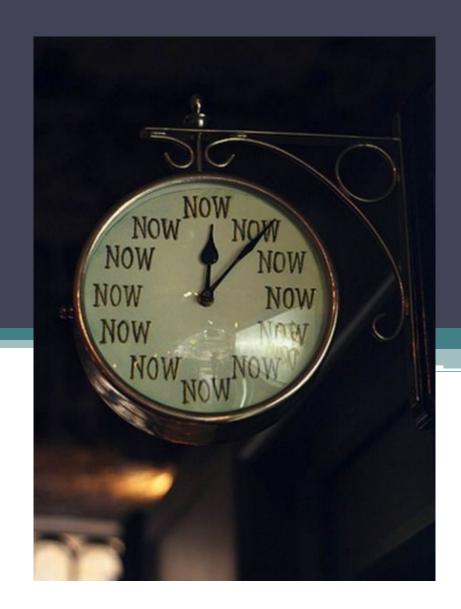
## TIME MANAGENT

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



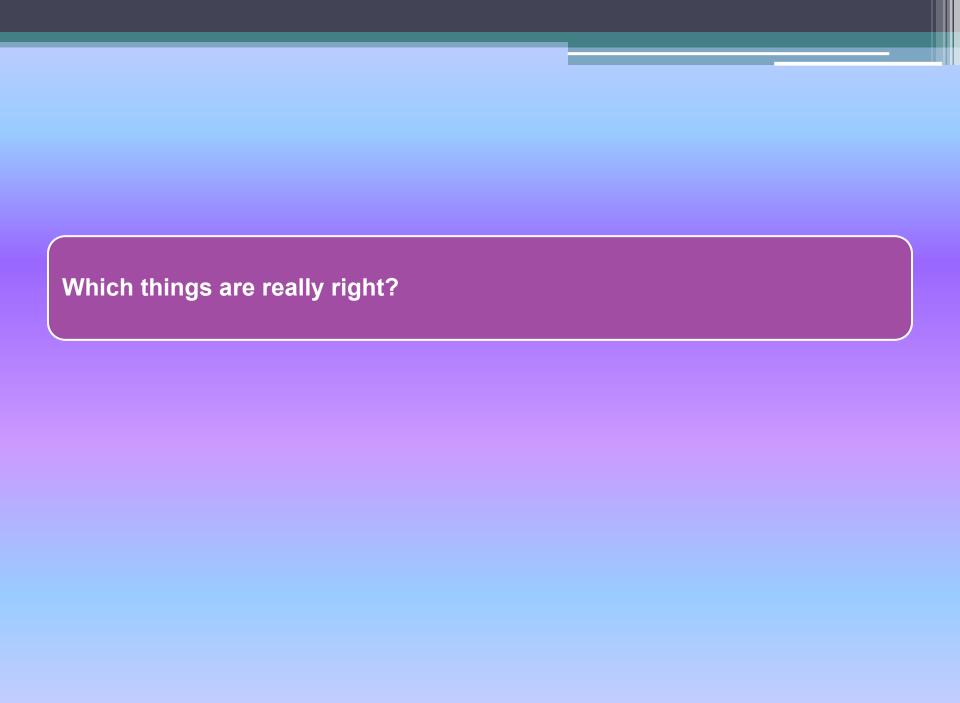
# Self-discipline



### Effective aids:



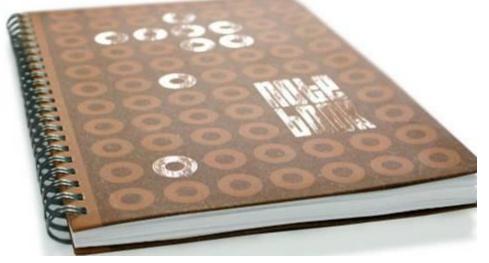
- Create a simple "To DO" listDaily/weekly plannerLong term planner



## My 5 practical time management tips:

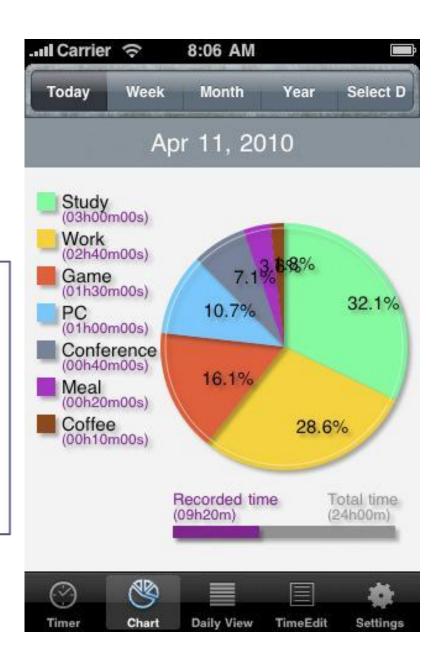
- Write things down
- Prioritize your list
- Plan your week
- Carry a notebook
- Learn to say no

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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.



