

# TIME MANAGENT

How to organize your time?

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# TIME MANAGEMENT

There are only 24  
hours in the day



# TIME MANAGEMENT

- Personal life

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

Career success



Control  
your time.

*Thinking of you*  
Electrolux

The main goal of time management is

To help  
yourself



# Self-discipline



# Effective aids:



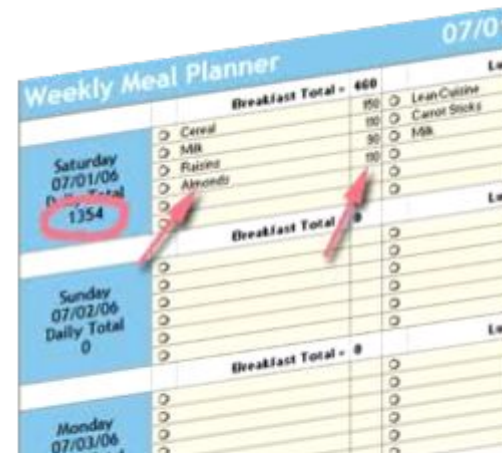
- Create a simple “To DO” list
- Daily/weekly planner
- Long term planner

**Which things are really right?**



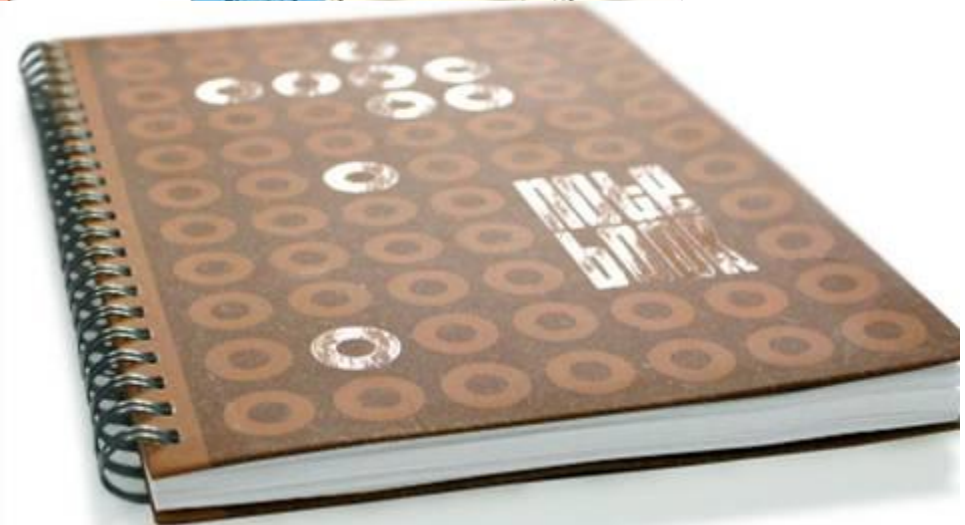
# My 5 practical time management tips:

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



A weekly meal planner calendar page for the week of July 1st to 3rd, 2006. The page is titled "Weekly Meal Planner" and "07/01". It features a grid for each day with columns for "Breakfast Total" and "Lunch". The Saturday section (07/01/06) shows a "Daily Total" of 1354 circled in red. The breakfast items listed are Cereal (90), Milk (90), Raisins (90), and Almonds (90). The lunch items listed are Lean Chicken (90) and Carrot Sticks (90). The Sunday section (07/02/06) shows a "Daily Total" of 0. The Monday section (07/03/06) shows a "Daily Total" of 0. Red arrows point to the breakfast and lunch columns.

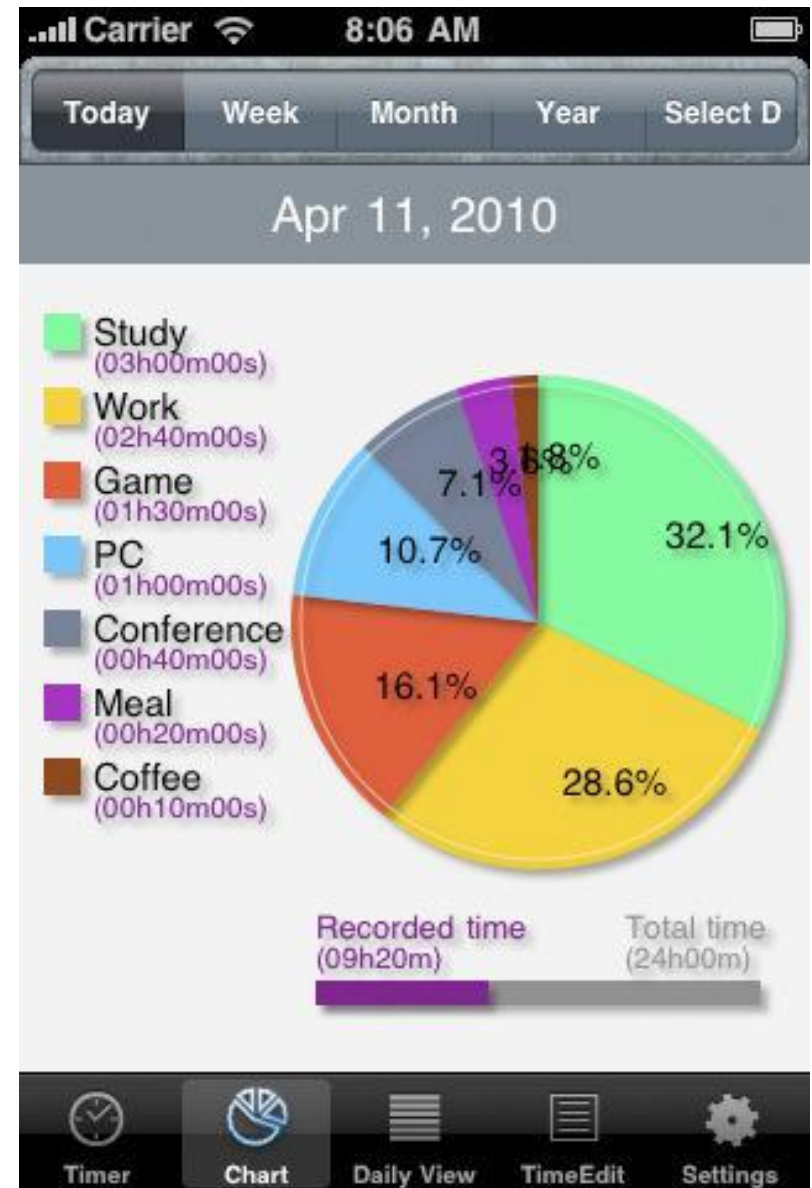
Day	Breakfast Total	Lunch
Saturday 07/01/06	360	990
Sunday 07/02/06	0	0
Monday 07/03/06	0	0



**I SAY  
NO**



# 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.



FRANK  
YOU