

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:

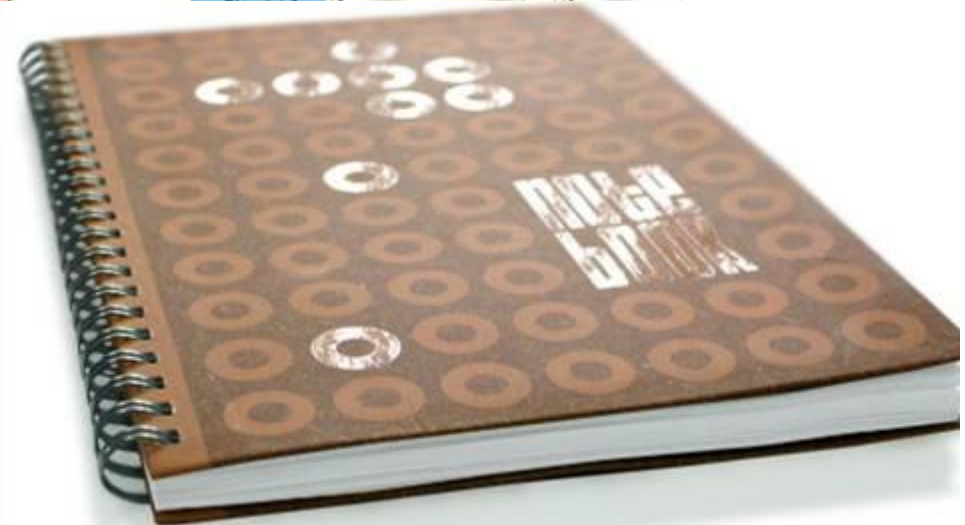
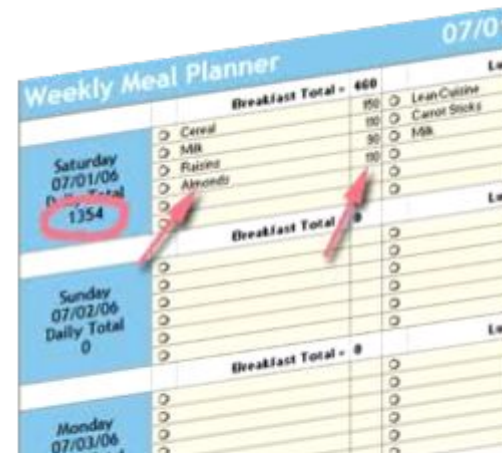


- Create a simple “To DO” list
- Daily/weekly planner
- Long term planner

Which things are really right?

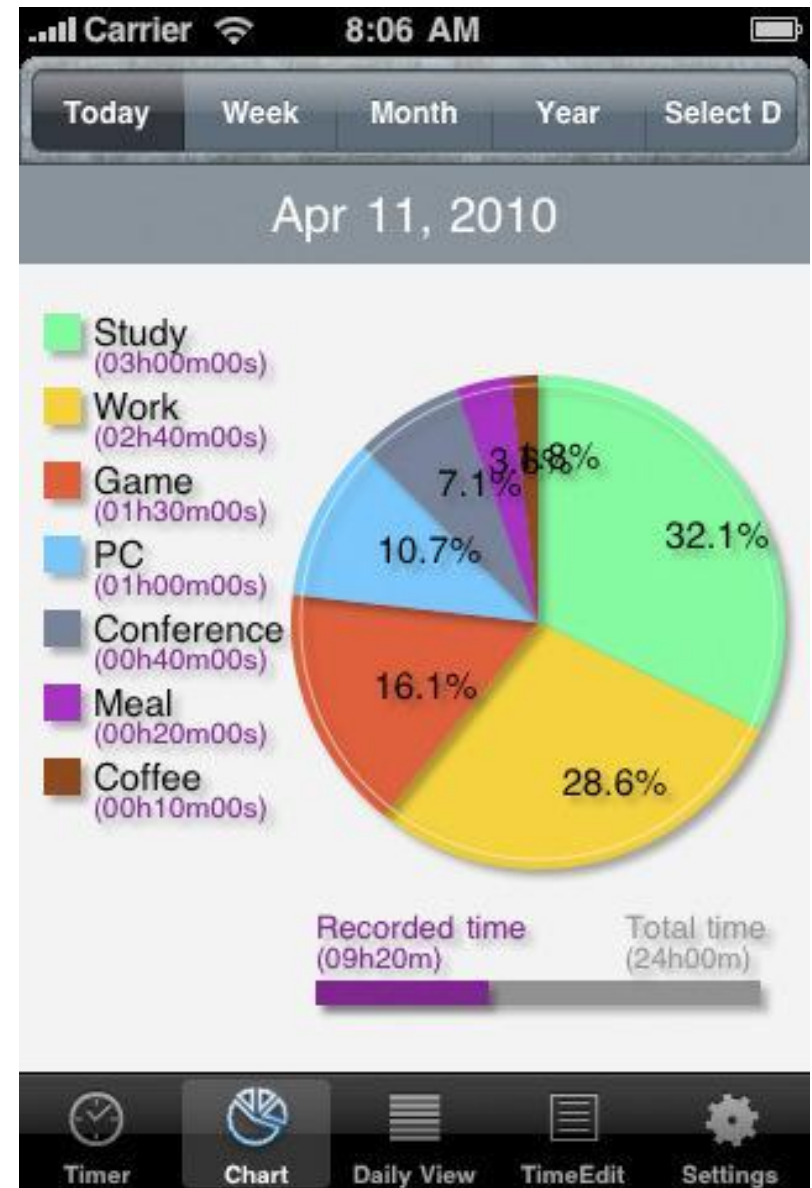
My 5 practical time management tips:

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



**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