

# 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

- 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:

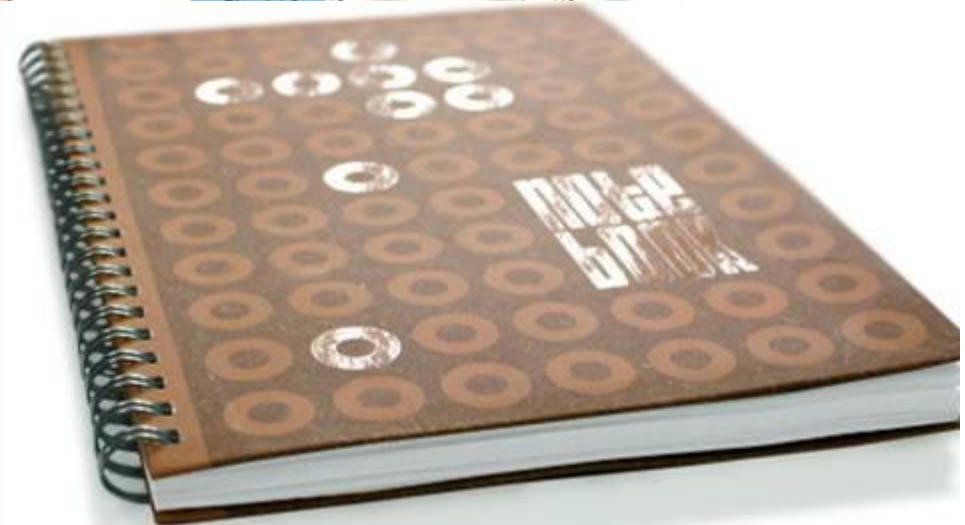
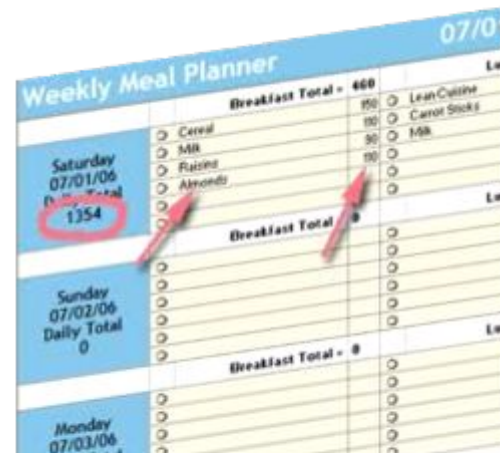


- Create a simple “To DO” list
- Daily/weekly planner
- Long term planner

**Which things are really right?**

# My 5 practical time management tips:

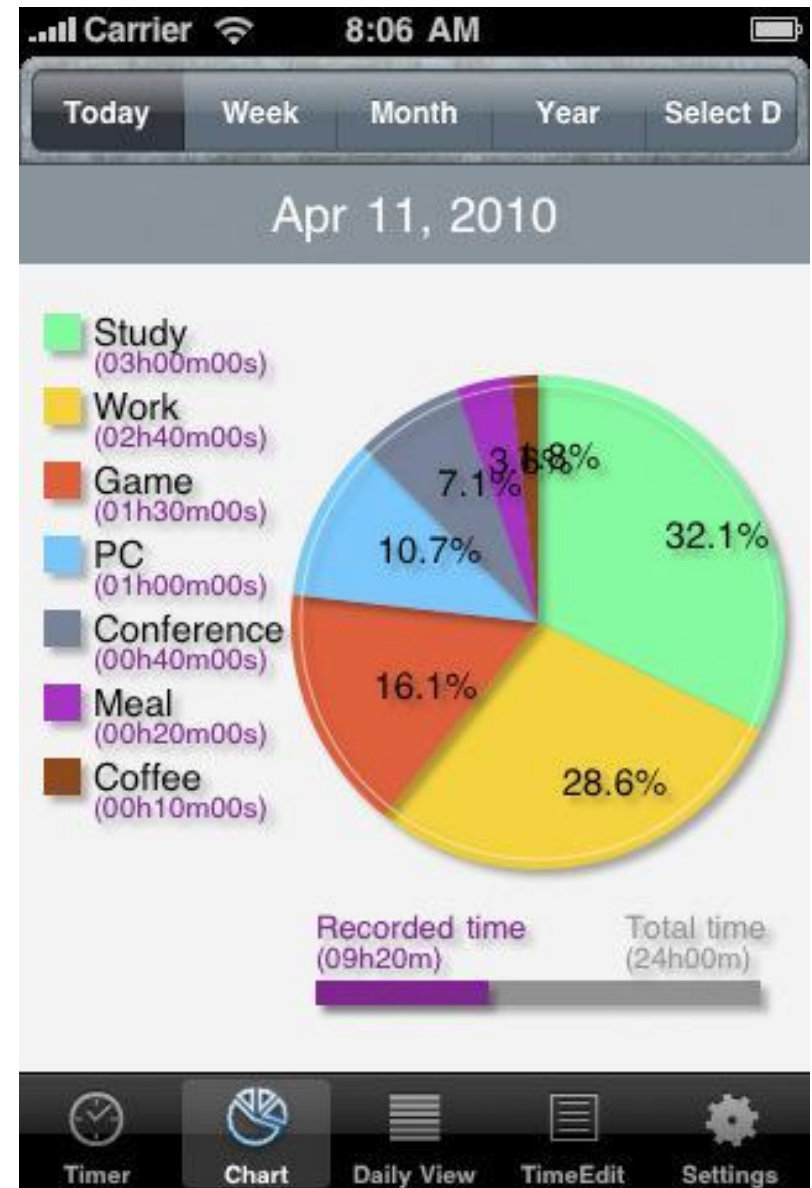
- *Write things down*
- *Prioritize your list*
- *Plan your week*
- *Carry a notebook*
- *Learn to say no*



**I SAY  
NO**



# My mobile phone





FRANK  
YOU