

## SSE Group 4

### Punctuality

**Value:** Right-Conduct

**Sub-Value:** Self Discipline, Concentration, Discrimination

**Aim & Objective:**

1. To obtain methods to improve Time management
2. Ways to increase efficiency

**Lesson Components:**

**Initiating the lesson:** - 3 Aums

**Silent Sitting:** Jyoti Mediation

**What is Punctuality:** Arriving or doing something at the expected, exact or planned time.

- <http://www.merriam-webster.com>

**Questions/ discussion**

- Do you plan your activities? Homework, projects, chores, helping parents and siblings?
- What type of scenarios do you struggle with punctuality (School, Homework, staying on the task, Concentration?)
- How do you discriminate what is more important? ( eg; homework vs. helping parents, Friends vs. family)

**Group Activity:** To see how much time you really have after Basics (school, travel and extracurricular activities, good sleep, meals. Excel sheet to be given to fill out)

List what are your biggest distractions when you are trying to complete a task. Are they in your control?

**Life Application:**

- Tips on Studying.
- Tips on discriminating.

The main goal of time management should be to strike the right balance of work, academics and social activities. Smart planning will give you enough time for both work and play.

- <http://www.nclcd.org>

**Quotations:**

“Don’t waste time. Time waste is a life waste.” – Sathya Sai Baba

Today we waste time on unnecessary and unwanted things, by indulging in unnecessary talks and doing meaningless actions.

Instead we should try to make time our servant. Every second of your daily existence you must ask these questions: “How am I utilising time? Is it for a good or bad purpose?”

Sathya Sai Speaks, Volume 17, Chapter 16: Ceiling on Desires-II.

The most important and the most needed factor is time. One should not waste time. Time should be spent in a useful manner. Time should be sanctified because everything in this creation is dependent on time. Time is the embodiment of God. Everything depends on time.

The main reason for man’s birth and death is time. Time is the main factor in our growth. If we waste time, our lives will be wasted. Therefore time is an essential part of our life. Do not degrade time by spending it participating in unnecessary conversations, or by getting involved in others’ personal matters. The truth behind the saying “Don’t waste time” is that no time should be wasted in evil thoughts and actions. Instead, make use of time in an efficient way.

Sathya Sai Newsletter (USA), Volume 13, Number 3 (Spring 1989). Divine Discourse on Service and the Sai Organisation, November 21, 1988.

Thirdly, you should be careful about “time,” which is the yardstick of life. Seconds become hours, hours become years, years make ages, and so on. All our activities should be planned for utilising the available time to maximum advantage. So, we should not waste food, money, time, and energy.

Sathya Sai Speaks, Volume 16, Chapter 3: Ceiling on Desires-I.

**Closing prayer:** OM 3 x shanti