



Review Article

APPLICATION OF *PARADI GUNA* IN TIME MANAGEMENT

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ABSTRACT

Time is a scarce resource; importance of time cannot be explained in one or two sentences. It is such a resource that it needs to be looked at with very seriousness. Time management requires self-discipline. It cannot be handled just with common sense or keeping some dairies. It involves various steps and attitudes that aim at work efficiency and balance in personal and professional life. Poor time management in this technology driven era has become a big cause of work inefficiency especially in the youth. High involvement in social media, late-night sleep and spending time online for gaming are all the byproducts of using cellphones. It is therefore addiction to cell phones considered as one of the major causes of poor time management. In fact, cell phone was discovered for quick communications initially, but later on, it has taken a form of an essential commodity in one's life. Additionally, the other factors responsible for poor time management are workplace gossips and the indulging oneself with gang of nine. Many efforts have been put to learn the skills of managing the time properly. But, still, the problem of poor time management seeks attention. Ayurveda – an ancient science of health care system has laid down a lot of principles. Among them, the utility of *Paradi Guna* is a concept of its own kind. *Paradi guna*- a group of 10 qualities, mainly utilized as accessory properties useful in treating a condition. Considering poor time management as a disease of this modern era, these properties can be applied in Time management as well. They help in developing effective strategy and guide as how the time can be used very wisely.

INTRODUCTION

No doubt, time is a most valuable resource, but a very few people care about its importance in life. Most of the people even don't bother to think about the time. Though it is an integral part of daily life, yet, it is the highly undervalued resource. Considering the importance of time, Benjamin Franklin once mentioned, "Lost time is never found again"^[1]. In this modern era where the digital distraction is very high, keeping a right pace and managing oneself accordingly, is not an easy job.

Handling the work load and meeting deadlines are the necessities of this technology driven work culture. It is therefore learning the skills of time management is a crucial aspect. Roe et al 2005 have rightly mentioned that time cannot be managed, as it is an inaccessible factor^[2]. In real sense, time management is nothing but the proper way of dealing with activities. It involves various factors that need to be taken care of. A common misconception is there in the people's mind that time management requires just a common sense. But it is not so. It includes various steps of execution. Necessity of time management emerges when one of the symptoms of poor time management shows up.

For the past few decades, a lot of effort has been made to understand the time management in relation to different aspects of life. Some of the authors suggested simple remedies such as using "to-do list"^[3]. But then, this has been of little help. Since, poor time management, in many, especially in

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youth, has taken a form of a disease in the modern age.

It is a common observation that most of the people spending their time online. According to one of the reports, it is found that an average person spends 5 hours per day on smart phone^[4], which is an alarming sign for the mental health as well. The one who manages the time improperly or inappropriately, presents himself with constant rushing, low productivity, frustration and impatience. Skills to manage the time properly are extremely important to keep the balance between different aspect of life. Time management is nothing but doing a right work at right time in a right way to meet the right outcome. It always aims at effective use of time in relation to goal directed activities. Though there is no agreement on the definition of time management. But then, effective using of time is all that what it aims at.

Time management never talks about working faster or working longer, on the contrary, it directs towards priority-based work. This ultimately focusses on stress free, burden free, lively working style. This way of getting work done is the burning need of an hour. i.e., A stress free long healthy life. Ayurveda- an ancient science meant to provide long healthy life has interestingly, described a set of qualities called as *Paradi guna*^[5], which are utilized as supportive or 'add on' properties that one should bank on for the management of diseases. These can also be utilized to manage time wisely. This article is an attempt to reveal the importance of Paradi guna in the Time management.

DISCUSSION

Table 1: Gang of Nine

| S.No | Gang of Nine |
|------|---|
| 1 | Time waster |
| 2 | Time abusing approach |
| 3 | Influence of certain illicit substances |
| 4 | Poor planning |
| 5 | Management by crisis |
| 6 | Non delegation |
| 7 | Poor networking |
| 8 | Bad attitude |
| 9 | Surrounded by negative people |

Para- The literal meaning of *Para* is superior or the best. This quality is utilized in Ayurveda to select the best drug, best season for certain treatment

modules, best food to consume etc. In short, this quality denotes what is best. this quality can be utilized for identifying or selecting the best time for an activity, work or a task. Most important work can be done at the time when one is calm and composed. Performing the difficult activities, activities in the top of prioritized task list should be attended in most active hours which is the best time according to one`s own biological clock. Getting up in "*Brahmi muhurta*" which the best time of the day that helps a person to lead a healthy life can also be considered under the quality *Para*. This quality can also be useful in taking up the tasks that are most important and urgent.

Apara- It refers to inferior or bad quality that needs be avoided or prevented. In the context of time management," *Apara* quality refers to Gang of nine – a group of 9 factors. These badly affect the work efficiency. *Apara* quality includes all those which are the cause of poor time management. Among these 9 factors, time wasters, time abusing approaches and influence of certain illicit substances are the major factors. Time waster is generally categorized as internal and external. Internal time wasters such as personal disorientation, excessive socialization and poor communication. While external time waster includes interruptions, excessive use of internet/social media. These always disturb the person from keeping the required pace to achieve the goal. Similarly, time abusing approaches developed by a person over a period time, they will be showed up as pro-active approach, over committers approach and perfectionist approach. These approaches developed as a consequence of hurry, saying yes to everything and bothering more about the result respectively, which ultimately demands the re-do of the same work and consume extra time. Influence of certain illicit substance may take most of the productive time of the life. physical dependence and psychological dependence can greatly affect work efficiency

Yukti- It signifies planning. A logical reasoning which aims at better outcome. Planning is a core component of time management. *Yukti* can be used to assess the activity, monitor the activity, setting the goals, delegating the responsibility, scheduling the activity, taking good decisions and networking. Planning can be a long term or a short term or a daily plan that is purely based on SWOC analysis. A best plan for a course of action can be developed by knowing the strength, weakness, opportunities and challenges that one comes across while performing

an activity. It helps in setting the goals and achieving it in the way as it needs to be. Basically, *Yukti* helps in effective decision making which is the core concept of planning. A step-by-step analysis and thinking of alternatives and selecting most suitable alternative is the bottom-line fact of planning.

Sankhya- It signifies accounting. in other words, it denotes calculation. This quality can be mainly utilized in accounting the wasted time as to how much time is spent on unnecessary, unimportant and non-urgent activities in the day. This will help one to manage oneself to take necessary steps to improve work quality. For instance, how much time is being spent on these unimportant activities such as watching T.V, idle chat, taking naps, watching reels etc. This way of accounting will help to know where and how time is lost without being noticed.

Samyoga- The word *Samyoga* refers to the union of Two or more than two substances in Ayurveda. This quality can be utilized in the concept of time management when a group task is performed. The similar tasks that can be grouped up and performed together. Relationship building for a long term or a short-term with regards to the work productivity can be achieved by utilizing this quality. According to Ayurveda, it is of three types, *Dwandwa karmaja*, *Sarva karmaja* and *Eka karmaja*. *Dwandwa karmaja samyoga* can be utilized in joining hands with another person of same mentality for getting a work done. For instance, working as a team of two to complete certain project where both are participating equally. *Sarvakarmaja samyoga* is utilized when a task needs to be done in different steps where requirement is of more than two people. Bringing them together as a group and get the work done. *Eka karmaja samyoga* is useful when one needs to be active while the other in the team will be inert or passive. For instance, keeping a to-do-list, daily planner or time logs.

Vibhaga- It is opposite to *Samyoga*, disunion of a combination is termed as *Vibhaga*. This quality can also be utilized to divide the work in to four categories such as important, urgent unimportant and neither important nor urgent. Ayurveda has considered 3 types of *Vibhaga* viz *Vibhakti*, *Viyoga* and *Bhagasho graha*. *Vibhakti* can be used in time management to divide the time between personal and work-related activities. For instance, morning hours for work related activities while evening time and weekends for family, friends and relatives. *Viyoga* can be used to lose the bad attitude such as complaining, worrying, day dreaming and time

abusing attitudes. *Bhagasho graha Vibhaga* can be used to squeezing few minutes from the daily routine for spiritual planning and relaxation.

Prithaktwa- It signifies uniqueness of a substance based on which it is differentiated from other substance. Ayurveda has mentioned 3 types of *Prithaktwa* viz, *Asamyoga*, *Vailakshanya* and *Anekata*. *Asamyoga prithaktwa* is used to differentiate two different things that cannot be combined. This can be utilized in time management to differentiate long term plan from short term plan, *Vailakshnya-* this quality in time management is used to differentiate oneself from other based on his abilities such as monochronic or polychronic *Anekata* is utilized differentiate the time abusers in to 3 categories viz, Proactive, over committer and perfectionist all belong to a same category of time abusers but have different traits.

Parimana- The quality helps in measuring a substance either by weight or length in Ayurveda. This quality can be utilized to set the goals and meet the deadlines for short term or long-term plans for effective time management.

Samskara- The process by which some changes or transformations are brought in. The changes help in enhancing certain qualities that are needed. In the context of time management, *Samskara* can be utilized to adopt certain techniques that can bring out the best. For instance, learning the techniques such as meditation, yoga and undergoing certain holistic therapies such as massage therapy, aroma therapy once in a while, will help in preventing the stress related to various aspects of life. These techniques, especially, the meditation pacifies the hunger of the mind. It helps to control the unwanted desires and undue tensions that occur in day today life and will bring balance between different areas of life.

Abhyasa- Regular use of certain substance is called as *Abhyasa* in Ayurveda. Regular use of prioritized task list, to-do list and planner will help in managing the time effectively. In addition, developing certain good habits or attitudes, which are known as *Achara Rasayana* in Ayurveda will bestow calm and composed mind if practiced regularly. It helps in optimistic thinking and developing positive attitude.

CONCLUSION

Better time management is one of the crucial aspects of today's life. Ayurveda is a science of life, that deals with all the good and bad about life. *Paradi guna* explained Ayurveda, are used to achieve the success in treatment. Considering the usefulness

of these qualities, these can also be utilised to take care of time. *Paradi guna* help in understanding what is best, what is not good, which way of doing an activity is right, what should be omitted, what should be included, how long will an activity be carried out, what attitude should be developed and how an activity will be handled pretty well. This article will help to understand application of *Paradi gunas* beyond the therapeutics.

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