

# Time Management

اسْتِثْمَارُ الْوَقْتِ

وقت کی قدر اور اس کا صحیح استعمال

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Allah swt says:

يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ وَلْتَنْظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍ وَاتَّقُوا اللَّهَ  
إِنَّ اللَّهَ خَبِيرٌ بِمَا تَعْمَلُونَ

O you who have believed! Be mindful of Allah and let every soul look to what 'deeds' it has sent forth for tomorrow. And be mindful of Allah, 'for' certainly Allah is All-Aware of what you do.

[Qur'an: 59:18]

وَالْعَصْرِ ﴿١﴾ إِنَّ الْإِنْسَانَ لَفِي خُسْرٍ ﴿٢﴾ إِلَّا الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ وَتَوَّصُوا بِالْحَقِّ وَتَوَّصُوا بِالصَّبْرِ ﴿٣﴾

By the 'passage of' time! indeed, mankind is in loss, except those who have faith, do good, and urge each other to the truth, and urge each other to patience.

(Quran, 103: 1-3).

قال رسول الله ﷺ: نعمتان مغبون فيهما كثير من الناس الصحة والفراغ

**The Prophet (pbuh) said: There are two blessings that many people fail to make the most of: good health and leisure time. [Al-Bukhari]**

**Dear Listeners: There are 24 hours that make up a day. Every day is a new day, a new beginning, a restart, a fresh opening. Each day brings new hope and brings an opportunity to correct ourselves and to bring a positive change in our communities and societies. Indeed, if we reflect on the potential of each day which could make to us, then we will realize its importance. We should also think about how quickly time passes us by, days, months and years will have passed in our lifetimes already. The time which passes will never come back again. For this reason, the Prophet (PBUH) urged us to invest our time in the best of ways before we lose it, so he (PBUH) said to a person:**

اغْتَنِمْ خَمْسًا قَبْلَ خَمْسٍ

**Make the most of five things before five others:**

**And amongst them he mentioned:**

وَفَرَاغَكَ قَبْلَ شُغْلِكَ

**Your free time before you become busy**

[Mustadrak Al Hakim]

**Indicating the importance of time, we should note that Allah Himself swears by time in many verses in the**

Qur'an. So, at different times Allah swears by the Morning (Subh), Daybreak (Fajr), the Day (Nahaar) and Time (Asr). So, for example Allah says:

وَالضُّحَىٰ \* وَاللَّيْلِ إِذَا سَجَىٰ

**By the morning brightness. And [by] the night when it covers with darkness.**

[Qur'an: 93:1-2]

Indeed, a wise person is someone who makes the most of the time allotted to them in their day by distributing its time in an efficient manner. Such person sets aside designated time for the worship of his Lord in accordance with the time that Allah has designated for worship. For Allah says:

إِنَّ الصَّلَاةَ كَانَتْ عَلَى الْمُؤْمِنِينَ كِتَابًا مَوْقُوتًا

**Indeed, performing prayers is a duty on the believers at the specified times.** [Qur'an: 4:103]

Similarly, a person should set aside some time for their parents, sitting with them and spending time in their company, asking about their state, conversing with them and giving them comfort and serving them. This would be in accordance with the verse:

وَصَاحِبُهُمَا فِي الدُّنْيَا مَعْرُوفًا

**Accompany them in [this] world with appropriate kindness.** [Qur'an: 31:15]

We should also spare **quality time** for our family and children. We should be available for their comfort and support. Parents should be a role model and a teacher for their children. As the Prophet (PBUH) said:

خَيْرُكُمْ خَيْرُكُمْ لِأَهْلِهِ

**The best of you are those who are best to their family.**

[Tirmidhi]

We should also set aside some time to visit our relatives and **family friends**. We should be in contact and goodly relations with our **neighbors** and friends. We should spend time in the company of people of knowledge to enhance our spirituality and to learn wisdom from them and seek blessings.

As one of the scholars said:

جَالِسِ الْحُكَمَاءَ، فَإِنَّ مُجَالَسَتَهُمْ غَنِيمَةٌ

**Be in the company of the wise, for their gatherings are a bounty.**

Indeed, the best of ways a person can spend their time is that they ensure that they adhere to doing their work in whatever professions they work in, in the best of ways. For their jobs are on contracts. They are on agreements whereby there is a trust that they perform certain duties or tasks in exchange for employment and income, and the believer is the one who fulfills their trusts and is loyal to whatever they have

accepted to undertake. Allah says about the people of faith:

وَالَّذِينَ هُمْ لِأَمَانَاتِهِمْ وَعَهْدِهِمْ رَاعُونَ

**And they are dutiful to their trusts and their covenants.** [Qur'an: 23:8]

Similarly, a person should invest some time of the day in expanding their learning, increasing their knowledge, developing their skills and abilities. He should broaden his skills at specialization level and increase his experience in his profession. This can be done by beneficial and purposeful reading and **research**, continuous learning, and fruitful contemplation and reflection.

As Allah says:

أَوْ لَمْ يَتَفَكَّرُوا فِي أَنْفُسِهِمْ مَا خَلَقَ اللَّهُ السَّمَوَاتِ وَالْأَرْضَ وَمَا بَيْنَهُمَا إِلَّا بِالْحَقِّ

**Do they not contemplate within themselves? Allah has not created the heavens and the earth and what is between them except in truth.** [Qur'an: 30:8]

By following above admonitions and advice a person's life will be full of achievements and success Insha'Allah, so he will be among the best of people.

Somebody asked the Prophet (PBUH) saying:

يَا رَسُولَ اللَّهِ مَنْ خَيْرُ النَّاسِ؟

## O Prophet of Allah! Who is the best person?

He replied:

مَنْ طَالَ عُمُرُهُ وَحَسَنَ عَمَلُهُ

He whose life is long, and his deeds are good. [He also said the worst is the one who has a long life but his deeds are bad]. [Tirmidhi]

And this is the way of educated and civilized people because they value their time and instill in the hearts of their children and young generations the value of preserving time and investing it well. This leads to an increase in what they produce in their time and increasing in the progress and development of their communities and societies.

## Dua:

O Allah, bless us in our **time**, and aid us in making the most of what you have blessed us with, such that we can benefit our communities and bring goodness to our society. And accept all of us for Your obedience and bless us with obedience towards Your Messenger (PBUH), and obedience towards those whom You have ordered us to show obedience towards, in accordance with Your saying:

يَا أَيُّهَا الَّذِينَ آمَنُوا أَطِيعُوا اللَّهَ وَأَطِيعُوا الرَّسُولَ وَأُولِي الْأَمْرِ مِنْكُمْ

O you who have believed, obey Allah and obey the Messenger and those in authority among you.

[Qur'an: 4:59]

### Durood:

We ask You O Allah that You send Your prayers and blessings upon all of the Prophets and Messengers, especially on the seal of them, our Prophet, Sayyiduna Muhammad. O Allah send Your peace and blessings upon him, and upon his noble family, his companions. And send your blessings upon Sayyiduna Abu Bakr, Sayyiduna Umar, Sayyiduna Uthman and Sayyiduna Ali, and upon all companions (may Allah be pleased with them all).

I say this and I seek forgiveness for myself and for you, so seek His forgiveness, indeed He is the most forgiving, most Merciful.

أَقُولُ قَوْلِي هَذَا وَأَسْتَغْفِرُ اللَّهَ لِي وَلَكُمْ،  
فَأَسْتَغْفِرُوهُ إِنَّهُ هُوَ الْغَفُورُ الرَّحِيمُ.