

INTERACTING WITH YOUR TIME EFFECTIVELY

Time management

Outcomes :

- **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:

- **A Sugar Bear**



The cutest animals :

- **A Native Bear**



The cutest animals :

- 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:

- **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?**

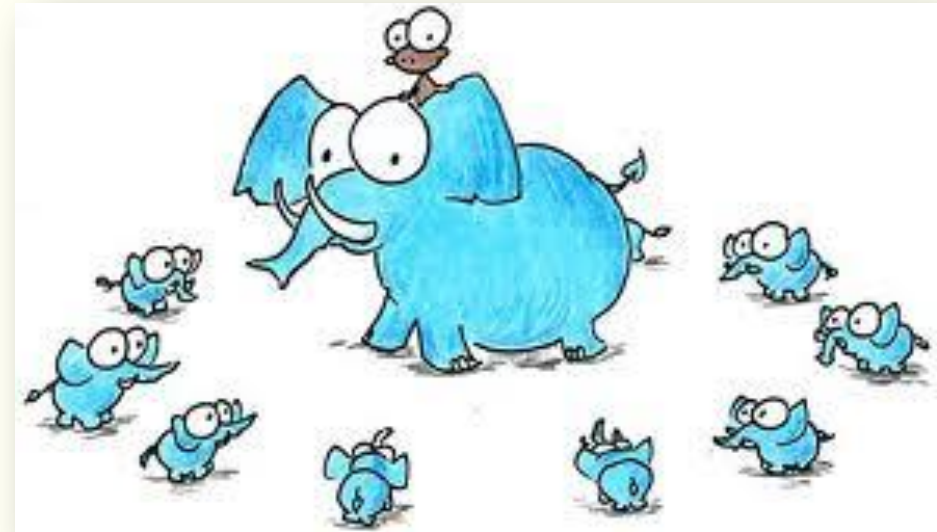
Are you ready to interact with your time?

- **Do you think you manage your time effectively?**

- **What are your major time wasters?**

TIME WASTERS: EXTERNAL TW

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

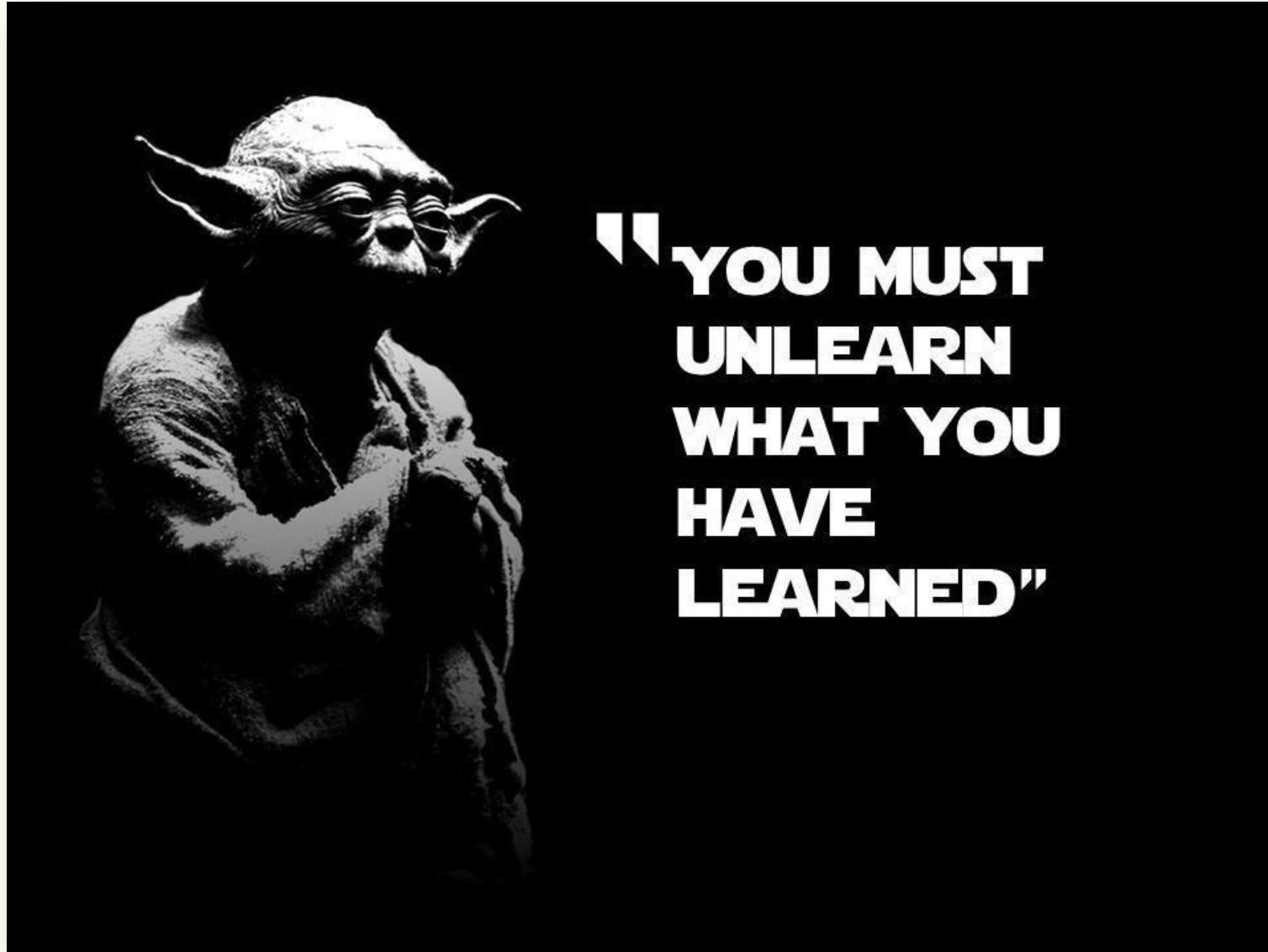


TIME WATERS: INTERNAL TW

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



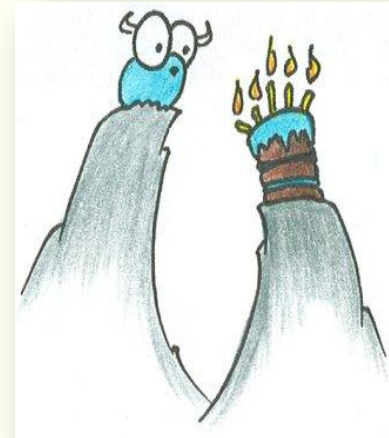
STRATEGIES TO DIRECT YOUR TIME



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

EFFECTIVE TIME MANAGEMENT

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





THANK YOU ALL !!!

I.S.