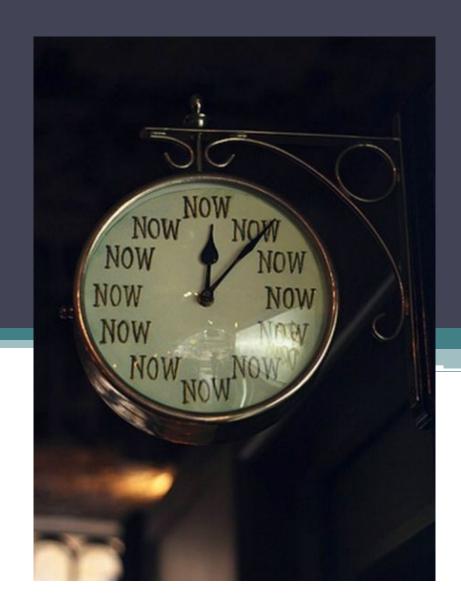
TIME MANAGENT

How to organize your time?

Рудик Анастасия Сергеевна Дашковская средняя общеобразовательная школа



TIME MANAGEMENT

There are only 24 hours in the day



TIME MANAGEMENT

It teaches you how to manage your time effectively and make the most of it.

Control your time.

Career success

The main goal of time management is

To help yourself



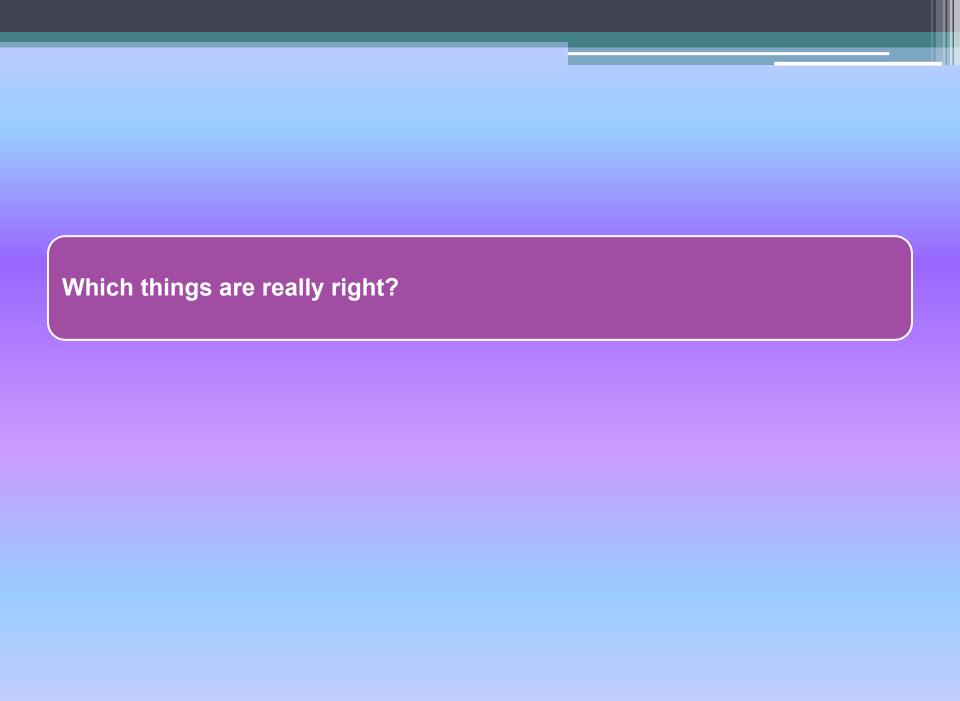
Self-discipline



Effective aids:



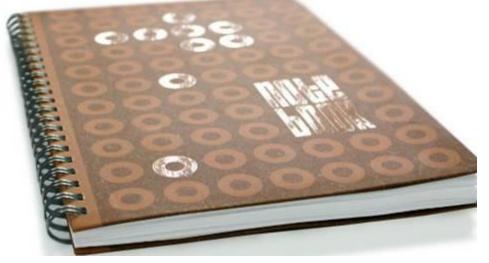
- Create a simple "To DO" listDaily/weekly plannerLong term planner



My 5 practical time management tips:

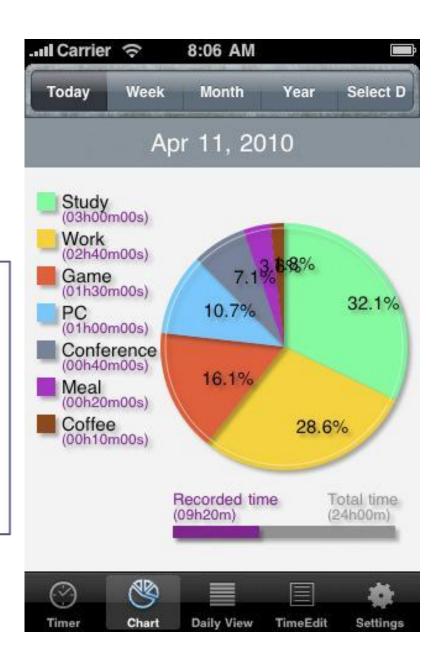
- Write things down
- Prioritize your list
- Plan your week
- Carry a notebook
- Learn to say no

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My mobile phone



If you become a good time manager

- you'll get a lot more done in less time
 you'll feel more relaxed, focused and in control of your life.



