

# INTERACTING WITH YOUR TIME EFFECTIVELY

**Time management**

# Outcomes :

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- **List typical time management problems**
- **Learn and categorize different time management strategies**
- **Share experience of dealing with time management issues**
- **Work out a way to cope with them**

# The cutest animals ever:

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- **A Sugar Bear**



# The cutest animals :

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- **A Native Bear**



# The cutest animals :

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- A Panda Bear



# Bizarre facts you might not know:

- **They are not bears**
- **Koalas can run as fast as a rabbit**
- **Pandas are genetically carnivores**
- **Sugar gliders can glide up to 90 meters**
- **They're all perfect time managers!!!!**

# Interacting with the audience:

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- **Can you remember a case when it seemed that you were in really tough time conditions?**
- **Have you ever thought the lack of time to be the rock block between you and your successful studies?**
- **Have you ever wished there were more than 24 hours in a day?**

Are you ready to interact with your time?

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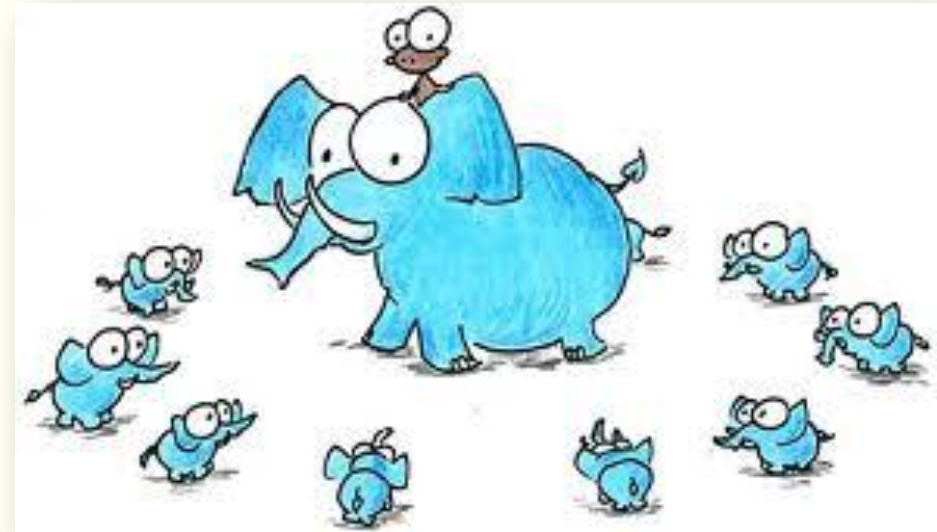
- **Do you think you manage your time effectively?**
  
- **What are your major time wasters?**



# TIME WASTERS: EXTERNAL TW

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- **STUDIES**
- **SOCIAL NETWORKS**
- **VISITORS**
- **MEETINGS**
- **LACK OF INFORMATION**
- **EXCESSIVE PAPERWORK**
- **RED TAPE**



# TIME WATERS: INTERNAL TW

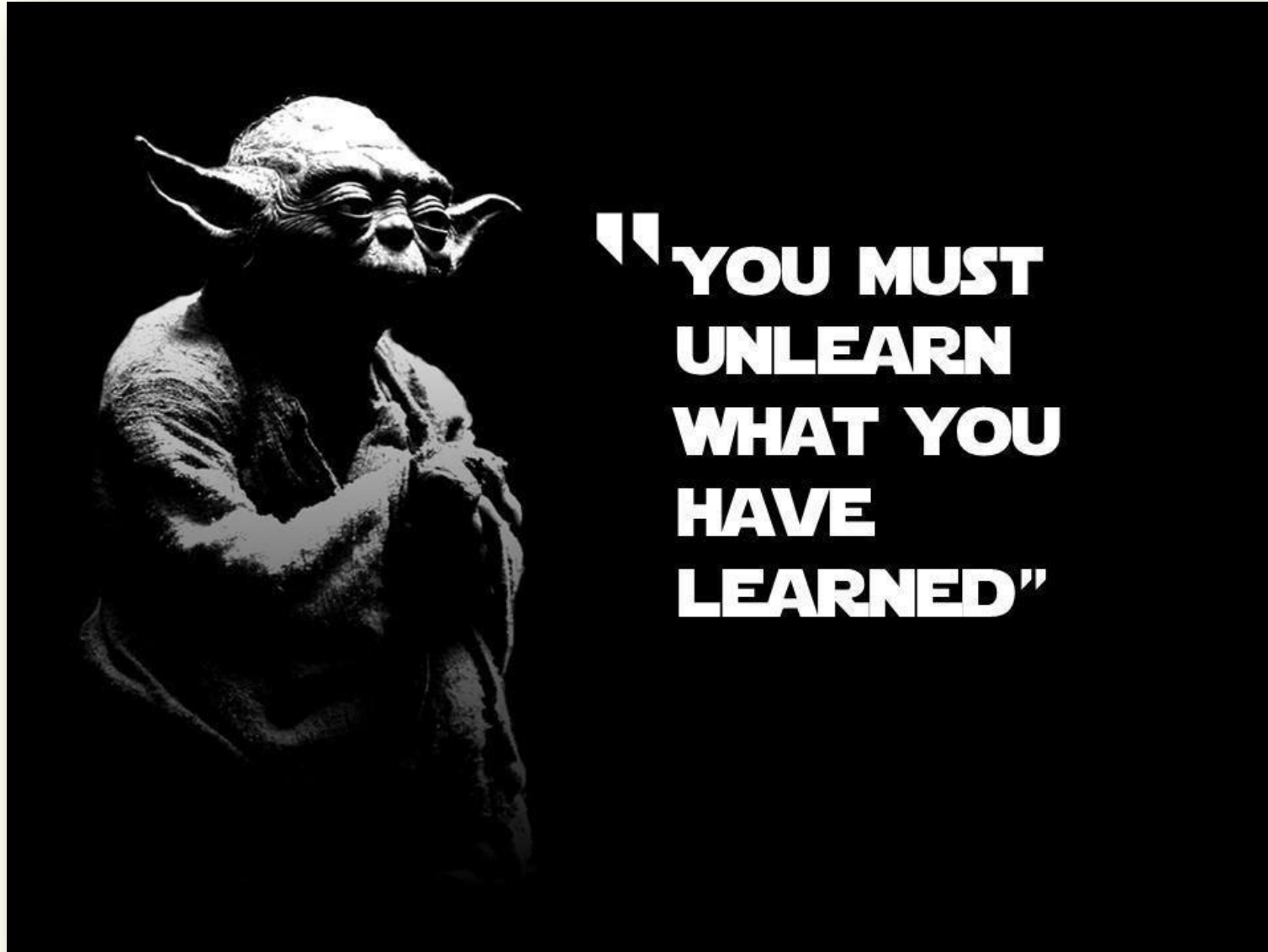
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- **PROCRASTINATION**
- **INABILITY TO SAY *NO***
- **UNCLEAR OBJECTIVES**
- **FAILURE TO PLAN**
- **LACK OF SELF-DISCIPLINE**
- **ATTEMPTING TO DO TOO MUCH AT ONCE**



# STRATEGIES TO DIRECT YOUR TIME

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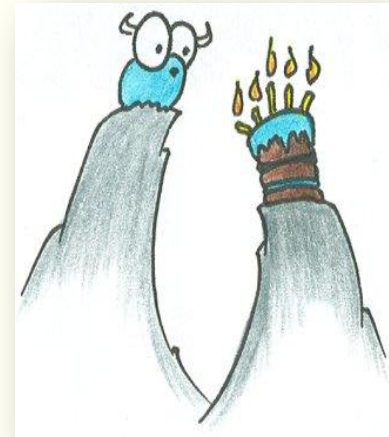


**"YOU MUST  
UNLEARN  
WHAT YOU  
HAVE  
LEARNED"**

# EFFECTIVE TIME MANAGEMENT

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- **DON'T PROCRASTINATE**
- **SET CLEAR GOALS**
- **LIST PRIORITIES**
- **FORGET YOUR OLD HABITS**
- **PLAN EVERYTHING CAREFULLY**
- **WRITE TO-DO LISTS**





THANK YOU ALL !!!

I.S.