Table of Contents

5 Eisenhower Matrix
8 Gnani With Youth
11 Glimpses of Great Men
14 Activity
Where Does Your Priority Lie?
16 Experiment
20 Experience
21 The Gnani,
an Idol of Wonder
23 #Poem

November 2021
Year: 9. Issue: 7
Cont. Issue: 103

Contact:
Gnani Ni Chhayama (GNC),
Trimandir Sankul,
Simandhar City,
Ahmedabad Kalol Highway,
Adalaj, Dist. Gandhinagar,
Gujarat-382421
Phone: (079) 39830100

email: akramyouth@dadabhagwan.org
website: youth.dadabhagwan.org
store.dadabhagwan.org/akram-youth

Editor - Dimple Mehta
Printer & Published by
Dimplebhai Mehta on behalf of
Mahavideh Foundation
Simandhar City, Adalaj - 382421.
Taluka & Dist - Gandhinagar

Owned by : Mahavideh Foundation
Simandhar City, Adalaj - 382421.
Taluka & Dist - Gandhinagar

Published at : Mahavideh Foundation
Simandhar City, Adalaj - 382421.
Taluka & Dist - Gandhinagar

Printed at : Amba Multiprint
B-99, GIDC, Sector-25,

Subscription
Yearly Subscription
India : 200 Rupees
USA: 15 Dollars
UK: 12 Pounds

5 Years Subscription
India : 800 Rupees
USA: 60 Dollars
UK: 50 Pounds

In India, D.D. / M.O. should be drawn
in favour of "Mahavideh Foundation"
payable at Ahmedabad.

© 2021, Dada Bhagwan Foundation.
All Rights Reserved
Dear Fellow Readers,

Do you feel that your life is too busy? Do you remember a lot of tasks to do at once? Does the list of tasks keep growing? Does one task take so long that the other tasks get put on hold? Or do you feel that amidst these tasks, you don’t have any time for yourself? Does the burden and stress keep on increasing? If the answer to any of these questions is 'Yes', then you have picked up a magazine with the right topic.

Yes, priority! Priority is something that must be given significance or importance. What does priority mean to us? We know what it is, but how to set priorities in life is confusing to everyone. Sometimes we overemphasize our hobbies and desires, which inadvertently puts our goals aside, and sometimes we end up hurting our close ones as well.

Friends, in this edition we will learn about why it is important to set priorities in life. What are its benefits? How to set priorities? This edition will provide a complete understanding of this.

- Dimple Mehta
"Good morning students! Are you all ready to learn something new today?"

All the students replied, "Yes sir!"

The professor started talking, "Okay, tell me, are you able to accomplish a task that you set out for in an appropriate time frame?"

Tanish said, "If there is only one task, it gets done nicely. However, if there are two or three tasks to be done at once, they don't get done."

Rishabh also added, "Sometimes there is confusion as to which task I should do first. Project, study or sports."

Rohit also asked his questions, "Sir, it is really confusing to me since I also work while studying. Sometimes the deadlines for my job and studies come at the same time. I cannot figure out which one to do first."

The Professor said, "Alright! Out of all the tasks that you have to do, you must decide how much importance to give to each of them. And in order to do that, you must know your priorities."

"But sir, that is the question. How to set the priority?" Rishabh asked.

The Professor answered, "Rishabh, this is not only your question, but almost everyone here has the same question. So, today, let's look at the Eisenhower Matrix, which is known as the "Urgent-Important Matrix."
The Eisenhower Matrix helps prioritize tasks by categorizing them into quadrants based on their importance and urgency. The matrix is divided into four sections:

1. **Important and Urgent**
   - Tasks that need immediate attention.
   - Example: Assignment Deadlines, Exams, Health Emergencies.
   - Do these tasks as soon as possible.

2. **Important but Not Urgent**
   - Tasks that are important but can be scheduled.
   - Example: Exam Preparation, Personal Development, Goal Setting, Regular Exercise.
   - Create a schedule of when you will do these tasks and complete them.

3. **Not Important but Urgent**
   - Tasks that need immediate action but are not important.
   - Example: Printouts, Repairing your bike, certain phone calls, paying bills.
   - Delegate these tasks to someone else or do them later.

4. **Not Important and Not Urgent**
   - Tasks that don’t need immediate action and are not important.
   - Example: Watching TV, playing video games, chatting on the phone, browsing the internet or social media.
   - Give such tasks the least amount of time and priority.

When prioritizing a task, ask yourself, “Which box in the Eisenhower Matrix does this task fit in?”

---

**Diagram:**
- The matrix is divided into four quadrants: Important-Urgent, Important-Not Urgent, Not Important-Urgent, and Not Important-Not Urgent.
- Each quadrant has specific instructions for handling tasks in that category.

**Notes:**
- For tasks in the Important-Urgent quadrant, do them as soon as possible.
- For tasks in the Important-Not Urgent quadrant, schedule and complete them.
- For tasks in the Not Important-Urgent quadrant, delegate or do them later.
- For tasks in the Not Important-Not Urgent quadrant, give them the least amount of time and priority.

---

**Example Usage:**
- **Assignment Deadlines:** Important and Urgent. Do as soon as possible.
- **Exam Preparation:** Important but Not Urgent. Schedule and complete.
- **Fixing a Broken Bike:** Not Important but Urgent. Delegate or do later.
- **Watching TV:** Not Important and Not Urgent. Give least priority.

---

**Conclusion:**
- The Eisenhower Matrix is a useful tool for managing and prioritizing tasks effectively.
What should be your highest priority right now?

Study
Goal Achievement
Career...

So, why are you wasting your time on low-priority tasks instead of focusing on high-priority tasks?

Yes

Yes

Yes

Yes

November 2021
Where is your time wasted the most?

Social media  Internet surfing  Party ...  Friends  Movie

That's all you need to understand. First, you must know your priorities. If you don't know how to set priorities, then the Eisenhower Matrix will help you. Make a list of all your tasks and put them in the boxes of the matrix. Even after prioritizing your tasks, if you are still not able to complete them, then the Eisenhower Matrix will help you figure out which box is taking up all your time.

Now, let's do one thing. Do your own research on this priority topic, prepare a project and share your projects when we meet again. So, you will get answers to all your questions. Okay? All the best!
Questioner: I know what my priority is, but due to some circumstances, whether it be my laziness or spending time in entertainment, I am not able to work as per my priority. What should I do to complete things according to my priority?

Pujyashree: First, you should know the importance of priority. What is my goal? How far do I want to reach? Is it okay if I slowly reach my goal after failing for about three to four years? Or do I want to pass in the first attempt?

If there are external circumstances that disturb you, then there is no solution for that. You should move forward as per your priority by gradually clearing the external circumstances with equanimity and by taking adjustments. For example, is there an alternate route if
there is an accident in your way? If yes, then take the alternate route. Don’t disrupt the traffic. You have to take an adjustment there. Those are external circumstances.

What should you do about laziness? If you understand your priority, if you have set your goals, then sincerely take steps according to your goals. If you cannot achieve 100% sincerity, then at least strive for 10% sincerity. Slowly keep on finishing the smaller tasks with sincerity, then eventually the laziness will decrease.

If you want to enjoy, then set a time for that. Set that, ‘I don’t want to waste my time while doing tasks with high priority. I will relax during my surplus time.’ Change of work is recreation. You should not indulge in fun which is against your goal. So, by taking adjustments, you want to complete your priorities.

Rohit paused the video and told his dad about his research project.

Father

What are you watching, son?

Very good. Let’s watch the video together.

Rohit paused the video and told his dad about his research project.
**Questioner:** Today’s youth have to deal with studies, a job, and a family. How should one set his priorities between these?

**Pujyashree:** Yes, then study or work, generally there is one.

While studying, if your parents need something, then fulfill their needs. Because, it is not as if we keep on studying for twenty four hours. We always have some spare time in between. Finish their work in your spare time.

If you have a job, then you must keep that as your priority. Spend eight to ten hours at your job and then finish your household chores in the remaining time. If you are giving seva in Dada’s work, then progress in that. But you must do that in your spare time after finishing your job. Don’t have the attitude that, ‘I am doing a job, so I don’t have time for home.’ In order to receive a salary, we do a lot of things for outsiders. But, our parents have obliged us so much for our entire life, therefore we should not do anything to hurt them. We should do their seva and fulfill their needs by taking adjustments. Did you understand?

Yes, and we will always support you.
Before the battle of Mahabharata, Duryodhan and Arjun went to Lord Krishna to ask for help. Lord Krishna was sleeping at that time. Duryodhan sat beside Lord Krishna so that as soon as Lord Krishna woke up, his gaze would fall on Duryodhan and he could ask for help first. Whereas, Arjun humbly sat at the feet of Lord Krishna and waited.

As soon as Lord Krishna opened his eyes, his first sight fell on Arjun, and then his attention was diverted towards Duryodhan, who was sitting next to him. Both stated the purpose of their coming, so Lord Krishna was ready to help both.

Lord Krishna said, "I will not take up weapons in this war. But I can give you two options. You can choose one of these options." The two options are,
Since Lord Krishna had seen Arjun first, who was sitting at his feet, He asked Arjun to make the first choice. Arjun said, "I do not want the Narayani army. I want 'The Narayan' by my side, as a friend, as a guru, as a guide and as the charioteer of the chariot of my life."

Even though Arjun had the option to choose the powerful Narayani army, why did he choose the unarmed Lord Krishna? The reason is, Arjun saw the benefit of Lord Krishna staying by his side, and he believed in Lord Krishna's companionship more than the army. Whereas Duryodhan wanted the huge Narayani army to win the battle. So, he gladly accepted the Narayani army. We all know the outcome of the Mahabharata battle. So, like Arjun, when there are two options in life, we should give priority to whichever is more beneficial.
Listening to his grandmother, Tanish found the perfect example for his project.

Thank you, Grandma! This will help me a lot in my research project!

All the students started working on their projects and a week passed. Everyone came to the classroom and waited for Professor Srivastava.

Good morning students! I hope you all came up with something out of the ordinary and have found the answers to your questions.

Yes sir! We have really learned a lot of new things from this research work.

Great! Let’s do an activity which will show us how much research you have done and how much you have learned from it. Are you all ready?

"Yes Sir! " "Yes! "
### Activity - Where Does Your Priority Lie?

Let's list our daily routine tasks with respect to the "Eisenhower Matrix".

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Do Exercise / Yoga / Pranayama.</td>
</tr>
<tr>
<td>2.</td>
<td>Get together with friends / Attend parties.</td>
</tr>
<tr>
<td>3.</td>
<td>Arrive on time for a doctor's appointment.</td>
</tr>
<tr>
<td>4.</td>
<td>Purchase groceries.</td>
</tr>
<tr>
<td>5.</td>
<td>Complete assignments on time.</td>
</tr>
<tr>
<td>6.</td>
<td>Pay the electric bill in fifteen days.</td>
</tr>
<tr>
<td>7.</td>
<td>Check Facebook and Instagram.</td>
</tr>
<tr>
<td>8.</td>
<td>Help at home when mom is not in good health.</td>
</tr>
<tr>
<td>10.</td>
<td>Wake up early in the morning.</td>
</tr>
<tr>
<td>11.</td>
<td>Take medicine for fever.</td>
</tr>
<tr>
<td>12.</td>
<td>Go to a friend's birthday party.</td>
</tr>
<tr>
<td>13.</td>
<td>Go shopping at the mall.</td>
</tr>
<tr>
<td>14.</td>
<td>Prepare for an exam.</td>
</tr>
<tr>
<td>15.</td>
<td>Get snacks for guests.</td>
</tr>
<tr>
<td>17.</td>
<td>Watch your favourite programs on television.</td>
</tr>
<tr>
<td>18.</td>
<td>Clean dad's car.</td>
</tr>
<tr>
<td>19.</td>
<td>Go to visit a sick friend.</td>
</tr>
<tr>
<td>20.</td>
<td>Go to replace your broken eyeglass frames.</td>
</tr>
<tr>
<td>21.</td>
<td>Go to satsang at the satsang centre.</td>
</tr>
<tr>
<td>22.</td>
<td>Do Aarti.</td>
</tr>
<tr>
<td>23.</td>
<td>Play games on mobile / computer.</td>
</tr>
<tr>
<td>24.</td>
<td>Watch movies or web series on mobile / computer.</td>
</tr>
<tr>
<td>25.</td>
<td>Attend school / college / classes regularly.</td>
</tr>
</tbody>
</table>
14. Prepare for an exam.

1. Do Exercise / Yoga / Pranayama.

6. Pay the electric bill in fifteen days.

23. Play games on mobile / computer.

Not Urgent

Urgent

Important

Not Important

DO

SCHEDULE

DELEGATE

DELETE
Let's do an experiment before we finish this priority class.

**Experiment**

**Ingredients:** 2 glass jars, 2 sets of four to five large balls, a small number of marbles and 1 cup of sand.

**Method:**

1) **In the first glass jar:**
   a) First, take the sand and fill the glass jar.
   b) Then, put a few marbles in the jar.
   c) Then, take the balls and put it in the jar.
3) In another glass jar, do the exact opposite of the previous method.
   a) First, place the balls in the jar.
   b) Then, put a few marbles in the jar.
   c) And finally, fill the jar with sand.

Conclusion:

If we compare this experiment with our life,

You may have come to realize which tasks are the highest priority in life, and which tasks are the lowest priority.

In this experiment,

The jar is the time we have in our life.

The big balls are the tasks that have the highest priority, such as assignment deadlines, exams, health emergencies, etc.

Marbles are the tasks that have a medium priority, such as exam preparation, personal development, goal setting, regular exercise, etc.

Sand is the least important task, such as gaming, surfing, movies, social media etc.
As it was done in the first part of the experiment, if you fill the jar with sand in the beginning which is the lowest priority task, then you will have no room for medium and high priority tasks.

However, as we did in the second part of the experiment, if you fill the jar with the highest priority task (balls) first, then the medium priority task (marbles), and lastly the lowest priority tasks (sand), then you will be able to complete all your tasks on time.

Let's learn about the amazing experiences of those who have set priorities in their life.
I have loved singing since I was a child. Whenever I had free time, I used to sit and listen to songs on YouTube. Then, when I entered the ninth grade, my addiction for YouTube increased. As a result, my grades started to decline day by day. My parents were very sad. They would explain to me, ‘You should not let your grades drop for the sake of hobbies.’ I would argue with them to continue my hobbies. This used to hurt them a lot, but I didn't understand it then. Then, gradually my addiction increased to such an extent that even if I sat down to study, my mind would be engrossed in music.

Then I entered in the tenth grade. My teachers would also ask me, me why my grades had started declining. Because, earlier I would get good grades in class. When the tenth grade board exams were over, I came in touch with satsang while I was on vacation. In one satsang, Pujareshree and Niruma were saying, “Our priority should be such that no one should get hurt by us. We should study hard and make a good career so we can aid in Dada’s work of world salvation. And we should make our parents and teachers happy.”

Then I realized that I had made a big mistake. I had hurt my well-wishers to fulfill my hobbies and on top of that I had neglected my studies. So, I decided on studying seriously and making my parents and teachers happy. Studies and parents’ happiness became my priority.

From the eleventh grade, I started studying so well that I ranked first in the class and also got a scholarship.

Jai Sat Chit Anand
Pujyashree received Gnan from Dada Bhagwan at the young age of 17. After experiencing Dadashri’s closeness, service, and happiness of the ‘Self’, he had no interest in worldly happiness. He gave more priority to the goal of celibacy and salvation of the world rather than spending his life for a single family by getting married. When his mother passed away, he gave priority to his father's seva. He served his father wholeheartedly for almost ten years while doing business and household chores. After receiving blessings from his father, Pujyashree surrendered his entire mind, body, and speech for the salvation of people.

So, how did you feel about this priority session?

Superb sir! And this experiment also helped us understand why and how to set priorities in life. Thank you so much sir!

Great! See you again in another new session. Bye, Bye.
YMHT Coordinators Workshop

DWARKA
2nd & 3rd October
40+ Participants

BARODA
16th & 17th October
70+ Participants

Download Today's Youth App
App available for Android & iOS devices.
Visit youth.dadabhagwan.org/blog
Website compatible on all Browsers.
Shu karu ane shu na karu, confusion j confusion re thay,
Kevi reete set karu priority, e kai mane na samjay!

Mitro hoy ke swajano, social media ke You-tube,
Nakki karva priority, joi leiye aa Akram Youth.

Badha kaam saathe karishu to e, adadha-adhura rahi jashe,
Priority mujab karta jaishu, to chokkas thai jashe!

Khub mahenat kari, pasand pramane career banavje,
Pan pachal na rahi jay, vahalo parivaar joje!

Hoi che priority alag alag, badhane potpotani,
Paristhiti pramane, kyarek jaroor pade ene badalvani.

Aakho ghado, jeeni maatithij jo bhari daishu,
To jaroori, mota patharono samavesh kem karishu?

Thes na pahoche aapna kaamthi, koiney etlu jovay,
Potane gamtu karvama, kyarey bijane dukhi na karay.

Haju pan samay che, thodo sabhan bani ja,
Shu mahatvanu aapna mate, e samji jaa.
To change your life, change your priorities.
- Mark Twain

To succeed, change your priorities.
- Himmilisas

A lack of time is actually a lack of priority.
- Tim Ferris