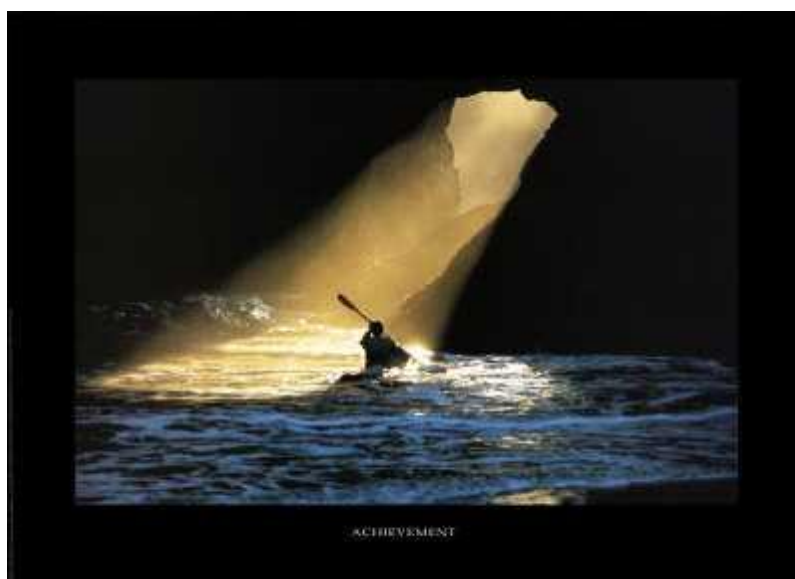




*Time is the most important grace that we ignore. The following is my own experience in managing time and best investing in it in the light of the Quran and Sunnah (Prophet's sayings & deeds...).*



There is nothing that may a believer regret other than a moment that passed in this life without remembering Allah! There is not a much better moment for a believer than accomplishing work that pleases Allah Almighty, and he feels the blessing of this Great God.... Time is a major boon to us by Allah, but most people are unaware of the gift of time.

Some Western scholars have repeatedly published books about time management, these books have achieved high sales rate in the world. This confirms that people's attention to this important aspect and their eagerness to learn new in the art of time management and investment at the best possible way. In addition, it is to achieve their goals and interests, and consequently to reach the happiness that every human being is looking for.

But if we look at these books, we find it focused on one goal: the world and its adornments. Measure for success for them is what an individual has achieved of material gain, fame or power. However, they ignore the simple idea of what fate awaits each and every one of us after death. This idea was the first step that made me head toward research, writing, reasoning, and reflection.

I have had a lot of ideas, theories and perceptions about the universe, time and nature. I aspire to create a new theory in physics, medicine, or language. I embarked on a journey deep in these sciences. For years I served science out day and night with a view to know "everything" but life is short. Whatever I live, I would not get from science more than just a drop of an ocean!



I started to think of a way that makes me gain the largest amount of science in the shortest period of time. After thinking and a long search, I found that the only book that contains the whole world science is the Quran! Indeed, I learned physics from the Quran and learned mathematics from the Quran and learned medicine from the Quran. It is true that I did not become a doctor or a physics specialist, but the happiness that I got as a result of my interest in the Quran is more than words can describe. It is a wonderful sense that cannot be expressed by other than only one word that subconsciously comes out: (Praise God).

Without Allah's mercy and His guidance and grace, I could not have got to that happiness. Joy is something very complex and not easy to reach the summit of happiness, though, the researchers, thinkers and philosophers have written much about this subject. Nonetheless, I find that one verse from the Quran can give you the real road to happiness. Each verse of the Book of Allah Almighty contains a program that can radically change your life. This is my experience with the Quran for more than twenty years.



### Cause for writing these Articles

One of our respected sisters presented to me the idea of preparing an article about time management in which I summarize the way I utilized time. It will be for brother readers to benefit and help them in utilizing and investing in time optimally. Verily, this idea has begun by writing these lines, but I found that the topic deserves more than one article. Therefore, this is the first article in a series I called "an innovative way to manage time," It includes my personal experience with time. I ask Allah to make it useful knowledge and dedication for Allah's sake. The ideas contained in this series reflect the views of my own. I have been through a real experience that anyone can repeat and come up with much better, because Allah Almighty is the facilitator who avails reasons. We ask Allah Almighty to accept.

You should set a target in front of you and draw the appropriate way to achieve this goal (or set of goals). You must know that the first step on any route is the most difficult, but once you have started down this road "through the management of time," you will find the task easier and easier.

### Time Determines your Destiny on the Day of Resurrection

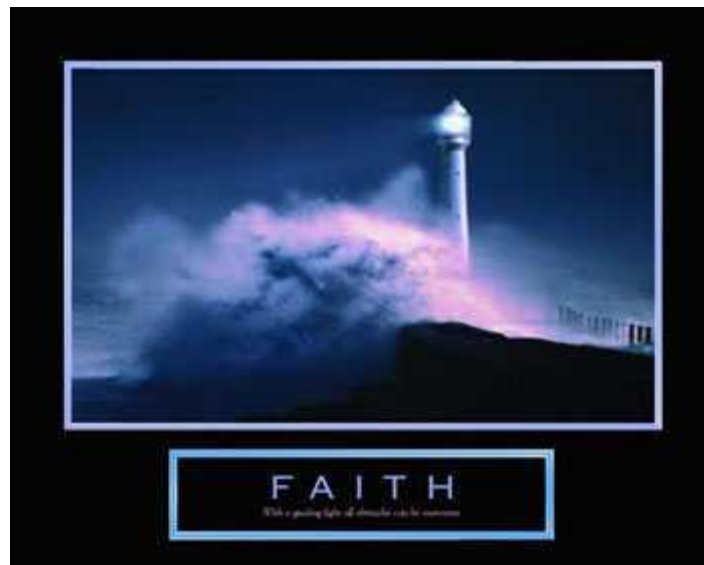
This article, my dears, is not a piece for mere reading or a story to enjoy. It is a matter of life or death! Time is our most prized possession of the world. Allah has given us unknown time limit, and that is the age which we live on this earth. Everything of what Allah has foreordained will happen during these years. This period starts since your childhood up to your death. Then, everything stops, and another kind of time starts, either permanent paradise, or eternal punishment...., See where to put yourself from this moment, and do not wait for surprise!



The first thing you will be asked about before God on the Day of Resurrection: It is your time! How you have utilized it. Have you performed the prayers on time?! Have you invested in one of the year's months, Ramadan, and fasted? Have you invested your time in charity, giving some money on the poor? Or have you spent your time in useful knowledge? Have you done well to your parents and those around you? Have you spent a little time and considered the Quran? Have you invested your time in obedience to your Creator ... too many

questions, we will consider... all revolve around time ... What have you prepared for this meeting: to meet the Creator of the universe and Lord of the Mighty Throne, Almighty?!

I have found that the road to time management and then happiness is achieved only by the Book of Allah, because the books written by humans rely on trial and error, but the book of the Creator of humans has given us the right outcome in advance. Any of His verses is a constant law that can be applied without expecting a faulty result, but the results always come true and useful. Thus, we ensure the best investment of time, without wasting our time in experiments and theories that may succeed or fail. Due to my dependence on this idea, lost time has been reduced to zero. Every moment I live, there is a benefit, because I live through for only one goal ... the satisfaction of Almighty Allah.



Time is the only thing that cannot be stopped or controlled. This is a universal law that Allah has made constant. Each second passes, takes with it part of your life that will never return! Man is a number of seconds, and the last second of your life will expire suddenly! Therefore, you should rush to exploit these seconds, and make it harnessed to the benefit of work in the world and the Hereafter...

### Will you live with me this wonderful experiment?!

Dear Believer! The most important thing in managing time correctly is to determine the goal since the first moment, and think of the great results that you gain if you have thought correctly in managing and investing your time optimally. My advice is not to wait until you finish reading this article, but to take the initiative for decision-making in managing your time. Time is very precious and very short. The decision you have taken will be right! Therefore, it does not need to think about or discuss. There is no fear of error, the project which you will be taking is from the Holy Quran and Sunnah, and so the results are guaranteed.

The first thing you gain from your time management, you will feel the worth of time and the value of life that Allah has blessed you, besides, the value your existence in this world. You will live in happiness every moment, because your goals will be condensed in a single goal: the satisfaction of Allah, and yours of Allah! Yes, your satisfaction of Allah is very important, because most people today are dissatisfied with their Creator without being aware of that. I will explain to you this idea, which some may consider weird, through these examples.

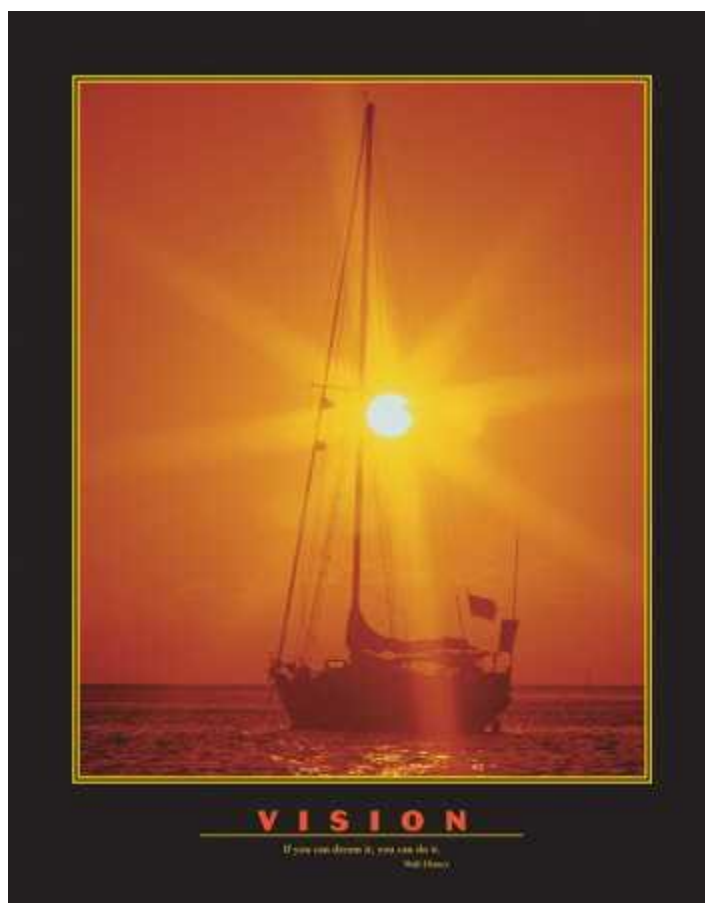
You are satisfied with Allah, if you get a disease, and you felt happy because Allah wants to purify you of sins by this disease. You are satisfied with Allah, in case, your means of living narrowed, debt accumulated, you did not find anyone to give you some dirhams or dinars, then, you felt happy because Allah wants to give you reward as a payback for lack of money, and consider you among the people of Paradise because of your contentment of what Allah had given you.



You are satisfied with Allah, if you are suffering from grief or depression due to loss of a relative, a friend, or a lover, and then you find yourself patient and seek reward from Allah, you felt very happy because Allah wants to make you on the Day of Resurrection in the company of the patients who will enter Paradise without reckoning.

But if the opposite happened and you began to ask questions: What is the sin that I have done to Allah to be afflicted by this scourge? What is the sin that I have committed to deserve this shortage, worry or grief? Or say to yourself: It is a miserable life ... Too tough life ... Income is little ... Drowned in concerns ... I live from lack of death! And similar expressions you say it always and whenever anyone asks you how are you ... If you do that, you are dissatisfied with Allah, His justness, and choice for you, and on the other hand Allah would not be pleased with you.

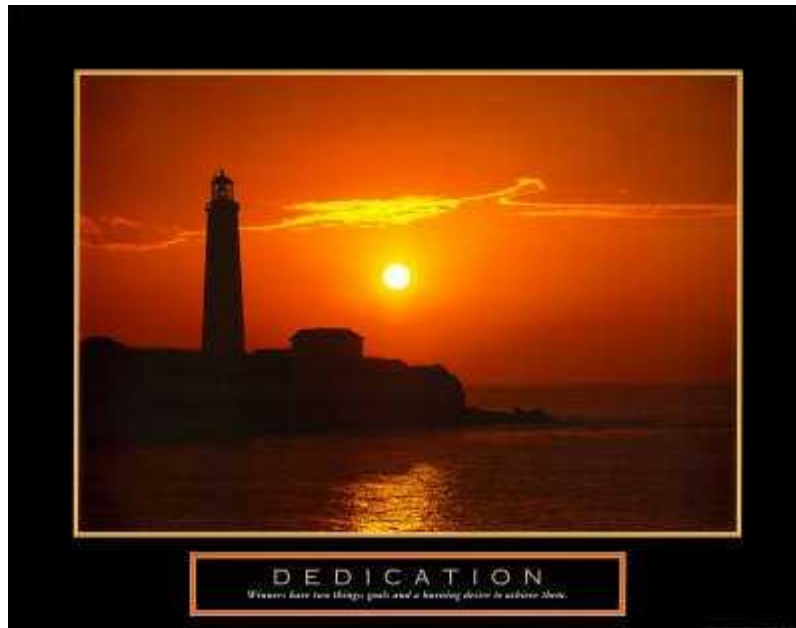




Either you learn how to manage your time and your life, otherwise your life will be like a ship buffeted by the waves ... It does not know where to go and how it is heading and for what purpose it is going. O my lovers, life is like a short trip on a ship, danger surround you on every side, and at any moment can be thrown at your destination, so whenever your plan is drawn very nicely, as you will have access to the beach safely!

But how does consent of reality and predestination come? It is a very simple process. It is to be convinced that what has befallen you would never have missed you, and what have missed you, would never have befallen you. You will not leave this world before you have consumed the subsistence that Allah has blessed you with. And to be convinced that not anyone would take your subsistence. You are satisfied when inflicted by anything and considered a test from Allah in which there will be good. And to be convinced that everything is in Allah's hands. He is the Creator of the universe and in His hand the reins of the heavens and the earth. Whatever happens to you is by the will, predetermination, knowledge and wisdom of Allah Almighty. If you have known that already then you will realize that everything

that happens to you is for your benefit and for the sake of doing good and benefit, but on condition that you believe that Allah is mastering the universe and wants your advantage.



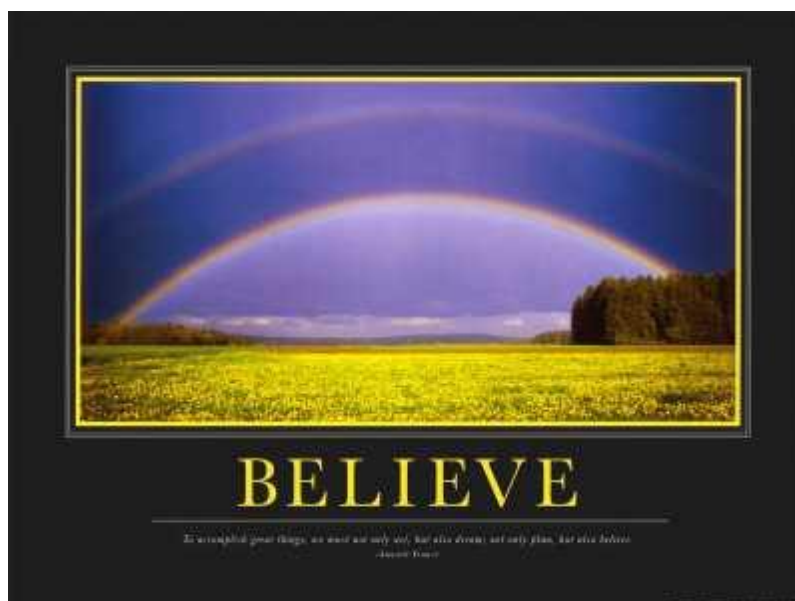
### Feasibility study is more important than practical application

In any project there was a task often neglected by many people, a study of the project adequately. Whenever, the study is better, more comprehensive and more accurate, the practical results of the project will be better successful. Therefore, before you start this experiment "The experience of time management" you should be aware of the benefits of this experience and what you will achieve and how it will change many things around you. You must plan well for this experiment and live "the art of time management" in every moment.

### Time management benefits

Psychologists confirm that any work you want to perform you should beforehand be aware of its benefits so that it will be working effectively and gives the desired results. When I have considered the Book of Allah, I have found that the Creator Almighty make desirous of Paradise. When He commands us to do something, it is accompanied by the benefits we gain from this deed. When He forbids us from doing something, He shows the negative aspects of this work and its damage. There are many verses in this area.

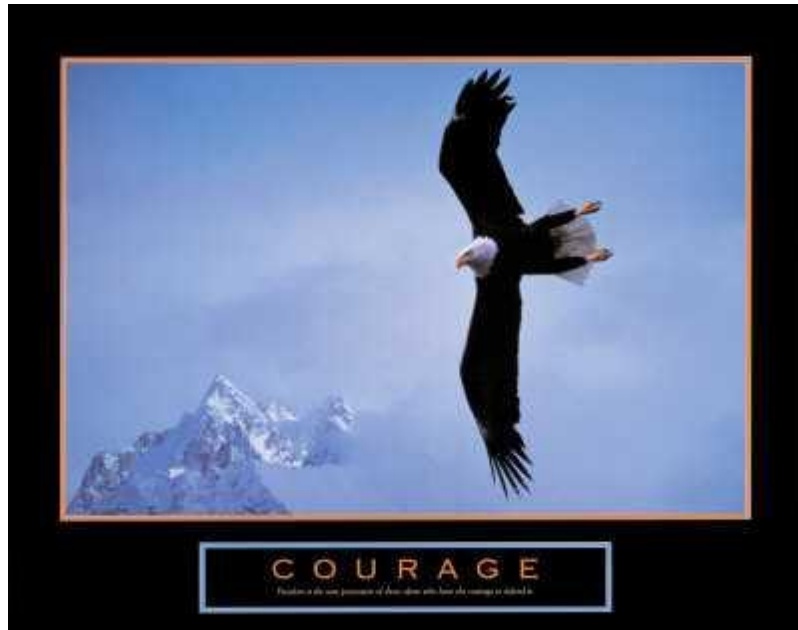
Therefore, when the Prophet (pbuh) wanted to tell us about the importance of time, he used the most important moment in the history of a believer, which is standing before the Creator Almighty. He said: Before one leaves the judgment on the Day of Resurrection, he will be asked four ... one of them is how he spent his time. The linkage is between investment of time to satisfy Allah, entering Paradise and questions that face all of us. We will therefore enumerate some of the benefits of investment of time and use every second in useful work.



### Time management and happiness

Modern studies show that man who knows how to take advantage of his time in useful and beneficial work, will be happier than those who spend their time without a return! Happiness is linked to useful work that you offer. A flashback to the days of my university where I had a lot of time, I did not know anything about utilization of time until I started memorizing the Qur'an. Then I have embarked on a journey of happiness with the Book of Allah. Quran teaches you how to invest your time fully, every moment there is remembrance, worship, kinship, useful work or beneficial knowledge...

This is what made me feel very happy that I did not know before. Utilization of time was the key to true happiness. If you want to get happiness, learn how to invest your time, and do not leave your life and your time depending on the circumstances surrounding such as a boat swapped by waves, the result will be drowning!



### Time management provides you satisfaction and success

Most people are not satisfied with the realities of their lives due to lack of knowledge of the importance of time. This is causing them a lot of mental disorders. Psychologists assert that most mental illnesses result from dissatisfaction with reality. This issue causes psychological problems and pain of not less than organs' pain. I have found after long experience that the best way to overcome this problem is by assigning part of your time and invest it in considering and listening to the Quran.

Contemplating the verses of the Quran and pondering their meanings makes you realize that everything in the universe is in the hands of Allah. Nothing happens without His permission and nothing occurs with you without predetermination, knowledge and wisdom of Him Almighty. This makes you happy with all of what is happening with you, and makes you feel Allah's follow up and knowledge of what is happening to you. Many psychiatrists do not do anything to their patients more than listening to their concerns and problems, and this in itself is a treatment for psychiatric patients. When you know that Allah sees, hears and knows everything that happens to you, you will feel satisfied with the reality of what is destined for you.

As a result, the investment of time in the remembrance of Allah Almighty gives you the satisfaction of your reality. This makes you feel happy and increases your energy in

accomplishing your business or study and thus, you have stepped a step on the road to success. So, successful time management means to succeed in school and work.

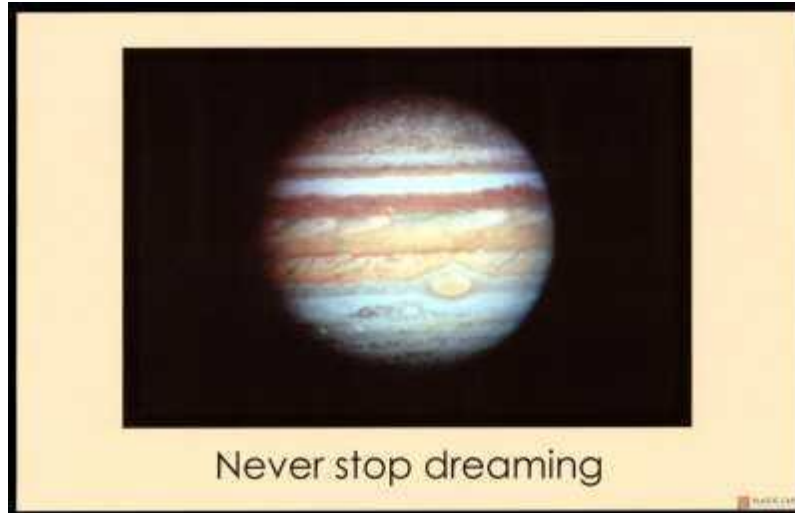


Often, one of us will be faced by two or several options and he has to make the right decision! Recently, psychologists affirmed that decision-making process is not instantaneous, but is subject to many interactions and cumulative information stored in your brain. So whenever your investment of time is better, the more your brain is organized and the more your decisions are true and correct!

### Time management and money

Most of time management research depends on one outcome which is gaining money. We as Muslims do not put making money as a target, but as a means to achieve higher goals such as giving charity to the poor and supporting family and spend money to gain the satisfaction of Allah. Making money is a means of gaining the approval of Allah! Therefore, a believer needs time management culture to be able to live in some luxury without extravagance and

miserliness. Islam is a religion of moderation ... Extravagance is the work of devil, and paucity is also the work of devil. Moderation is the best way that Allah Almighty has commanded us to follow.

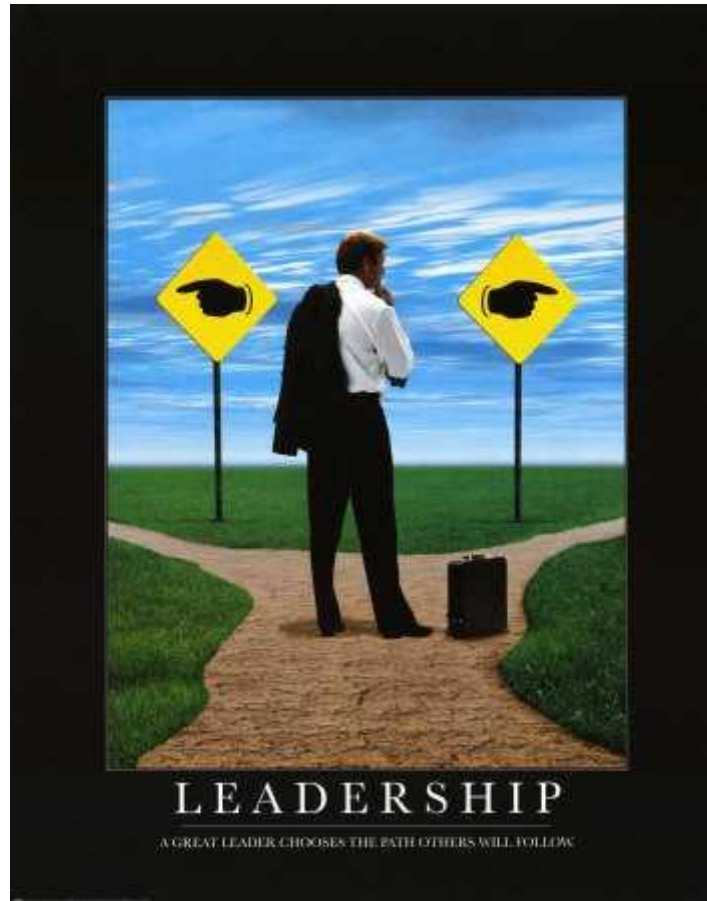


Allah has linked in many verses of the Quran between subsistence and piety. The most important element of piety is using time in good deeds, besides, trust in Allah Almighty and His gift and that He is capable of providing livelihood to his worshipers. We need trust in Allah. When you utilize your time in satisfying Allah, Allah will avail everything to serve you. He will facilitate means of living, and therefore I say: successful management of time means more of getting a living from Allah.

#### Countless benefits of effective time management

If we want to enumerate the benefits of effective management of time, we will need folders ... But suffice it to say that the proper management of time in light of the Quran and Sunnah means: get a lot done in a short time ... Means solve many problems with less effort..

Means social and psychological stability... Means more emotional stability and a sense of happiness, strength and optimism ... Means get rid of negative accumulations that plague the human energies... Means get rid of sadness, anxiety, and it means you have started a new life that words cannot describe, but once you've lived this experience, you will realize the magnificence of organizing and managing time.

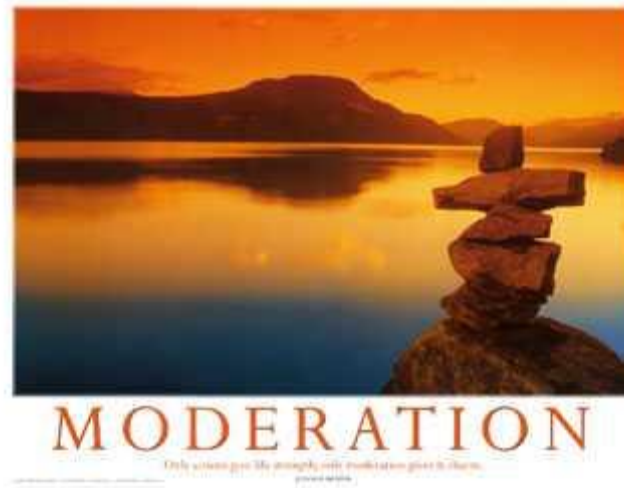


*In the world of ants we find the best types of time management. The ant does not leave a minute to pass without an action. It cooperates and coordinates with other members of the group. It utilizes time in a wonderful way that man may be unable to do! Scientists consider ants to have a technique in managing time. Can we learn from these tiny creatures?!*

### Effective time

Organization of time depends before everything on the time available for you every day. The day is 24 hours. There is a time to sleep up to 6 hours (preferably in two stages: 4 hours a night and two hours in the daytime). Thus what is left of our 24 hours?  $24 - 6 = 18$  hours. We should subtract from this period the time that man needs to get rid of waste, take food, drink, and wash, an average of two hours.  $18 - 2 = 16$  that is what is left for us. Nonetheless, there are other things that Moslems should do; on top of them is prayer, which is sacred time. It should

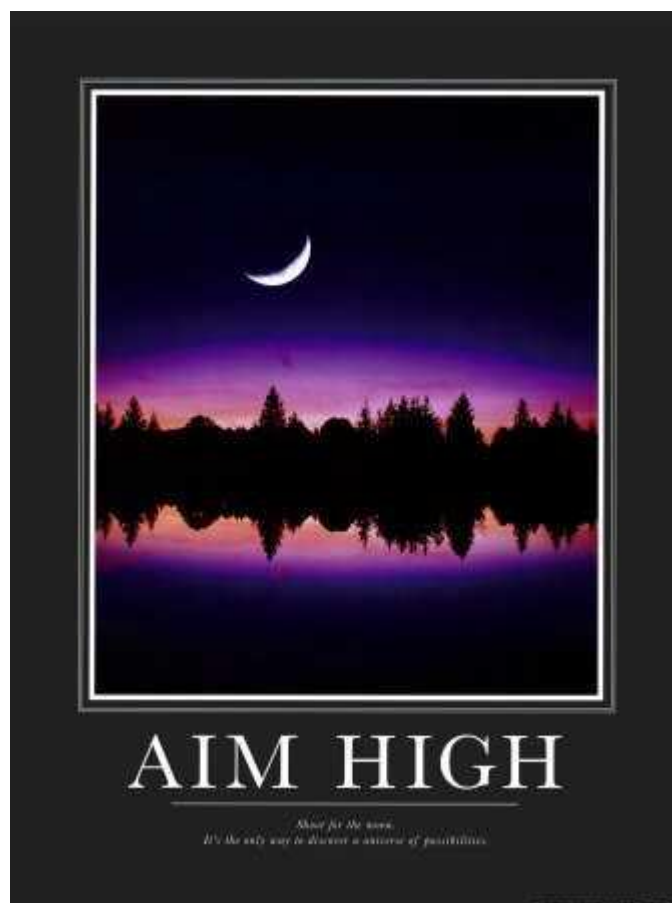
be on top of our concerns. We need at least an hour to perform five prayers and what remains with us is  $16-1= 15$  hours.



There is a work period that most people are committed to (for a living), such as a job, a business, trade or study in a school or university... or otherwise. This period is about 8 hours a day. Then, 7 hours remains for effective leisure time  $15-8= 7!$  Imagine that most of the time is exhausted on the basic human needs, leaving only 7 hours that can be exploited in other things. But most of us do not benefit from these seven hours!

This period is sufficient for doing many things. First and foremost is memorizing the Quran. However, most people say they cannot find time to do such work; knowing that this is the most important work in the life of a believer, because it will change a lot in him. Through the creative way, we will see that man can utilize the 24 hours and invest them effectively, even the time of sleep!





### Using time during sleep

One of the strange things is that the brain stays in a state of activity, work, and retrieval and organization of memories during sleep. Nonetheless, sleep increases the ability of human creativity. Therefore, we should use this period to listen to the Holy Quran and learn. The theme of learning during sleep poses a concern to scientists today. They are trying to monitor processes that take place in the brain of the sleeping individual, and the extent he was influenced by listening to the words while he is asleep. This is done by the functional magnetic resonance scanning device (fMRI)

### Using time during work

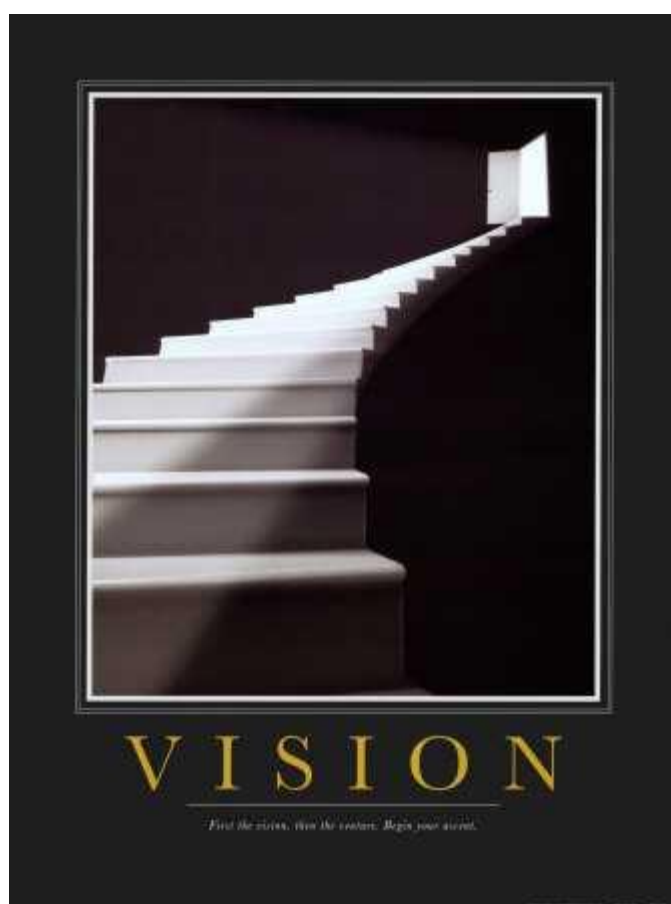
The most important rule of success is to develop a goal, make this goal your concern thinking of throughout the day and work on it until it is achieved. Thus, the working time is necessary to accomplish a lot. Many people can accomplish many things during his time every day. For example, one can listen to the Quran during his work, driving his car or while sitting at his

desk. Quran has always been my concern: How to understand, how to memorize it, how to learn new things of the Quran every day, and how to live each moment with the Quran ...

Therefore, I found blessing in time. This rule is overlooked by many people.

You can make use of your time by thinking about the goal you seek to achieve. For me, my first goal was: How do I become a writer on scientific miracles, so I utilized every minute in thinking and asking questions: How can I achieve this goal, what do I need for that ...

Because of continuous thinking and the grace of Allah Almighty, I have achieved this goal in few years.



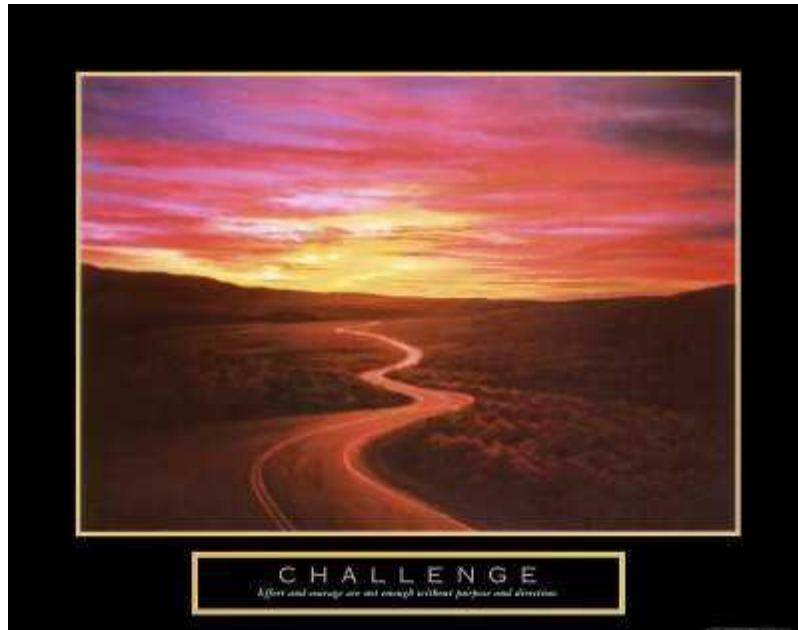
*Even the time of your sleep can be invested in learning new things. I have been using this method for years, where I listened to the Quran while I was sleeping. This helped me a lot to memorize, and to cure some diseases. Listening to the Quran is a cure for many diseases, on the condition that you trust this "free" divine healing! And when you enjoy better health, you should be able to carry out more and thus invest your time in a better way.*



### Use of lost time

There is a large lost time that includes transportation and visits to friends, relatives, and the daily work. Besides, the time specified for children, the wife, and parents, or to watch TV or listen to the radio and much time wasted on the Internet, etc. These times must be exploited. You will learn how to do so.

Through the second article in this series, we will live with the practical steps in time management process: how to achieve optimum utilization of our time, and how to achieve success in work or study by managing time, and how to solve any problem in a very short time ... And other useful information and important rules that are needed by each and every one of us in his life.



Finally, here are some quick tips

- Ø See the time as a precious treasure in your hands. Allah has given you this treasure. Will you dissipate it without charge?!
- Ø Forget any problem you encounter and do not give it more than a minute or two of your mind ... And then move to think of another case.
- Ø Before going to sleep try to think what you must do in the next day ... After waking up, try to think about what you will accomplish in this day...
- Ø Make more supplications, forgiveness and reciting the Quran! These things will make you more comfortable and contribute to the stability of the heart and brain, which helps you to be creative and think a better way.
- Ø Think of God's creatures! Consideration will help to innovate and to take the right decision. And thus this will save you time which you waste with wrong decisions.
- Ø Do not be fooled by the world and its adornments, wealth and rich people! A good example is Korah, the possessor of an extraordinary wealth which strong men failed to carry the chests' keys. However, Korah was eclipsed by the earth because of his ego. What has he benefited from his knowledge and wealth?
- Ø Don't feel that you are a failure. This feeling is the enemy of time. Notwithstanding, try again and again and you will succeed, otherwise, you will get reward for trying.

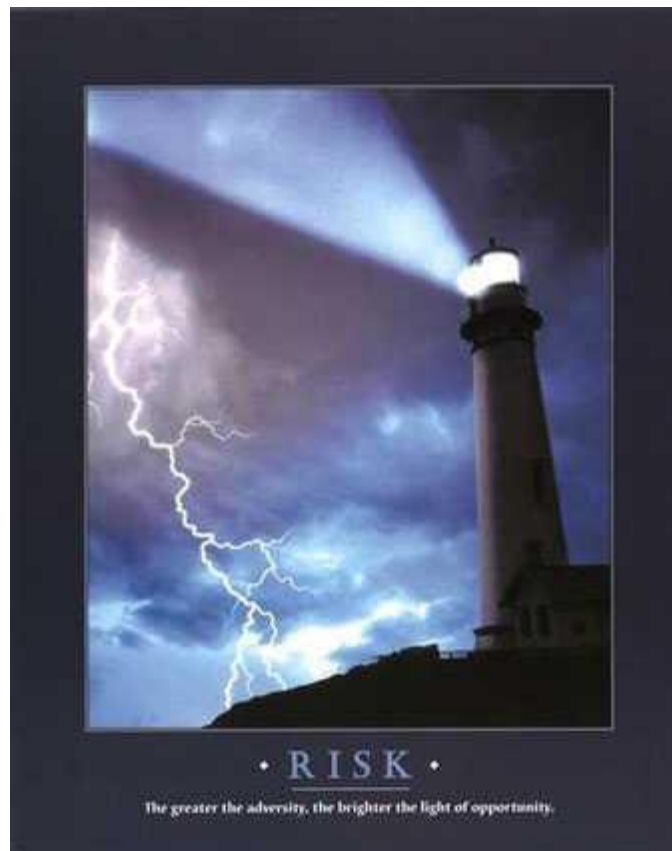
I conclude this article with a great situation that every ignorant of Allah and meeting with Him will encounter. How he wishes at the moment of death that he has a lifespan of just a few moments to do good. But it is hard ... Fate has come and he won't get one additional second. Almighty said, *“and spend something (in charity) out of the substance which We have bestowed on you, before Death should come to any of you and he should say, "O my Lord! why didst Thou not give me respite for a little while? I should then have given (largely) in charity, and I should have been one of the doers of good".*11. But to no soul will Allah grant respite when the time appointed (for it) has come; and Allah is well acquainted with (all) that ye do." [Al-Munafiqun: The Hypocrites, 10-11]. After this situation: Do you appreciate the value of time and you work from this moment on utilizing every minute from your time in what pleases Allah Almighty?!



*Time is a neglected treasure and it is a lost wealth ... Most people are unaware of the importance of time for their lives and their end, and here are some creative tips to utilize time in the best possible way in the light of the Quran and Sunnah ...*

As we have said and we always say: time is a treasure in your hands and either you use this treasure for more happiness and success, or you remain unaware of it and thus you lose a lot of things ... The Holy Quran has introduced the best method to manage time. It is enough to

know that all the time of a believer is occupied by useful work, and there is no free time and here the greatness and wonders of the Qur'an are reflected.

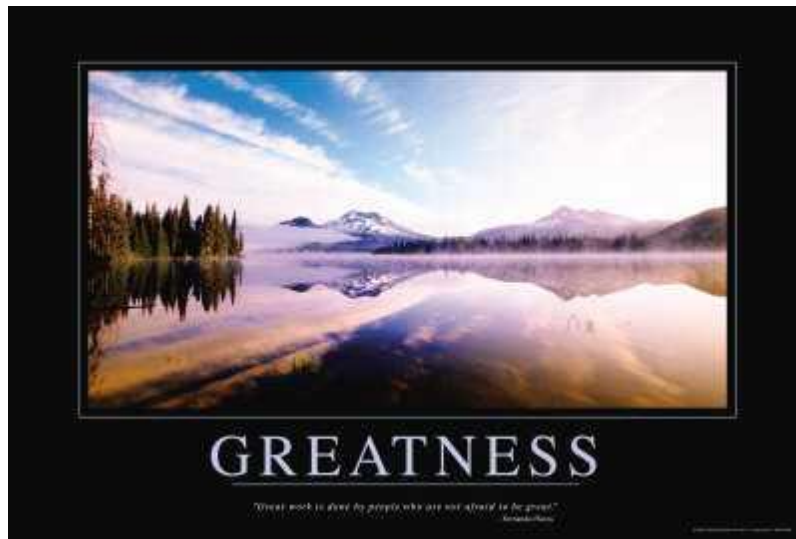


What more verses that encourage the believer to use his time and warn him of proximity of his end, consider with me this scene which the Quran has portrayed. Any of us will encounter it, that is, the moment of death:

"(In Falsehood will they be) Until, when death comes to one of them, he says: "O my Lord! send me back (to life),- 100. "In order that I may work righteousness in the things I neglected." -"By no means! It is but a word he says."- Before them is a Partition till the Day they are raised up". [Al-Muminun: The Believers: 99-100]

The situation is difficult and hard, and you will not get an additional second after the moment of death. This is what makes the believer fully occupied. ... He has no time to waste, and he has no free time "to kill" and he does not have depression, obsession or worries. Nonetheless, he is occupied in obedience to his Creator, in order to please and know Him.

And now, my lovers here are some practical steps to manage time successfully. Of course these steps are derived from the Quran and the Sunna. Preferably, if you, my dear reader, start from this moment remediation of what you missed, you should apply these steps. Your method in applying should be based on your trust in Allah. Almighty said, "It is part of the Mercy of Allah that thou dost deal gently with them Wert thou severe or harsh-hearted, they would have broken away from about thee: so pass over (Their faults), and ask for ((Allah)'s) forgiveness for them; and consult them in affairs (of moment). Then, when thou hast Taken a decision put thy trust in Allah. For Allah loves those who put their trust (in Him)" [Al-Imran: The Family of Imran: 159].

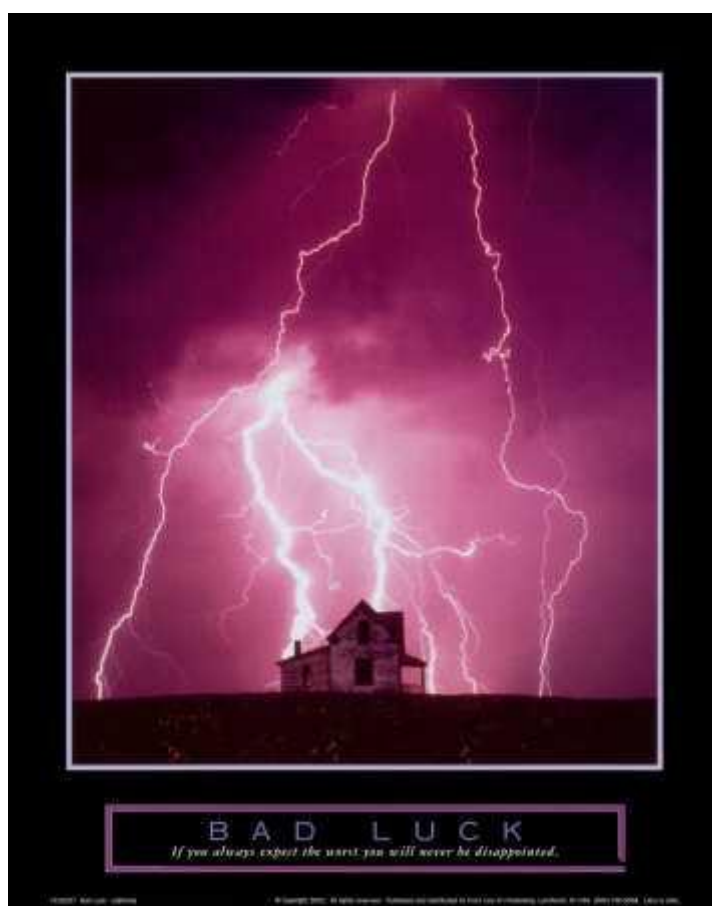


### Practical steps for managing time

1. The most important step you should do is to consider that your lifespan in this world is limited and very short. You should take advantage of every second, minute for one ultimate goal which is the satisfaction of Allah. All your deeds, words and mind will be seeking the pleasure of Allah. It will not help much if any work is not directed to Allah. The splendid example in this step is given to us by the master of mankind, Muhammad (pbuh), who has devoted all his time to Allah. The evidence for that is that he did not get angry unless one of the sanctity of Allah had been violated, which was an anger for Allah and for Allah's satisfaction. If we meditate on the words and deeds of the Prophet (pbuh), we will find them all to Allah Almighty. Therefore, the believer who follows the guidance of the Prophet, he will be rewarded, even if he errs!! The evidence is that the Prophet told us that when the believer

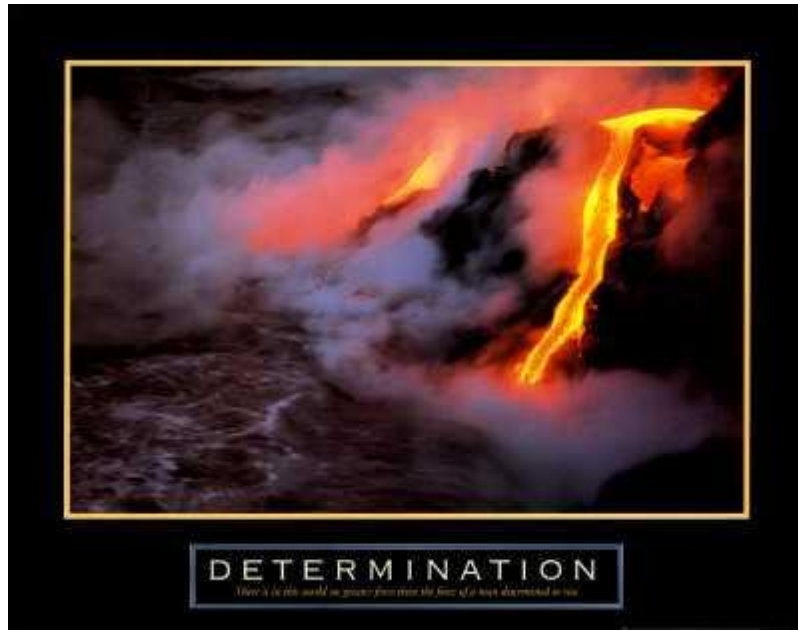
strives to accomplish a work or an issue and he errs, so he will have a reward, but if he succeeds, he will gain double reward!

2. But how do I know that my deed is for the sake of Allah! Especially, since everyone says they are working towards the sake of Allah. However, their actions do not show that at all. I will give you an example to clarify this complex issue. When I visited a number of sites for preachers, authors and writers in Islamic countries, I found a large number of them put the words "Copyright" and some of them emphasized this expression by adding the following words: may not be copied or published or .... In any visible, audible or written way...



Some of them exaggerate in depriving themselves from reward by writing: Copying, printing and publication of this article is prohibited ... The strangest thing I have ever seen was someone writing on the CD-ROM: copying of this disc is a theft, Allah will charge you for on the Day of Resurrection ... They argue that this work cost them huge amounts of money if they allow copying, they will lose money!





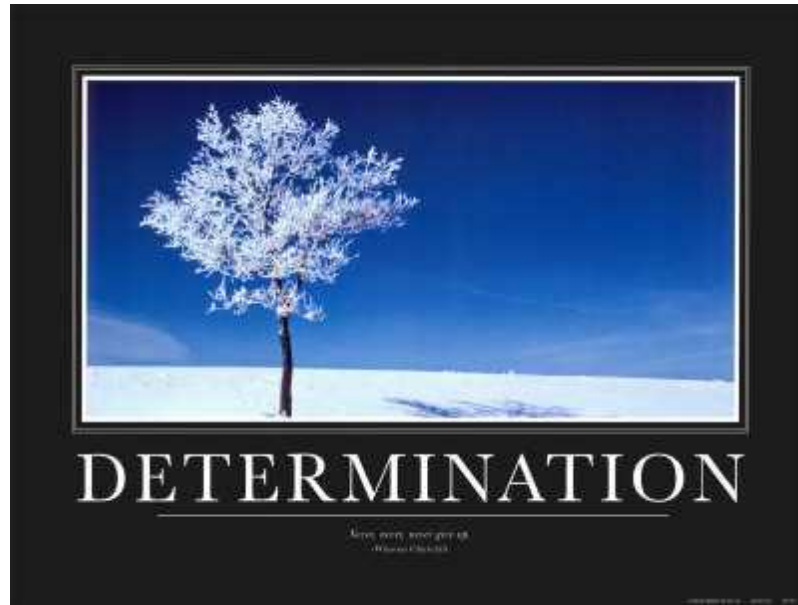
I ask Allah for forgiveness of these words: Do you think that who deals with Allah loses? Is the great Creator who created the heavens and the earth, and who has sustained ants, birds and fish in the darkness of the sea unable, can this god fail to sustain a man publishing knowledge for the sake of Allah!! By Allah, if the publication of this knowledge was seeking the pleasure of one of the rich, the rich man would not miss this effort, would be openhanded and compensate him for what paid, but he might give it exponentially. This is the case of people who are poor compared to Almighty. So, how is the richest when approached by a believer who had spent everything to disseminate useful knowledge and to gain the satisfaction of Allah? Is Allah going to forfeiture him and Allah is the kindest??

I have followed a simple technique in my articles, which are a boon from Allah that these articles are for the sake of Allah, without placing the rights of publication. But, I invoke Allah for good for those who contribute to the publication of these articles, even if they did not mention the author or the site taken from. You know that this technology has made these articles spread; it makes me wonder about the large number of readers who read these articles! Did you know that my living has not decreased? The reason is very simple, which I deal with a kind but is the kindest, the best of Sustainers. Did you know that this technology made these articles spread in a way that I feel surprised to the number of the readers who read them! Did you know that my living has not decreased? The reason is very simple. I deal with a kind but is the kindest, the best of Sustainers.



The West did not outperform us unless it has respected time, kept accurately appointments, and exploited every moment in creativity, invention and development. Therefore, the issue of time management is very important for us as Muslims, for the development and advancement of our nation for the better. We do not wait for others to invent and create and then, we take their ready products without tiring or effort! Therefore, we are more deserving than them to invest our time and take advantage of their experience and studies results. However, we always take what is compatible with the Book of Allah because we take the world as a way into the afterlife. So, we had won the world and the Hereafter, if Allah wills!

3. So O lovers, the third step is to have trust in Allah, Almighty, in His donation and in His ability. Everything you pay, do or publish seeking to please Allah will be compensated by Allah to you ten-fold to seven hundred times or more. Whoever comes with good will have ten-fold alike... and Allah will double to whom he wills. Almighty said and He is the best: "He that doeth good shall have ten times as much to his credit: He that doeth evil shall only be recompensed according to his evil: no wrong shall be done unto (any of) them." [Al-An'am: Cattle, 160] Therefore, I request you beloved brother to do any work, especially worldly matters and to seek the pleasure of Allah. Nonetheless, any work that is not targeting the pleasure of Allah will fire back as sadness and regret over the doer.



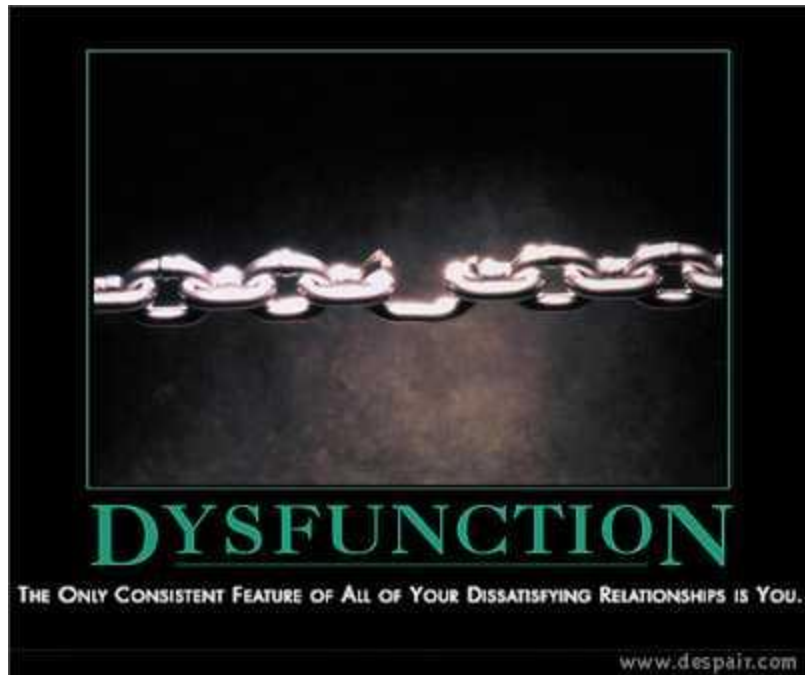
I remind you of the first to fuel fire on the Day of Resurrection, perhaps you may be surprised that the first batch to enter fire of hell are a group of scholars and readers of the Quran!! What is their fault? A guilt that may be simple from our perspective but while for Allah it is great.

They sought with their knowledge this world that was the cause of entering hell. This is the logic if a person works for not his master, he does not deserve to be paid. Therefore, the Prophet said to our master Abu Hurayrah, Did you know the first to fuel fire? A man learned science, read the Quran, he says, O Lord, I learned science, read the Quran for you, it is said: lied! You learned to be called scholar, and read the Quran to be called a reciter and it has been said ... dragged on his face and thrown in hell...

Consider with me this black destiny, and this is why we warn of the danger to seek with your knowledge or deeds other than Allah. If you learn, let your knowledge for Allah, and let your deeds if you work are for Allah. If you spoke out so be seeking the pleasure of talking with Allah. If you think, let that be for Allah. .. If you love, let it be for Allah. If you hate, let your hatred be for Allah. If you become happy, angry, sad, contended with or accompanied by... all your work should be for Allah and His pleasure, fearing Him and feeling greed as the prophets of Almighty were. "So We listened to him: and We granted him Yahya: We cured his wife's (Barrenness) for him. These (three) were ever quick in emulation in good works; they used to call on Us with love and reverence, and humble themselves before Us." [Al-Anbiya: The

Prophets: 90]

4. If we look at the story of "Bill Gates," the richest man in the world, what is the work done to deserve such vast sums of money. For god sake, he did not do more than of a very ordinary work, that is any simple worker if he doubled effort and energy as this man, he will get it. However, how did he obtain this wealth? That Allah wants to give us an example through this man that provision has nothing to do with effort, work and fatigue, but it is in the hands of Allah who gives to whom He pleases. He gives it to a believer to increase his reward, and he may give it to an atheist to be heartbreak for him on the Day of Resurrection.

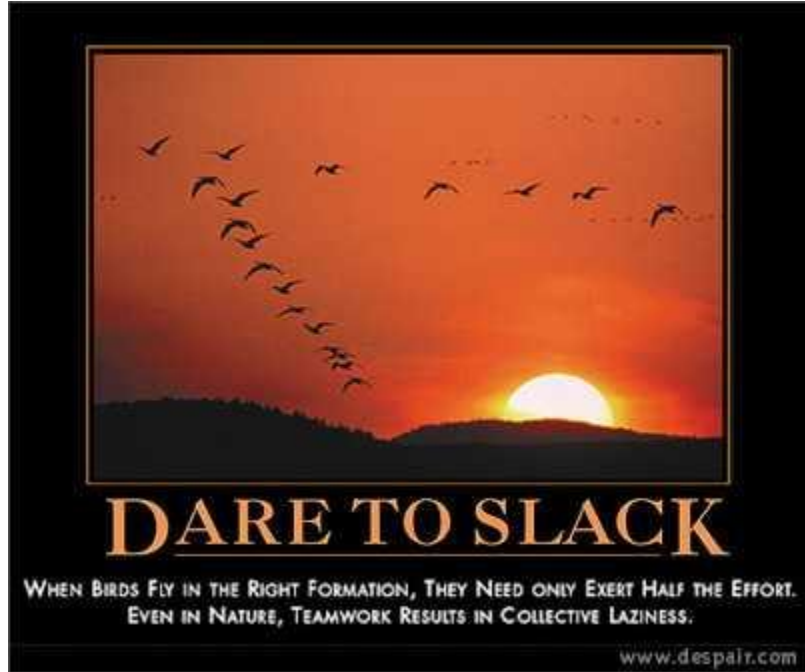


Our master King Solomon had been given supreme authority that had not been given to anyone other after him. Our master Muhammad had been given knowledge, good manners, and humility that have not been given to one of the worlds. Allah, who gave these good worshipers, is able to give you as requested or even more. However, you are not the one to determine that, but Allah chooses the right time and the appropriate grant, why? Because He knows best what is in yourself, what is good for you and He is the best knower of your interest.

And finally, these quick tips that if applied, they will be to the benefit and good if Allah wills.

- No matter how you spend your time in the remembrance of Allah, it will not detract from the time anything.

- As that money is to Allah, as well as the time belongs to Allah who gives you the freedom to utilize it. See how to deal with this trust which Allah has placed on you, whether you forfeiture or reserve!



- Do not leave a day passes without learning something new and useful.
- Do not leave a day passes without doing useful work.
- Always look on the world as an inevitable temporary stage and it is only one hour, compared to the Day of Resurrection which will extend to fifty thousand years. You should arrange your affairs carefully during this time because you are going to eternal life: either Paradise or Hell. We ask Allah to be of those who responded to the command of their Lord in rushing with goodness, Allah says, "Be quick in the race for forgiveness from your Lord, and for a Garden whose width is that (of the whole) of the heavens and of the earth, prepared for the righteous,- 134. Those who spend (freely), whether in prosperity, or in adversity; who restrain anger, and pardon (all) men;- for Allah loves those who do good;- 135. And those who, having done something to be ashamed of, or wronged their own souls, earnestly bring Allah to mind, and ask for forgiveness for their sins,- and who can forgive sins except Allah.- and are never obstinate in persisting knowingly in (the wrong) they have done. 136. For such the reward is forgiveness from their Lord, and Gardens with rivers flowing underneath,- an eternal dwelling: How excellent a recompense for those who work (and strive)! " [Al'Imran: The Family of Imran: 133-136].



*In this article information that we may have known or heard of many times, however, has any one of us thought of its results and its impact on our practical life? A simple piece of information may be a reason in a total change of a human... Let's read and benefit*



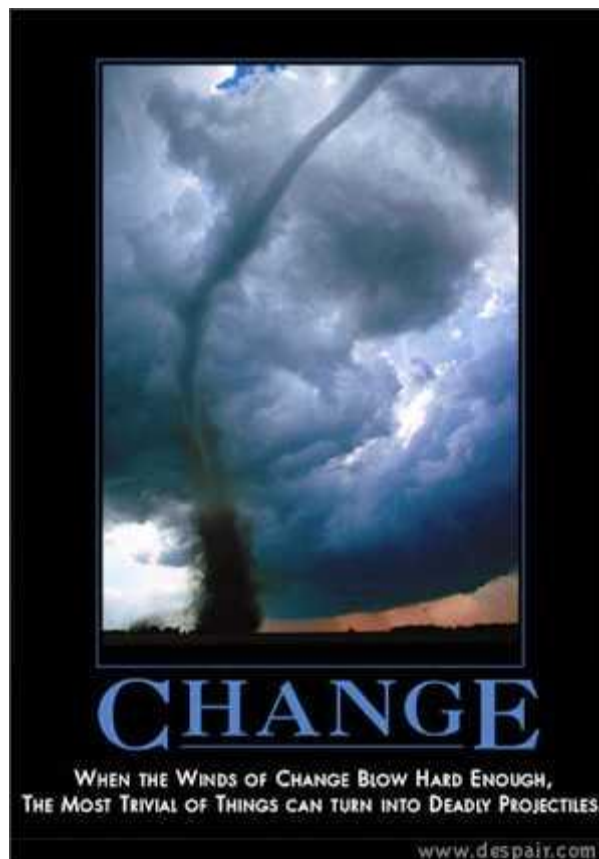
In our journey with time, we pause, reflect and benefit from the experiences of others. The goal is to optimize investment of time. We perhaps wonder when we know that the Quran is the first book that provides a great way to manage time. In each verse there is a divine guide that teaches us how to invest the time and achieve success in this world and the Hereafter.

The Quran shows importance of time in a wonderful verse where Almighty says: "To every people did We appoint rites (of sacrifice), that they might celebrate the name of Allah over the sustenance He gave them from animals (fit for food). But your Allah is One Allah. submit then

your wills to Him (in Islam): and give thou the good news to those who humble themselves,-"  
[Al-Haj: The Pilgrimage: 47] Here we find an indication that man does not live more than a few moments in the real scale of time. If we assume that a man lived seventy years, it means that he lived  $70 \div 1000$  equal to 7% of the day only, which is some of the day.

This means that life is very short and in this is a reference to the need to focus on utilizing time and using it for charitable work, what benefits and to achieve success for the individual and the community. Hence, we would like to offer our readers some tips for creative time management, and say: Learn how to predispose yourself to invest time through the following:

- Stay away from worries which are the biggest destroyer of time. Avoid any problem that may lead to another problem, and so worries accumulate and disrupt effective thinking.
- Take away any problem that may impair the quality of your life and waste your time. The best way to avoid problems is to rely on Allah, be committed to prophetic supplications for Allah to shun from you all the evil that Allah knows.
- Leave doubt, mistrust, spying, backbiting and gossip... They are fierce enemies of time management.





- Leave staring at what Allah has forbidden, this looks lead you to speak and then to more forbidden relationships. Finally, you will find that you wasted half of your time in things that do not benefit or harm you.
- Leave lying because it requires more energy than telling the truth! Lying needs many justifications. It leads you to more lies, and loses peoples' trust in you. So unknowingly, you lose time.
- Your brain is like a computer with a limited space, do not fill it with frivolous and useless ideas, but do not allow any harmful information to enter and settle in your brain as they confuse you and waste your time.
- Correct an error immediately ... Declare your mistake and deal with mistakes quickly and do not leave them to exhaust your time and effort. Err if not addressed immediately, it will lead to a series of errors that are difficult to treat, and thus will be a means of wasting time to no reward.
- Do not be arrogant. Arrogance is a characteristic that is hated by Allah and His Messenger. Arrogance leads to chase people away from you. It takes you to the vanity and disease of greatness, where you do not see the facts as they are. This leads to a waste of time
- Do not overreact and get angry! Anger leads to a complex series of emotions and harmful effects on the body, such as high blood pressure, accelerating heart rate and overload the brain more than its capacity ... All of these lead to diseases, sudden death and thus losing time.
- Do not insist on your mistakes and do not stand blindly loyal to your opinion but find the balance which you always refer to and which is the Word of Allah and the Sunnah of His Messenger. Insisting on the wrong lead to further thinking and further brain strain in working to prove the validity of this error. You will not be able to do so, because error cannot be right. Therefore, it is better to acknowledge the error, and look for a way to deal with it instead of insisting upon...





- Do not drink alcohol, do outrageous or listen to music even if it is quiet because they raise emotions and the dispersion of the mind. Of course, this is my experience, if you like, you can apply. Try it, you will not lose anything. I would advise you to leave listening to music and change it by listening to the Holy Quran. Today, there are many means available for all to listen to the Quran through small devices that are cheap and easy to carry
- Do not resort to anyone other than Allah. Do not seek assistance or require anything except from Allah, and Allah will create for you the reasons, employ who assists you and will help you save you time, effort and money.
- You have to request what is best for you, because this is the greatest way to gain time and make the right decision. Everything I've done in my life is after I have requested Allah what is best for me and I have been successful by 100%. Everything that I have not requested Allah, it often fails. Requesting Allah what is best for you save you time, because if you rely on yourself, you plan, think, calculate and drown yourself in options and you may

take the wrong decision. While requesting Allah what is best for you means that Allah will take the appropriate decision for you, so would you like Allah to choose for you?!

- Do not carry on a grudge, no matter how the abuse was! But hand the matter to Allah Almighty. Put in your mind that death is close to you. You should forgive and take more good deeds, because the world is very trivial, and does not deserve that you bear any grudge against anyone, but pray to Allah to guide them.
- Wherever you sit, try to direct the talk towards the remembrance of Allah, the Quran and beneficial knowledge (and in a manner which does not make others feel the change). In this way you can use time in useful knowledge a speech that pleases Allah Almighty.
- Do not mock others who may be better than you.
- Do not worry, nor grieve! Anxiety and fear of the future waste time and overtask the body and affect the immune system, which increases the likelihood of exposure to disease. Replace concern by trust in Allah. You should know that what has befallen you would never have missed, and what misses you never have befallen you. Everything that happens to you is from Allah, why grief and fear?
- Do not despair! Despair is death, and death means a halt in time. Therefore, optimism and positive thinking lead to the investment of time, whereas despair frustrates man and leads to depression. Thus, brain stops thinking, and waste time to no reward.
- Mastery of work will save time and, unfortunately, this is what is followed by the West today, which led to their superiority to us. When you have mastered your business, you will save a lot of time spent in maintenance and repair.
- Leave what does not concern you. This is due to a good Islam. Because intervening in matters that do not harm or benefit, lead to the wasting of time in vain talk, and may return damage to you.
- Stay away from controversy because it is a waste of time, unless argument aims to gain or give useful information.



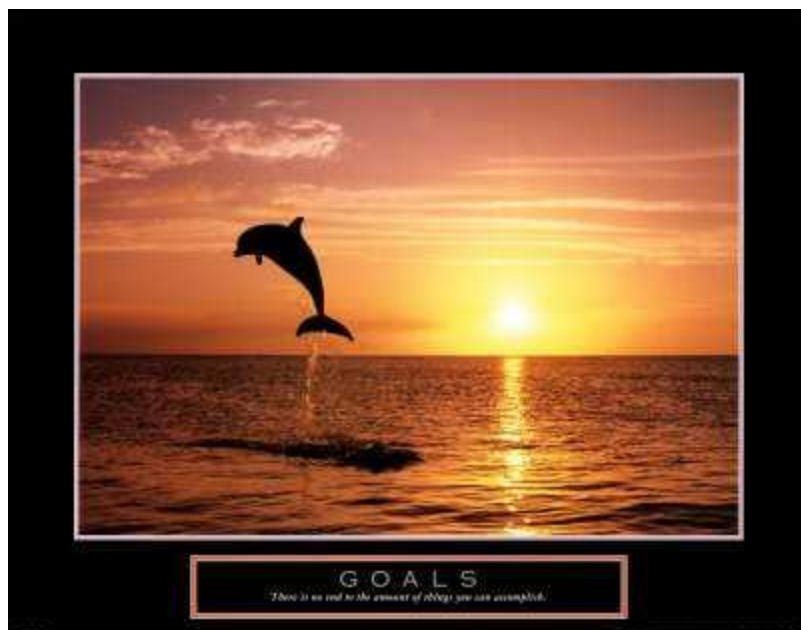
*Following up with our beloved these creative tips in the art of time management effectively, and learn about new ways to invest time in the light of Quran and Sunnah*

Time is a great boon of the Creator's Almighty blessings. Allah has given every one of us a limited life span to use it in good deeds to gain pleasing Allah. Life is limited and very short. So, to ensure happiness in life and the hereafter, the believer should make himself a plan, determine his priorities and keep away anything that may affect this plan negatively.



### Music and its negative effects

After an experience with music for years, I realized that listening to songs is a big waste of time. I have wasted three-year term with the music on the grounds that it "refines the soul" so I spend ten hours playing and hear the singing and sometimes influenced. I think that listening to music is food for the soul, as some people say, but the devil was happy and decorated me this way. Then I left music for the sake of Allah, and the Prophet saying had the greatest impact on this transformation. The Prophet peace be upon him say: **(Whoever leave something for the sake of Allah, Allah compensates him better)** Allah has already compensated me by the Quran, I have memorized it without any significant effort.



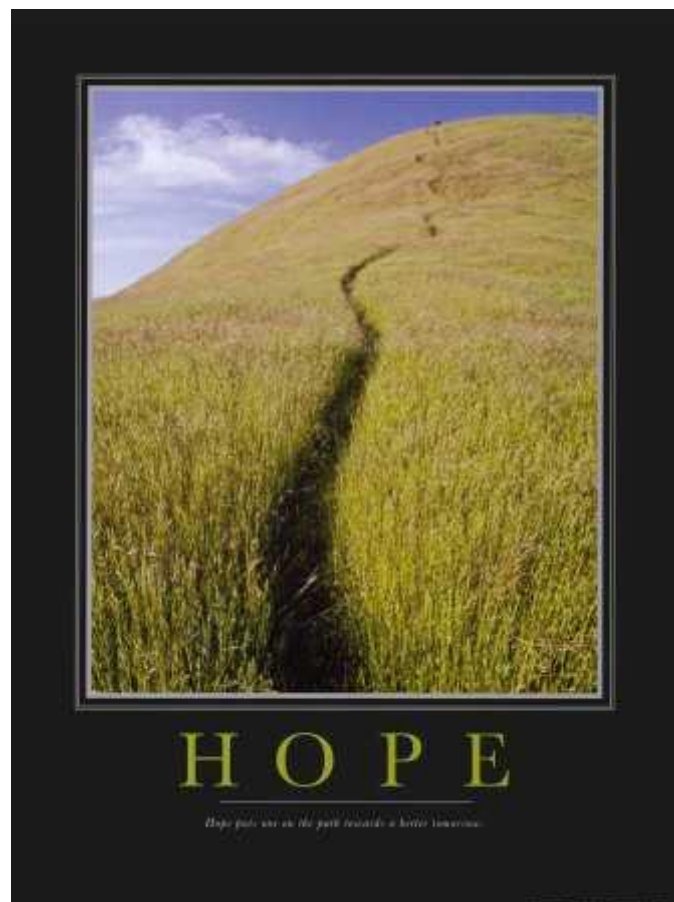
Music is associated with exciting feelings and emotions. Man cannot control the 'consumption of music'. He can not only hear music, but it will evolve to hear singers, and be affected by them and their words ... Just like alcohol, a person cannot control abuse of alcohol. He starts drinking little and by time becomes addicted to alcohol. Also, smoking cannot be confined to use a little, but it develops into addiction. It is of paramount to quit smoking, music and looking at the forbidden ...Allah will help you to do so, but on condition that you make your work for the sake of Allah.

### Supplication is the shortest way to invest time

Have you ever asked yourself why the Prophet peace be upon him pray to God in everything, in the morning, evening, before eating and after and when entering the market and ... Man's sense of proximity to Allah in every moment, makes him surer of himself and more able to make the right decision.

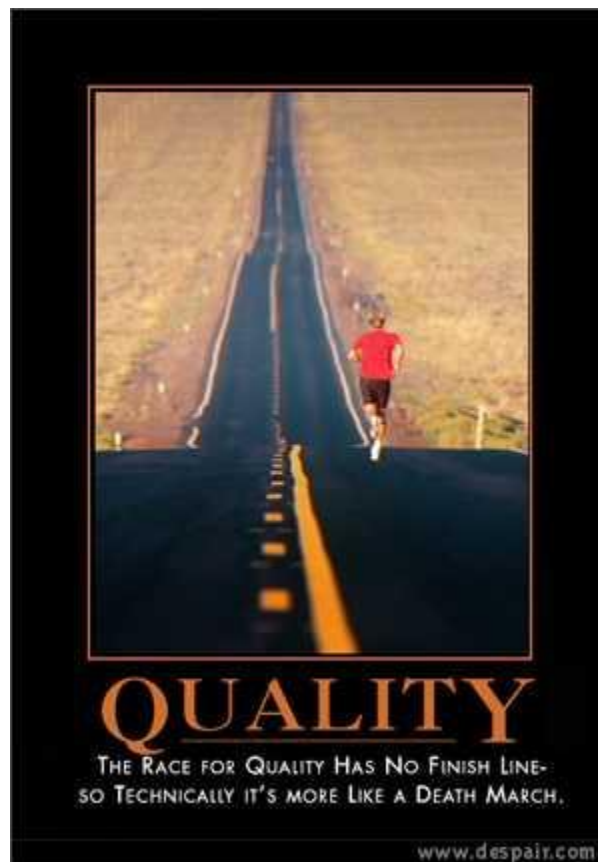
For example, there is a lot of time youth loses in search for a wife! Have you tried asking Allah to help you choose the appropriate wife He wants her for you?! This is what I called Allah for. My wife has been a great help to me to gain time, and this research, articles are only the results of this prayer!

A better pleasure of this world is a good wife. Look with me how many young people spend hours on the Internet, at the university and among relatives in search for a suitable wife. He may have to experience failures, or a prohibited emotional relationship that fails ... The solution is simple, it's prayer.



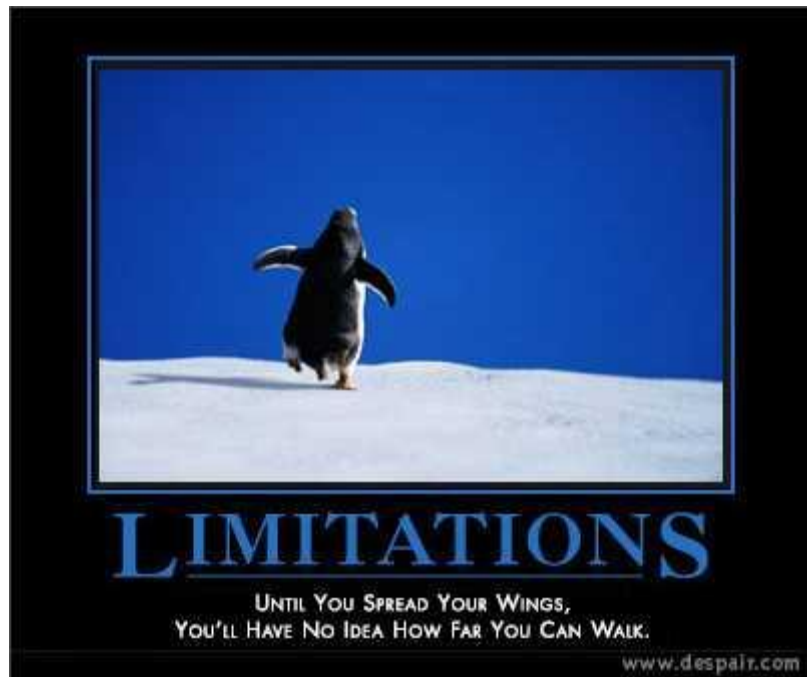
This is what happened with Moses, peace be upon him when he saw two women and he watered for them, turned back to a shade of a tree and called Allah: "O my Lord! truly am I in (desperate) need of any good that Thou dost send me!" [stories: 24]. And immediately Allah responded to his prayer: "Afterwards one of the (damsels) came (back) to him, walking bashfully. She said: "My father invites thee that he may reward thee for having watered (our flocks) for us." ...) [Stories: 25]. Thus, Allah has provided him with a righteous wife who will help him in this world.

If we think about stories of the Prophets, we will find them resorting to prayer in all their affairs, problems and difficulties. Why not you resort to prayer in every aspect of your business, and Allah has vowed to respond? Prayer will save you time wasted in the search because Allah will facilitate and achieve what you want with less effort and in shorter time!



### The experience of putting our trust in Allah Almighty

At one stage I did not have any program for managing time!! However, after I memorized the Quran, I decided to leave all things to Allah, who makes me causes subservient, and He who will bless in time, blessing time is more important than the time itself! I will give you an example from my experience: When I was at the beginning of my journey in writing scientific articles, writing a scientific article takes me one full month of effort and preparation, reading and re-formulation and correcting, but after having relied on Allah and delivered Him everything: my time, will, choices and decisions ... Writing an article takes only one day. If you save 29 days, is not that a pool it is a blessed time, which is more important than the time itself?



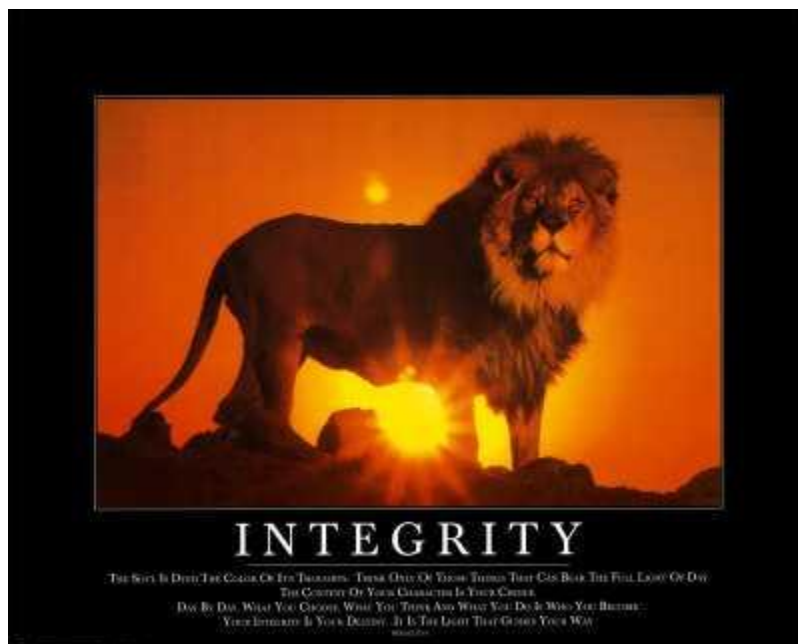
In this sense, we realize the meaning of the words of Almighty: "Whoever submits his whole self to Allah, and is a doer of good, has grasped indeed the most trustworthy hand-hold: and with Allah rests the End and Decision of (all) affairs. "[Luqman: 22]. Whoever submits his whole self wholeheartedly to Allah Almighty, not afraid of the future and mourn the past, for that Allah Almighty said: "Nay,-whoever submits His whole self to Allah and is a doer of good,- He will get his reward with his Lord; on such shall be no fear, nor shall they grieve." [al-Baqarah: 112]".

### Time management by using the good word

A good word does the effect of magic! Through courtesy without lies, hypocrisy, fraud or deception, but spoke the good word, you can comfort the others and this will help you gain confidence, and thus provide the time you waste in sterile debate of no benefit.

A person may lie to you sometimes, do not waste your time in convincing him of his lying to you, but it is enough to say to him, for example: this is a point of view, or: God knows ... Or any words to end the talk and save your time. However, in the call to Allah, you must correct others information to as much as possible.

Tolerance is a free method of time management. Promise yourself to tolerate others, be patient of the harm and forgive those who insult you. This method saves you a lot of fruitless discussions, the give and take, so when one considers many real-life stories, which could end in tragedy, we find most of them were susceptible to a solution process which is very simple: tolerance.



Perhaps I am reminded of a story of a student in the Faculty of Engineering defrauded by his friend after "eating" an amount of money on the pretext that it would give him a huge profit. This young man asked me to advise and I told him to complete his studies and Allah will compensate him better than what was taken. Whoever leaves something for the sake of



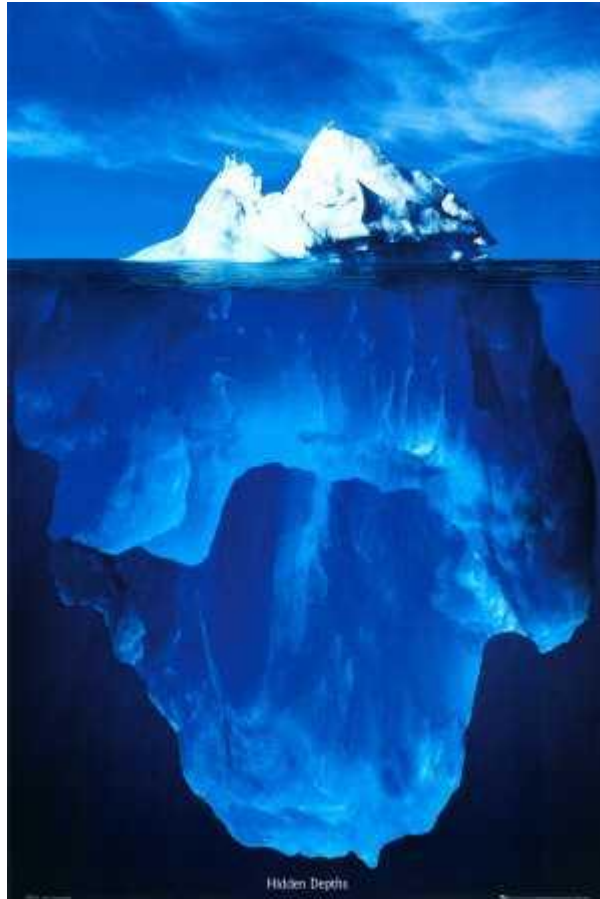
Allah, He will compensate him better. His answer: "Whoever is silent on rightness is a dumb devil" and he will complain in court! I told him that his time is more important, because the man who cheated on you and take some of your money is a bad guy with no morals and does not fear Allah. So, instead of wasting your time in court, if you win this time in the practice of engineering, you will earn more money. Let your trust in Allah be more, but unfortunately he was confident in the court more!



The fraudster lured the engineer again of more money and in a smart way took more money from him. This young man came again to me for advice. I told him "Leave this bad man and Allah is able to give you two fold of what he had taken. He said, "From where?" I said to him, "Allah, who sustains the infidel, atheist and the sinner, is capable of giving a believer who says", "there is no god but Allah" Nonetheless, he returned again to court....His story dragged through a number of years and the fraudster went to prison.... Then, the young man went to prison on the grounds of an orchestrated fabrication by the fraudster. Thus, the young man missed time and money and at the end he did not get his rights but wasted a lot of time...

Here, we are aware that man when he finds himself in front of several options, he should choose what pleases Allah. Allah Almighty commanded us to practice tolerance, forgiveness,

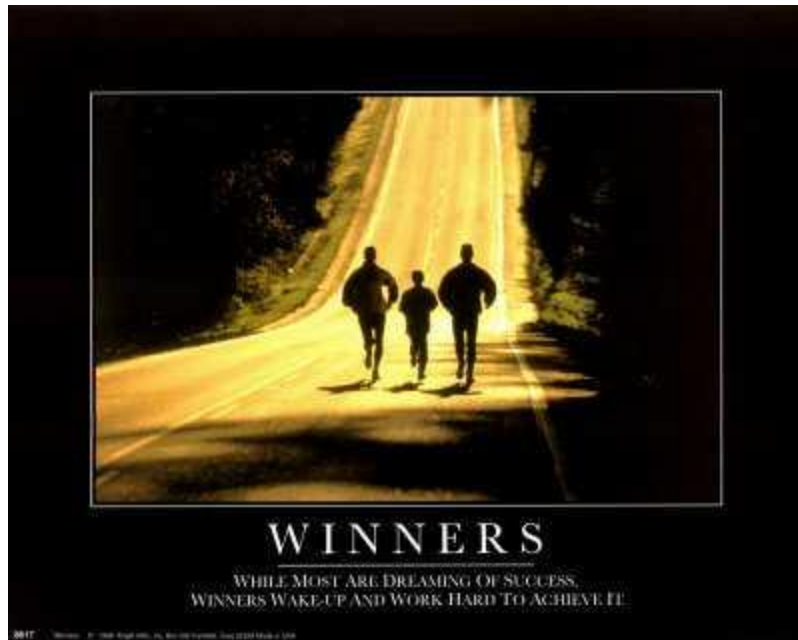
pardon and forgiveness, and vowed that he is going to compensate us better than that, why do not we trust Allah and his tender and living? The Almighty says: "The recompense for an injury is an injury equal thereto (in degree): but if a person forgives and makes reconciliation, his reward is due from Allah. for ((Allah)) loveth not those who do wrong." [ Shura: 40]. He also says:" let them forgive and overlook, do you not wish that Allah should forgive you? For Allah is Oft-Forgiving, Most Merciful. [Nur: 22].



### Applying the "Separation Principle"

Perhaps the most important process by ( but the most difficult) what I call the "separation principle" to decide any issues of concern to thinking, fragmented, and address each case individually, not overwhelm them on that, this will save your time and a half at least. I will give you an example from my experience, and how I have achieved many, many wonderful application of this principle. It is difficult to apply only at the beginning, but then you feel fun and strength.

At the beginning my interest in research I used to go to a public library. I spend hours reading books, but sometimes I encounter a situation or a problem with a friend, I leave the reading and start thinking about this problem: What happened, what the result will be, how I will address this problem, what I expect to happen in the future, how I will face this friend, why this friend told me this way, and what was intended ... Half of the time allocated for the study is lost in negative thinking that can only lead to worry, anxiety and fatigue.



Therefore, I resorted to the principle of separation in time management. Time devoted to reading a book was given to this book. If I encounter a problem or a situation, I postpone thinking about it for another time. I assign time that commensurate with the magnitude of the problem. Often, man gives the problem much more than it deserves. Therefore, you should promise yourself not to integrate the daily problems with each other, but these problems should be separated from each other. You should assign each problem a short time to solve. Otherwise leave the worries and problems and seek the help of Allah Almighty, who will resolve them for you, because Allah Almighty is capable of solving your problems no matter how great they are!

**The principle of anticipating events**

This is a very wonderful principle. It is summarized that your fears that something will happen, such as illness or the prospect of losing a job or loss of trade or fail in a course in the university, or failure in marriage ... These things consume a significant portion of your time, which will occur on each event, and your fears and your mind will not prevent it from happening! So what if I could think of other things useful, this means a substantial savings in time. Here, we find a wonderful verse says: "Fighting is prescribed for you, and ye dislike it. But it is possible that ye dislike a thing which is good for you, and that ye love a thing which is bad for you. But Allah knoweth, and ye know not." [Al Bagara, The Cow: 216].

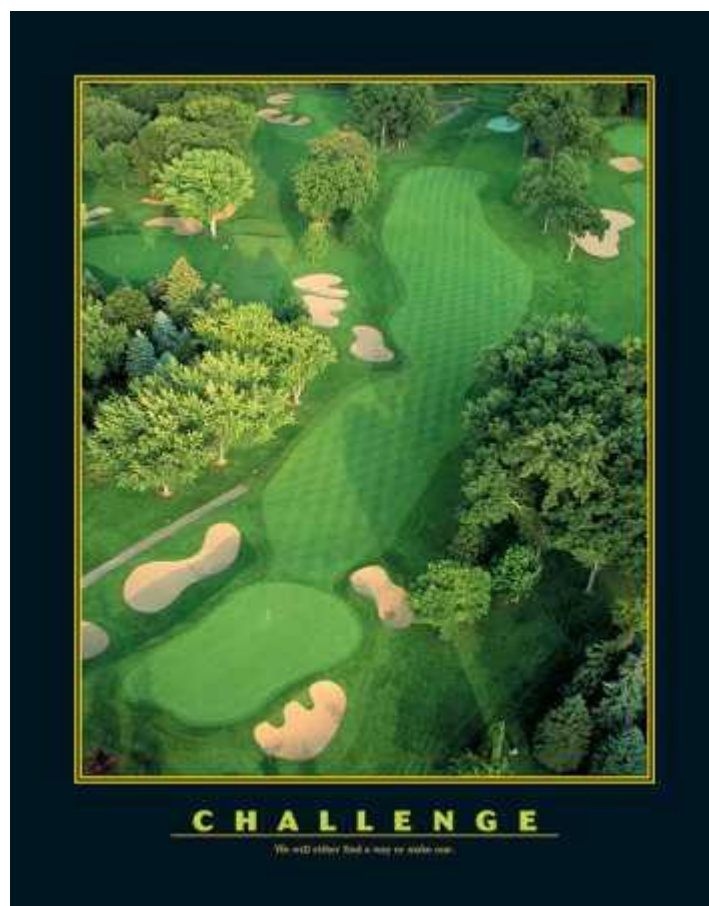


### Effective Time

This is the time that can be invested in the work of a useful new. Effective time = (24 hours - the number of sleeping hours - the number of feeding hours, getting rid of wastes and the time given to the family, children, etc.) Each one of us may compute the effective time based on his daily needs. In the best cases the effective time would not increase of ten hours per day. This is the time a person can invest in new and useful work.

If we assume that one of us spends his time each day for two hours in following television programs such as sitcoms and other non-beneficial ones. Thus, the rate of time loss is  $2 / 10 = 0.20$  or twenty percent of the time. Consider that fifth of your time is lost in negative

thinking. If this period is exploited in something useful, you will gain fifth of your time without feeling!

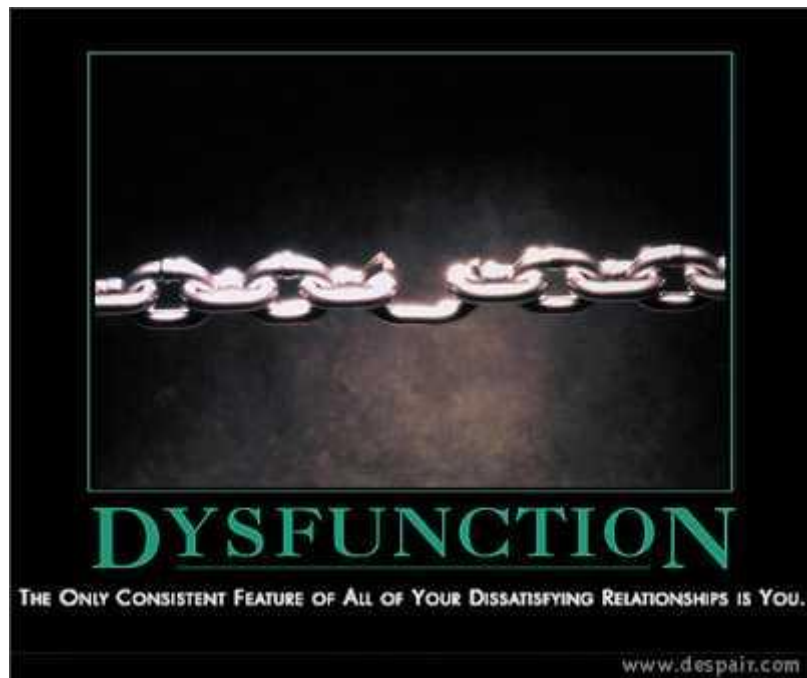


I used to waste several hours each day in negative thinking which is not useful, such as fear of failure or fear of disease or thinking of what a friend of mine said about a problem occurred with another friend, or why he did it well or did not do as well as ... And so on.

I have applied this rule every day. I have invested these two hours in reading a book, an article, memorizing new verses from the Quran, learning a Prophet saying, or learn a new prayer ... Over the whole year I was able to exploit a large number of hours in positive thinking (more than 700 hours), So each one should consider for himself: How much waste of his time in negative thinking and anticipating calamities, though you like it or not, it will happen.

And now here are golden tips

- Consent of what Allah has decided and gave us, even if it is poverty, hunger, disaster, or disease...
- Trust in Allah and that He always chooses what works best and benefits ourselves
- You should stick to received prayers of the Prophet peace be upon him, because supplication is what achieves what you want, and without it, you will suffer a lot to do the work itself!



- Consideration and memorization of the Quran helps you make the best decisions!
- Forgiveness, forgiveness and then forgiveness! This is my advice to those who likes to invest their time freely.
- Do not get angry except for Allah. Do not strain your nerves for something fleeting in this transient world.
- Remember that your life could end at any moment, and then you should not become depressed, sad or worried.
- Finally, if one of us went to meet one of the rich people, he spends few days preparing, thinking and dreaming! So how would be if it is meeting Allah Almighty? What should we prepare for this meeting? Is this the meeting to think about and prepare for it? It is

undoubtedly the most important meeting in the life of any creature who will see his creator and sustainer...

- The best way of time management is found in the Quran and the ethics, life and behavior of the Prophet who is the best example to follow, and imitate him without thinking of loss. Since you are imitating the best human, you are always the winner... It was enough that his ethics were the Quran... and it was enough he was of great ethics...

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