



Time Management - Beating The Clock!

Done By:

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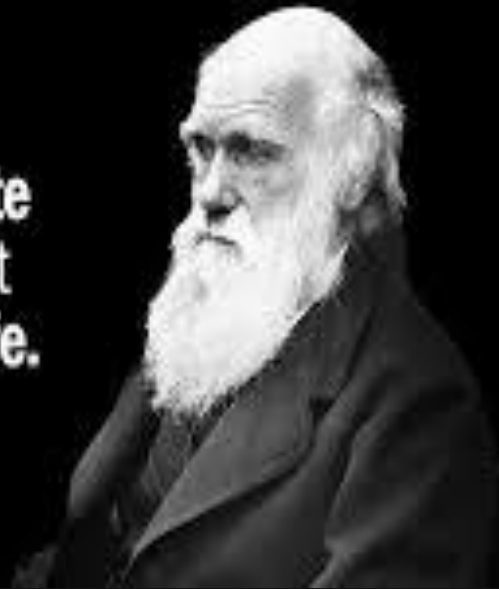
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Is Time Important?

A man who dares to **waste**
one hour of **time** has not
discovered the **value** of **life**.

– Charles Darwin



What Is Time Management?

- It is the act of allocating the right amount of time to the right activity so that time is not wasted.
- It is making the best use of time because time is limited and once lost cannot be regained.
- It is about prioritizing your activities and assigning specific amounts of time to them based on their importance.

5 Signs of Poor Time Management.

1. You procrastinate!
2. You are always late!
3. You are always tired!
4. You are always rushing!
5. You jump from one task to another without completing the first!



Time Wasters When Studying!

- Lining
- Gaming
- Social media
- Taking selfies
- Procrastinating
- Taking frequent breaks
- Unnecessary talking on the phone
- Constant snacking, eating or drinking.

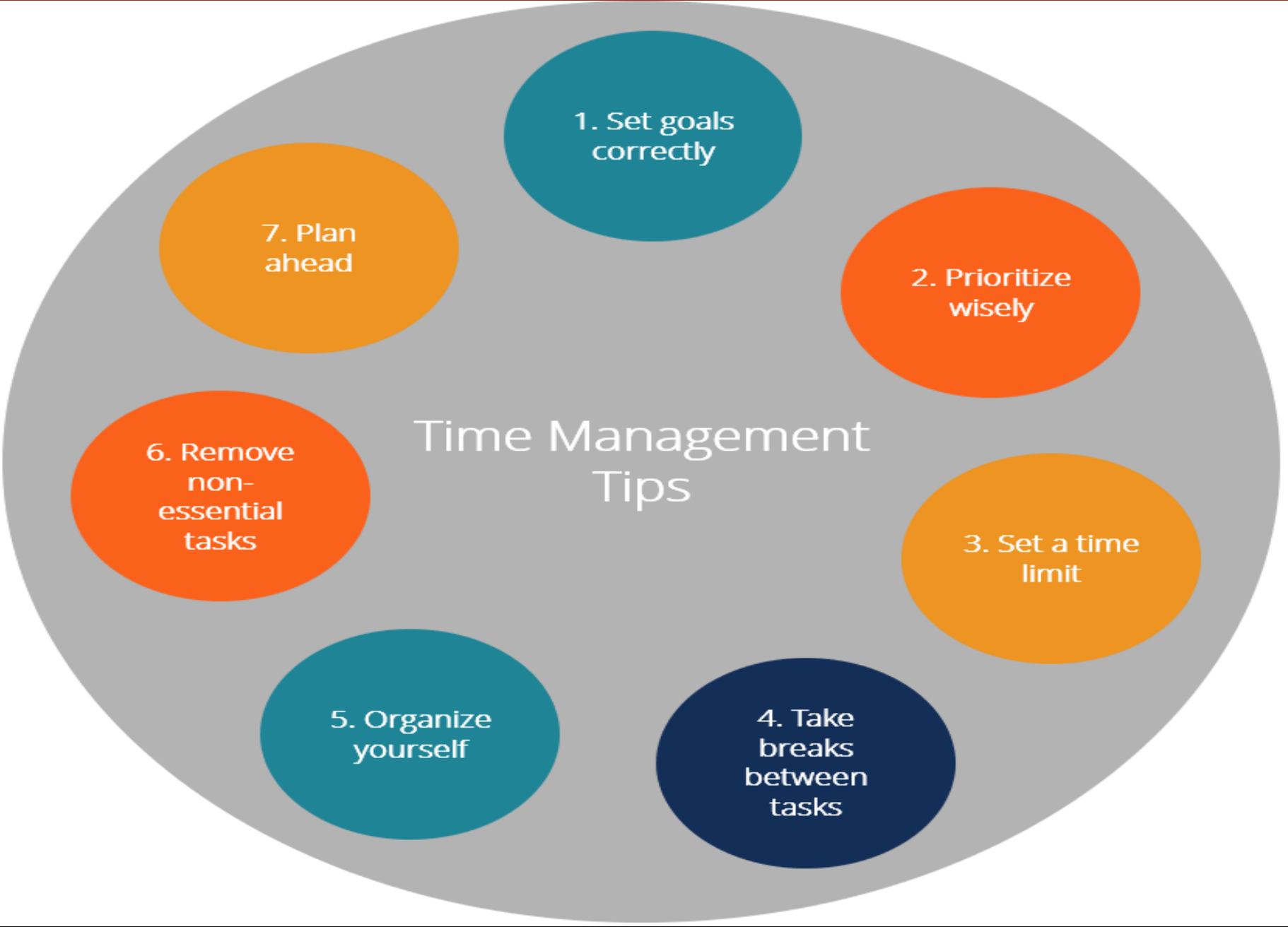


7 Benefits Of Effectively Managing Your Time:

You become better at :

1. Organization
2. Achieving goals
3. Prioritizing activities
4. Working smart and hard
5. Punctuality and discipline
6. Being less stressed and anxious
7. Planning and predicting other goals







Create a schedule



Make time for yourself



Get yourself in a routine



Write down goals



Have scheduled breaks



Avoid procrastination



Stick to your plan



Allow time for fun activities



Make a to do list



Study in a regular pattern



Work when you are at your best



Exercise to relieve stress



Reward yourself when you complete something



Keep stress to a minimum



Work a set number of hours a day



Don't panic if you fall behind

16 Time Management Skills For Studying



**This is the key to time
management - to see the
value of every moment.**

Menachem Mendel Schneerson

The image features a dark brown background with a repeating pattern of light brown leaf-like motifs. A central white rectangular box contains the text "Thank You" in a black, elegant, cursive font. The text is framed by a decorative black border with symmetrical flourishes at the top and bottom.

Thank You