



Presents



# Art of Managing Time



by  
Dr. P.R. Subas Chandran, Ph.D.,

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Presents

# Art of Managing Time

by

Dr. P.R. Subas Chandran, Ph.D.,

This book is for those who.....

Are yet to write...

Wish to write...

Have been writing...

Continue writing... success stories

Life changing audios! Resolutions of rescheduling your humdrum routine life atleast an iota after reading this book? Confronting starting trouble like everyone does how to induce those thoughts into your memory system? The scientifically contrived technique, the 'Art of Altering Attitude through audio files', once listened to before hitting the bed (at the alpha hour) just for 18 days shows the way magical spell charms on you working miracles.

The pudding is in the eating. Don't have to believe your eyes or ears. For any guidance (for instance to get up on time with a smile or how to eliminate irritation, etc.) contact the undersigned; we will attune the content and facilitate you record; in fact, the tips are free of cost; the readily available piece, indeed. Service to humanity is service to Mother Nature.

## Dr. P.R. Subas Chandran,Ph.D.,

Journalist,  
Motivational Speaker,  
Social Activist,  
Psychologist,  
Short Film Maker,  
Biographer,

Fulfledged Scribe for Inspirational writing to students,  
employees and every other individual of all age group.

## Dedicated to

those who have abused the gift of Mother Nature and aspire to regain it.



## FROM THE AUTHOR

### Art of Managing Time (AOMT)

“பருவத்தோடு ஒட்ட ஒழுகல் திருவினைத்  
தீரமை ஆர்க்குங் கயிறு.”

[A timely effort is greater than all the wealth amassed]

Time isn't the main thing. It's the only thing. Time and human life are inseparable from womb to tomb and having lost the gamut of time it is appropriate for you to go through the pages of this handbook. Time is a part of your bodily function.

Life and time are intertwined and remain complementing each other. It is not you, who manage the time... it runs out... It is up to you to take or leave it. A simple and pragmatic time management formula, explained in this handbook will be a panacea for your 24 hours and work your ways accordingly. As every action has equal and opposite reaction, every action is 'tensed' (time oriented), i.e., bound by time hence classified by its urgency and importance. The famous Eisenhower's quadrant matrix is incorporated in support of important-urgent action for you to design better action plan:

Important and Urgent – You must attend Crises and Emergencies

Important but Urgent – Prevention, Planning, and Improvement

Not Important but Urgent – Attend or delegate

Not Important and Not Urgent – Waste of time ... avoid or delegate

A very simple tool, although, that it transforms you holistically. You won't regret having read. I am sure, after a lot of spade work and feedback, this compilation is brought out to demo how the jigsaw could be a tool to elevate your personality without the support of finance. Read to reap; to rejuvenate.

**All the best**

(Dr. P.R. Subas Chandran)





**Smt. JUSTICE T. RAJANI**



**HIGH COURT OF JUDICATURE AT HYDRABAD**

For the State of Telangana and the State of Andhra Pradesh

☎ : Off - 040 - 2344 6150

I am happy to write a foreword on ‘Art of Managing Time’, which has been the keyword of my life. I consider a person’s success directly proportionate to his skills of time management. My meaning of time management is doing things at the right time. We have been nurtured by our teachers with proverbs like “A stitch in time saves nine”, and this holds the essence of time management. If one peeps into the life of any successful person, in search of reasons for such success, the unanimous answer could be time management.

It makes me happy that Dr. Subas Chandran has chosen to compile incredible content, which is not only worth reading but also worth practising. Those who do not have due regard for time management are sure to realize the importance of time management. Those who know the importance of it, would take the help of this book to hone up their skills further. The author has taken an excellent example from Eisenhower’s quadrant, which helps not only in prioritizing and scheduling our work but also to delete the works that are unimportant.

Read to reap.

(T. Rajani)



# About the Author



**Dr. P.R. Subas Chandran** is a non-clinical psychologist, biographer, social activist, short-film maker and live-wire-motivational speaker. He has penned '**Aakaasameehaddu**', a compilation of interviews with 72 women officers in Swati, a Telugu weekly. 'Why Modi should become the Prime Minister', a pre-poll book (2015) with **Mr. Modi's** message was a well received publication. The author of 'Who Wrote My Destiny?', the authorized biography of former Union Home Minister, **Shri. Sushil Kumar Shinde**. People from all streams approach the author for counselling. His favourite theme is Inclusive Life, where he wants to serve the communities by unlocking the hidden potential of executives, students, and the working class. The Art series by the Life Style Dynamics – from Art of Beginning the Day to Art of Ending the Day- is his latest venture.

He is one of the Senate members of the 104-year-old SNTD Women's University, Mumbai and a visiting faculty for National Forensic Sciences University, Gujarat. He is also a resource person for Meenakshi Mission Hospital and Research Centre, Madurai and Meenakshi Hospital, Thanjavur.



# ACKNOWLEDGEMENTS

This presentation reflects the Master who has sent a messenger to disseminate the message. A repository of creative people interspersed with worldly wisdom from mundane to spiritual fields is incorporated.

The author owes his accolades to **JUSTICE Smt. T. RAJANI**, Judge High Court of Andhra Pradesh to have foreworded the Art of Managing Time vouchsafing the contents shared.

Of course, **Dr. S. Gurushankar**, Chairman Meenakshi Mission Hospital & Research Centre deserves a more than thanks for the all round support.

The author extends his due accreditations to **Mr. Sam Rajappa** and remains in gratitude to **Mrs. Latha Sharma**, Associate Editor, for making this book a possibility.

Also, applauds Google.com, Wikipedia, the team members **Mr. Sam Arackal**, **Mr. S. Manikanda Raja** & Designing Team of MMHRC whose contribution is immeasurable in publishing the pocket-sized book.

## Special adulations to the first reviewer

The author and his team gratefully acknowledges the angel's (name not to be revealed) immaculate appraisal, correcting, editing as well as amending, to have the book rendered nearly error-free.



## TABLE OF CONTENTS

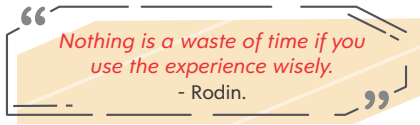
	PAGE
Art of managing time	11
Planned action	17
Allocate & Apportion What? 'Whom? How long? Why?	17
An appeal to the chosen ones	18
Time management quotes	25

### NOTE

This book is a compilation of wisdom from myriad sources intended to benefit the general readers, certainly not experts. Most of them are suggestive, self-experienced that readers may consult health care specialist, should they find information not in rhythm with their expectation. Moreover, the write-up is governed by the British English Language/Grammar rules. Any reconciliation with the computer language be kindly overlooked. The author and the publisher bear no responsibility for abusing or misusing the indicative measures.

# Art of Managing Time

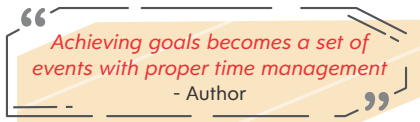
Time and life are inseparable.  
If you want to manage your life take care of time.  
Only death separates..



Time is the most important dimension of life; rather, its omnipresence is apparent in everything we see, think, feel and do. Time differentiates the past from the present, and the future in any media, religion or belief-system or any perspective.

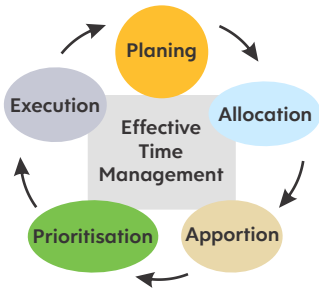
While dealing with time, we can only manage because we cannot control it, as it is aptly said, "time and tide waits for none". The better we tune ourselves to time, the better our lives will be, and sooner the better.

The ensuing pages talk about a fresh perspective on what is time-management, how better we can tune ourselves, why we need to manage time, who is impacted, when and where to be cautious? Managing time is one of the key factors to achieve our goals.



Let us define it. Time management is the process of planning and executing a task with conscious control over the amount of time spent. The most important person in this mission is you; so be realistic while selecting events for the day. Before we go into the hows, let us go to a unique bank where something more valuable than money is credited daily. Any wild guess?

It is the time-bank.



## Time Bank — Normal Bank

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• It does not carry forward any balance</li> <li>• Daily new account is opened at the same time</li> <li>• End of the Day (EOD) balance is burnt-out</li> </ul> | <ul style="list-style-type: none"> <li>• It carries forward balance</li> <li>• One account per person</li> <li>• EOD balance is carried forward</li> </ul> |
|--|--|

One fine day, a time-management expert was addressing a group of business students with an impactful illustration to drive home a point which the students would never forget.

Standing in front of high-powered over-achievers he said, “It is time for quiz” and pulled out a gallon, wide-mouthed Mason jar and set it on the table in front of him. He brought along fist-sized rocks which he placed carefully into the jar one-by-one. When the jar was filled to the brim, he asked the ever-curious audience “Is this jar full?”

“Yes” reverberated the conference hall with the thunderous uproar.

The expert scoffed, “Really?,” Turning away from the students he took out a bucket of gravel and dispensed some into the jar and shook it so that the gravel slid down the spaces between the rocks. He inquisitively asked, “Is it full now?”

By this time the class was upon him. “Probably not”, one of them answered.

“Good!” he replied with a smile. He reached under the table and pulled out a bag of sand and slowly and steadily filled the jar to the brim and looked at the staring eyes and asked, “Now?”

“No”, the class shouted.

Continuing the process, he commented, “Excellent!” He calmly grabbed a pitcher of water and began pouring it in till the limit and



looked at the students who were smiling at this point and paused for a moment. “What is the point of this illustration?”, he asked the class to which one eager-beaver raised his hand and said, “The point is, no matter how full your schedule is, if you try really hard you can always fit in some more things into it.”

“No, that is not the point,” he emphasised. Frowns dissuaded smiles reigned the class. I would not be surprised if you stopped smiling too.

The essence of the illustration is to put the big rocks first, else you won't get them in at all. The big rocks represent our loved ones, faith, education, dreams and being helpful to others, in our lives so we remember to put them first otherwise we can never get them in at all.

The message is simple: **prioritise and manage.**

**Prioritise:** Like the itinerary from the illustration cited above, unless we understand and follow a pattern to prioritise our day, we are just throwing all the events of the day into a blender. ‘Blunder with blender’. What happens is pretty evident, no event is performed correctly and hence a day of failure.

From the illustration of rocks and jar let us see if we can bring about more sense to our lives.

**Big rocks:** Most important things on which our survival like family, faith, work etc. vest.

**Gravel:** Less important things but can improve our day like improving interpersonal relationships with our colleagues, relatives, friends, etc.

**Sand:** Things that add value to our day like helping neighbours, helpers at home and office, fellow travellers, etc.

**Water:** Mostly intangible things which others cannot see like emotions, thoughts, or concerns, etc.

We can categorise all the events of the day in quadrants. Important and urgent\*(four quadrant refer Art of Goal setting and their combination of 'yes' and 'no' will give us a quadrant as listed below.

Post-war U.S. President Dwight David Eisenhower successfully used this method to manage his time.

Every day each one of us, rich or poor, fat or lean, capable or incapable, powerful or powerless, is credited with 86,400 seconds. It is totally up to us how we spend it. Isn't it, cool?

Since it is entirely up to us, let us see if we can use for good.

*Better late than never, but never late is better.* - Warren Buffet.

- Important but not urgent
- Not important and not urgent
- Important and urgent
- Not important but urgent

What is important is seldom urgent and what is urgent is seldom important.

**Important:** All the events of the day which are essential for the wellbeing of the people around you (family, colleagues, friends, etc.) say for instance our daily chores.

	URGENT	NOT URGENT
IMPORTANT	<p><u>Quadrant I</u> <i>urgent and important</i> <b>DO</b></p>	<p><u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b></p>
NOT IMPORTANT	<p><u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b></p>	<p><u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b></p>

**Urgent:** those events that have limited time frame and are in a critical path.

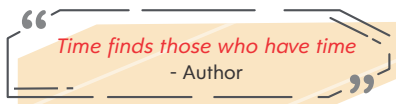
Having lunch is important but not urgent in the morning but becomes important and urgent in the afternoon especially when you are hungry.

Events change quadrants as time goes by; so be aware of the changes.

Every quadrant is important at the end of the day.

Preferably keep a big whiteboard and list the events of the day in each quadrant. Clean the event of the day in each quadrant. Clean the event after completion at the earliest. You find time to wipe it out and clean because an event which is complete and is still showing in the list causes concern or confusion.

Put constant effort to minimise the list of events in a quadrant. Do remember to fill each quadrant with all the four elements. Then you will have a clear picture of your present and near future. Fill each quadrant with water because we constantly feed on emotions, be it good or bad. Let us say you have severe headache and you have an important meeting to attend. Because of the headache, you cannot cancel your meeting. Instead, create a list to take breaks at regular intervals or take medicine before the meeting. You do justice that way to both your meeting and to yourself. With this clear picture, managing your events at hand within the timeframe and on time becomes easier, doesn't it? The content of the quadrant could vary from person to person.





## Planned action

Back to the pavilion of the hows of it. Every action has to be planned; either a time line or time table or diary or even a checklist should resolve the issue. In this context let's discuss about the three kinds of people: who work with time; by time and against time. The first category works from dawn to dusk; the second category works at specification realise short term goals with duty bound monotonous, for the heck of doing; the third category is exceptional like the ant and the Japanese and the chinese to have long term goals set with future plans.

During the World War II the American scientists worked against time to devastate the twin states, Hiroshima and Nagasaki, to which the present Scientists working to invent Covaccine is a constructive act with a contrast.. Truman, the then President of the White House observes in his diary, the atrocity to those "little kids" when it happened to destroy the civilian area. There's yet another memoirist soldier 'My Service in the Army', "in the face of war" throwing insight into the intricacies of planning and preplanning what in present parlance called Plan A and Plan B; how slight distraction or skip of a fraction of a moment of a nano second leads to utter shatter.

## Allocate & Apportion What? 'Whom? How long? Why?

Allocate the available 86 400 secs. for each task according to your timetable. Apportion how much of the time to accomplish a task. Before allotting time slot know it all there is always the time lapse. Kalpana Chawla addressed this issue in her first seminar as a student of aeronautical engineering, University of Punjab. Those witnessed Vikram Lander 2 would not fail to recce this hurdle in one's life.

Then, finally, comes the surgical strike: EXECUTION. All the preceding tasks are abstract. They either cost another pencil and eraser or a paper and pen or at the best a particular rung of the hierarchy. Whereas the last, unlike the others, shatters immediately the entire structure of the construction. One has to be doubly cautious at this stage. It requires immense levels of 3Ps, Patience, Perseverance and Persistence. A bad workman blames his tools. We all are familiar with the story of The Farmer and his insolent sons. How they got their watermelon harvested.



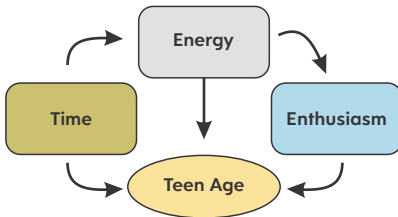
## An appeal to the chosen ones

Time-teens, adults and post forties is the world apart. Since time, energy and enthusiasm are mutually inclusive Time, however best planned, can be best utilised only by the youth or the 'teenager' to its fullest. In this context, it is the youth who puts his time to maximum utility. For instance, an 'outstanding' may be a distraction to the teacher inside the class but helpful to a computer teacher who haggles with his software or a librarian in arranging the books in the book rack or physical education teacher may benefit out of him as an assistant to train the juniors; not surprisingly, even to the teacher inside the class in passing message or fetching a glass of water or any other document. Contrarily, a teenager inside the class too, either pays attention; or entertains the neighbour or bullies the 'outstanding' one or flies paper rockets at the teacher or else body. Hence it may be concluded that 200% of the 24 hrs. is rightly and rightfully exhausted in the teens.

The bubbling energy level thus becomes the yardstick /touchstone to the triple impact on time management. It's suggestive enough that youngsters burn up the precious time constructively for useful purposes. So time management is an effective tool to younger generation efficacious planning of the agenda takes one to the zenith of glory; procrastinating may demolish/devastate the entire persona.

### **Make hay while the sun shines; strike the iron while it is hot**

If you fail to manage the time that is given to you, then the time will be your master. In other words, the misuse or abuse of the given 86,400 seconds, someone will use it to their advantage, and they will flourish in different domains, surpass you and reach the pinnacle wherein laziness, postponement, excuses, *blame games* will ultimately land you more dependent on others.



When an intelligent person's blame games can convert 86,400 seconds into a few thousand dollars, why don't you try to make a few hundred dollars and in due course of time, this faith will empower you to enlarge your vision to make not thousands but million dollars. The possibility is the mindset. In the matrix of urgent and important, human relationship takes the edge over. Make it a point, urgent and important, apply this to you first, then your spouse, children, parents, relatives, friends, associates, co-workers, et al.

In the whole time management a holistic hero is you and if you are ok, dependence of a few are all ok. Ensure with all constraints of time, you have got to make some priorities, saying hello to the dearest and nearest everyday – a phone call or a message.

At least once in two days, either call or message to your next priority of relatives.

Once in a week to those you feel right. Likewise, go on sparing a few minutes with your near and dear which will give a multiple harvest because what you sow you will reap bumper harvests (Refer Art of Rewarding Responsibilities).

A small story of a neighbour, who taught a very valuable lesson - the value of time and its purpose.

A young man learns what is most important in life from the guy next door. It had been some time since Jack had seen the old man. College, girls, career, and life itself got in the way. In fact, Jack was in pursuit of his dreams. There, in the rush for his busy life, Jack had little time to think of the past and often no time to spend with his wife and son. He was working on his future and nothing could stop him.

Over the phone, his mother told him, “Mr Belser died last night. The funeral is on Wednesday.

Memories flashed through his mind like an old newsreel as he sat quietly remembering his childhood days.

“Jack, do you hear me?”

“Oh! sorry, mom. Yes, I do. It has been so long since I thought of him. I am sorry, but I honestly thought he died years ago,” Jack said.



Well, he didn't forget you. Every time I met him, he would ask how you have been doing. He would reminisce about the good old days you have spent over 'his side of the fence' as he put it". Mom narrated.

"I loved that old house he lived in," Jack said.

"You know, Jack, after your father died, Mr. Belser stepped in to ensure you had a man's influence in your life," she pointed out.

"He is the one who taught me carpentry," he said. "I wouldn't be in this business weren't it for him. He spent a lot of time teaching me things he thought were important. Mom, I will be there for the funeral," Jack said.

Though busy he was he kept his word. Jack took the next flight to his hometown. Mr. Belser's funeral was short and uneventful. He had no children of his own and most of his relatives had passed away.

The night before his return to his house Jack and his mom stopped by to see the old house next door, once more.

Standing at the doorway Jack pursued for a moment. It was like crossing over into another dimension, a leap through space and time. The house was exactly as he remembered. Every step held memories. Every picture, every piece of furniture, Jack paused suddenly.

"What is wrong, Jack?" asked Mom.

"The box is gone," he said.

"What box?" Mom asked.

"There was a small gold box that he kept locked on top of his desk. I must have asked him a thousand times what was in it. All he had ever told me was, 'The thing I value the most'".



It's gone. Everything about the house was exactly how Jack remembered it except for the box. He felt someone from the Belser's family had taken it.

"Now I will never know what was so valuable to him", Jack sighed, "I'd better get some sleep. I have an early flight home, Mom."

It had been about two weeks since Mr. Belser died. Returning home from work one day Jack discovered a note in his mailbox. "Signature required on a package. No one was at home. Please stop by the main post office in the next three days," the note read.

Early the next day Jack received the package. The package was old and looked like it had been mailed a hundred years ago. The handwriting was all a hen scratch difficult to read, but the return address caught his attention.

'Mr. Harold Belser', it read.

Jack took the package out to his car and ripped it open. There inside was the gold box and an envelope. Jack's hands quivered as he read the note inside.

"Upon my death please forward this box and its content to Jack Bennet. It is the thing I value the most in my life." A small key was taped to the letter. His heart raced as tears filled his eyes. Jack carefully unlocked the box. There inside he found a beautiful gold pocket watch.

Running his fingers slowly over the finely etched casing, he ripped open the cover. Inside he found these words engraved:

"Jack, thanks for your time! – Harold Belser.

"The thing he valued the most was my time"realised Jack.

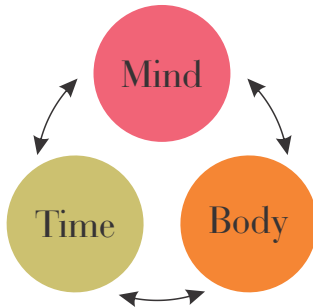


Jack clasped the watch for a few minutes, then called his office and cleared his appointments for the next two days. “Why,” his assistant Janet questioned. I need some time to spend with my son, he said. “Oh, by the way, Janet, thanks for your time.” Manage your time.

Today, we need the right professionalism to avoid dependencies and fit-in a knowledge economy. Are you ready?

Any action at the right time or at the hour of crisis is the right action; right learning is letting one rise to the occasion. Just a moment...take you to next pursuit catch up until then!

## Body - Mind - Time



To realize the value of ONE YEAR,  
ask a student who failed a grade.

To realize the value of ONE MONTH,  
ask a mother who gave birth to a premature baby.

To realize the value of ONE WEEK,  
ask the editor of a weekly newspaper.

To realize the value of ONE DAY,  
ask the person who was born on February 29<sup>th</sup>.

To realize the value of ONE HOUR,  
ask the lovers who are waiting to meet.

To realize the value of ONE MINUTE,  
ask a person who missed the train.

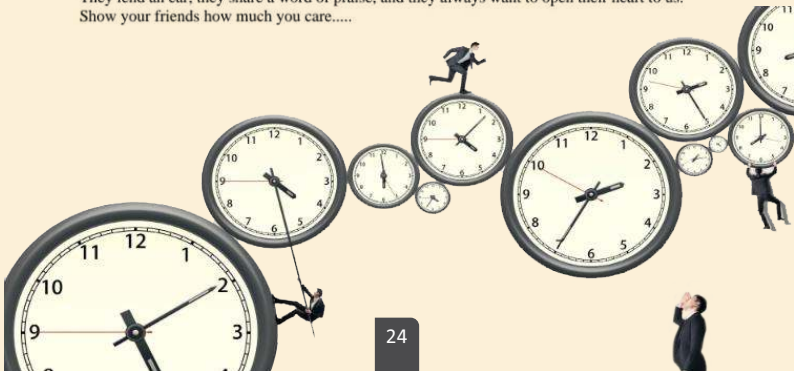
To realize the value of ONE SECOND,  
ask a person who just avoided an accident.

To realize the value of ONE MILLISECOND,  
ask the person who won a silver medal in the Olympics.

Treasure every moment that you have! And treasure it more  
because you shared it with someone special, special enough to  
spend your time. And remember that time waits for no one.

Yesterday is history.  
Tomorrow is mystery.  
Today is a gift.  
That's why it's called the present

Friends are a very rare jewel, indeed. They make you smile and encourage you to succeed.  
They lend an ear, they share a word of praise, and they always want to open their heart to us.  
Show your friends how much you care.....





*"Better three hours too soon  
than a minute too late."*

**William Shakespeare**



*"We must use time  
as a tool, not as  
a couch."*

**John F. Kennedy**





## Art of Managing Time

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- Why Mr. Modi should become the PM? - by Dr. P.R. Subas Chandran
- ఆకాశమే హద్దు (Sky is the limit) - by Dr. P.R. Subas Chandran

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1. Art of Beginning The Day
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5. Art of Welcoming Failure
6. Art of Altering Attitude
7. Art of Developing Self Confidence
8. Art of Imbibing Individual Social Responsibility
9. Art of Eating Healthy
10. Art of Listening
11. Art of Speaking
12. Art of Reading
13. Art of Writing
14. Art of Communicating Non verbally
15. Art of Ramping Interpersonal Relationship
16. Art of Dating and Post Natal Caring
17. Art of Parenting and Career
18. Art of Caring The Elderly
19. Art of Sensitising Gender
20. Art of Rewarding Responsibilities
21. Art of Ending The Day

