least 4 weeks
- As soon as you are informed of events and deadlines, put them on the calendar so you can ensure that you are able to do some long-term planning

Procrastination: ENEMY of time management

- While procrastinating may give you immediate gratification because it delays working on an important (but sometimes undesirable) task, it also brings:
 - Anxiety
 - Reduced sleep
 - Illness
 - Poorer quality of work, and poor performance in daily tasks
 - Lower grades in school
 - A personal sense of disappointment
- It hurts you more than it helps you!!

The importance of setting priorities

- At any one time, you may have 10 tasks that ideally you should be working on – it will be impossible to do them all
- Setting up priorities means making a value judgement on each task you need to complete based on its worth and when it must be completed
- In short: the tasks that are worth the most and due the soonest should be your #1 priority!

How much time should I be spending...?

If you don't know how much time a particular task should be taking up, here are some helpful suggestions:

- Ask your peers for some guidance
- Speak to other people in the class or mosque
- Break the task down into various stages and consider an appropriate amount of time for each step
- Consider the value of and deadline for the task and weigh it against other priorities

What if I get off schedule?

- It's important to prepare for the unexpected
 - things will always come up that you didn't plan for...even after great planning!
- When your plan is thrown into chaos:
 - List each necessary activity you need to complete
 - Define time limits for each activity
 - Set priorities within the list
 - Tackle assignments in that order

What if I just have too much going on?

- If you find that you have very few hours left in your day, week or month to relax, spend time with friends or family, or pursue your own interests, it's time to re-evaluate your commitments!
- If you spread yourself too thin, you won't fulfill any of the commitments in your life to your level of satisfaction
- Again, be sure to prioritize and don't feel guilty if you need to drop an activity or two – your health and well-being is always your #1 priority!



Time Management and Serving the Jama'at

- SET A ROUTINE TO WATCH THE FRIDAY SERMON WEEKLY.
- Markdown important dates on your calendar
- Read books and watch MTA shows during your free time to educate yourselves
- Schedule time off from work, ahead of time, so you can easily attend programs.
- Finish school assignments early and well before the due date

Next steps...

- How are we going to change our ways to be more efficient and productive?
- How will this help us take our time for the jama'at?
- How can we serve the jama'at while still being occupied with other tasks?

May Allah enable us to make sacrifices for our religion and be good Ahamdi Muslim women, and may He enable us to stay true to our pledge. Ameen!