

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:

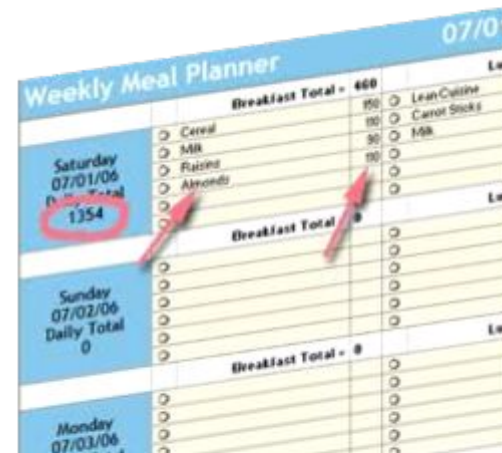


- Create a simple “To DO” list
- Daily/weekly planner
- Long term planner

Which things are really right?

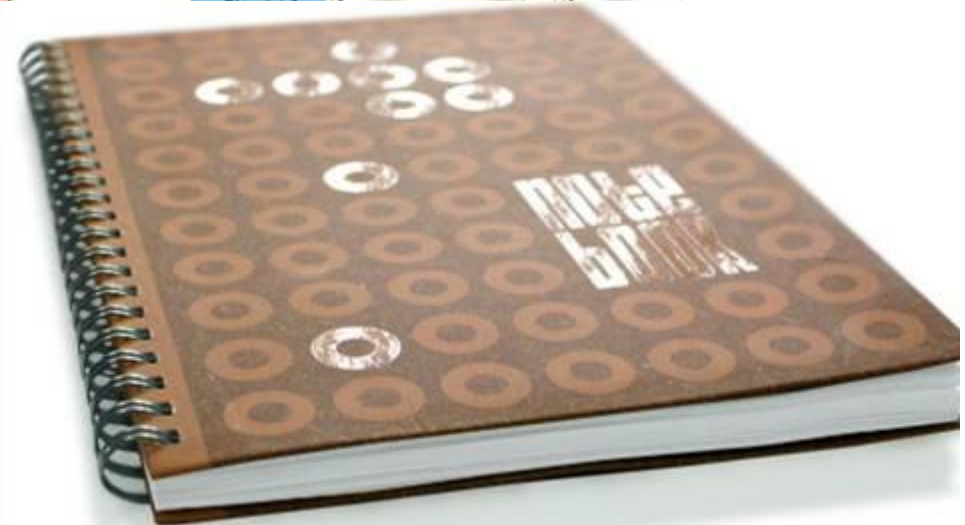
My 5 practical time management tips:

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



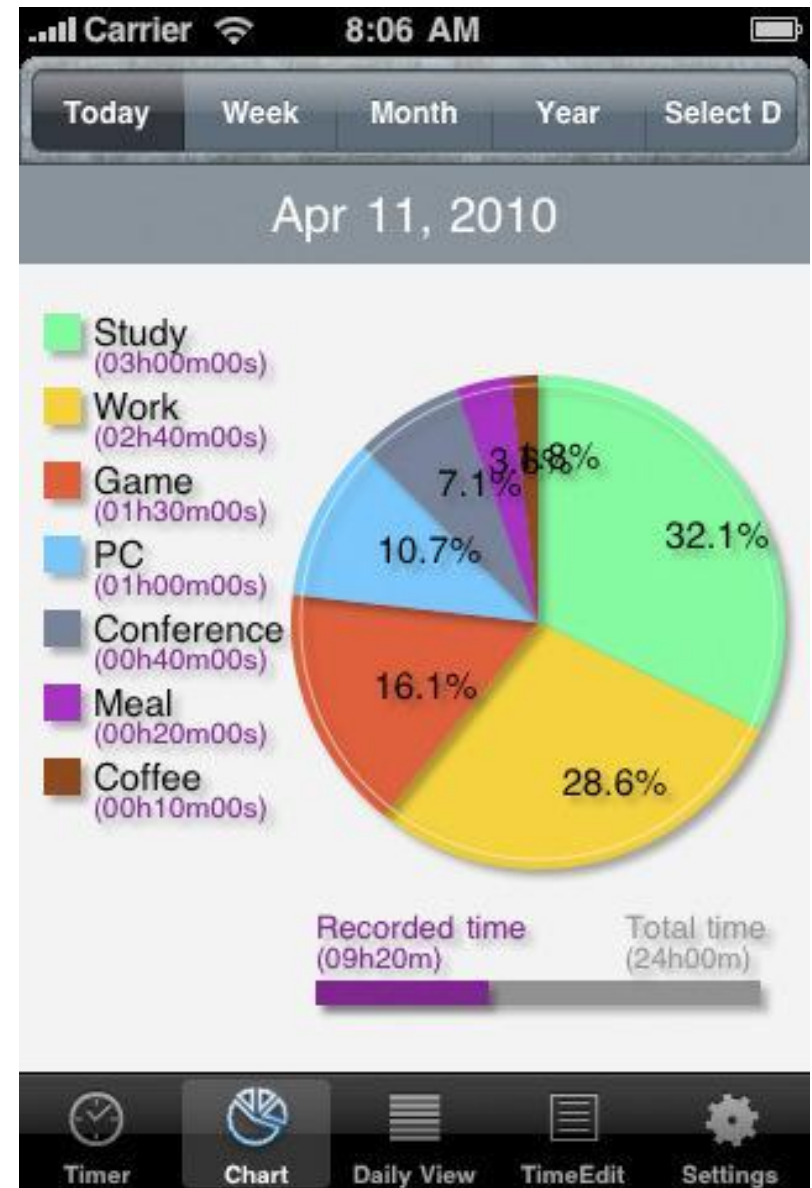
A weekly meal planner for the week of July 1st to 3rd, 2006. The planner is titled "Weekly Meal Planner" and "07/01". It shows a grid for each day with columns for "Breakfast Total" and "Lunch". The Saturday section (07/01/06) has a "Daily Total" of 1354 circled in red. The Saturday breakfast items are: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

Day	Breakfast Total	Lunch
Saturday 07/01/06	360	180
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