

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:

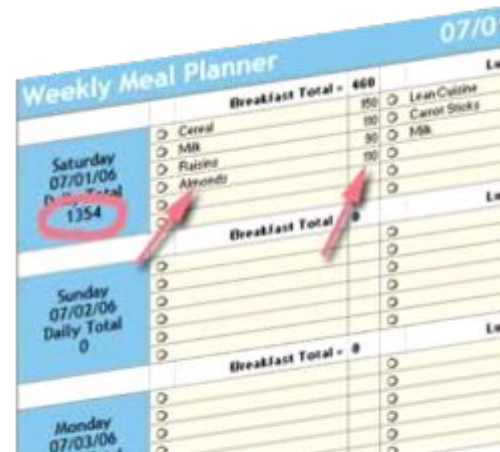


- Create a simple “To DO” list
- Daily/weekly planner
- Long term planner

Which things are really right?

My 5 practical time management tips:

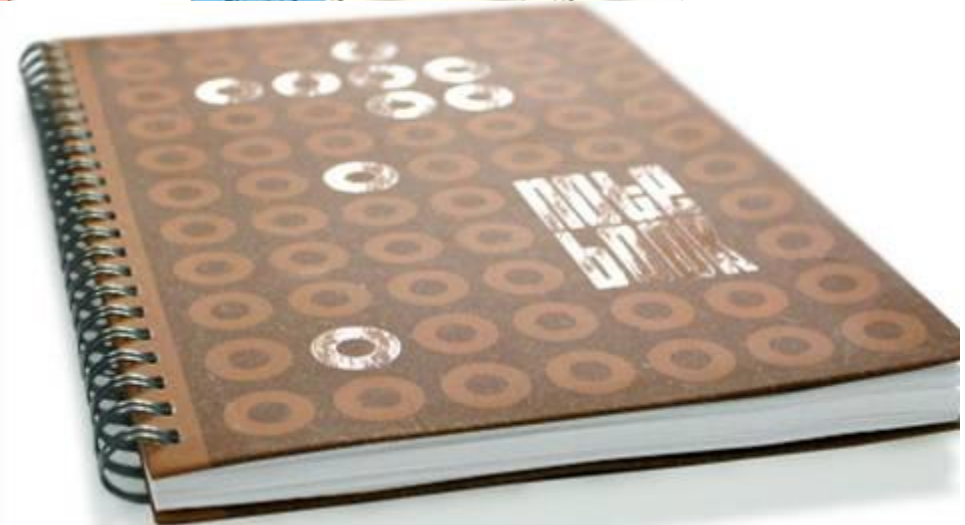
- *Write things down*
- *Prioritize your list*
- *Plan your week*
- *Carry a notebook*
- *Learn to say no*



Weekly Meal Planner 07/01

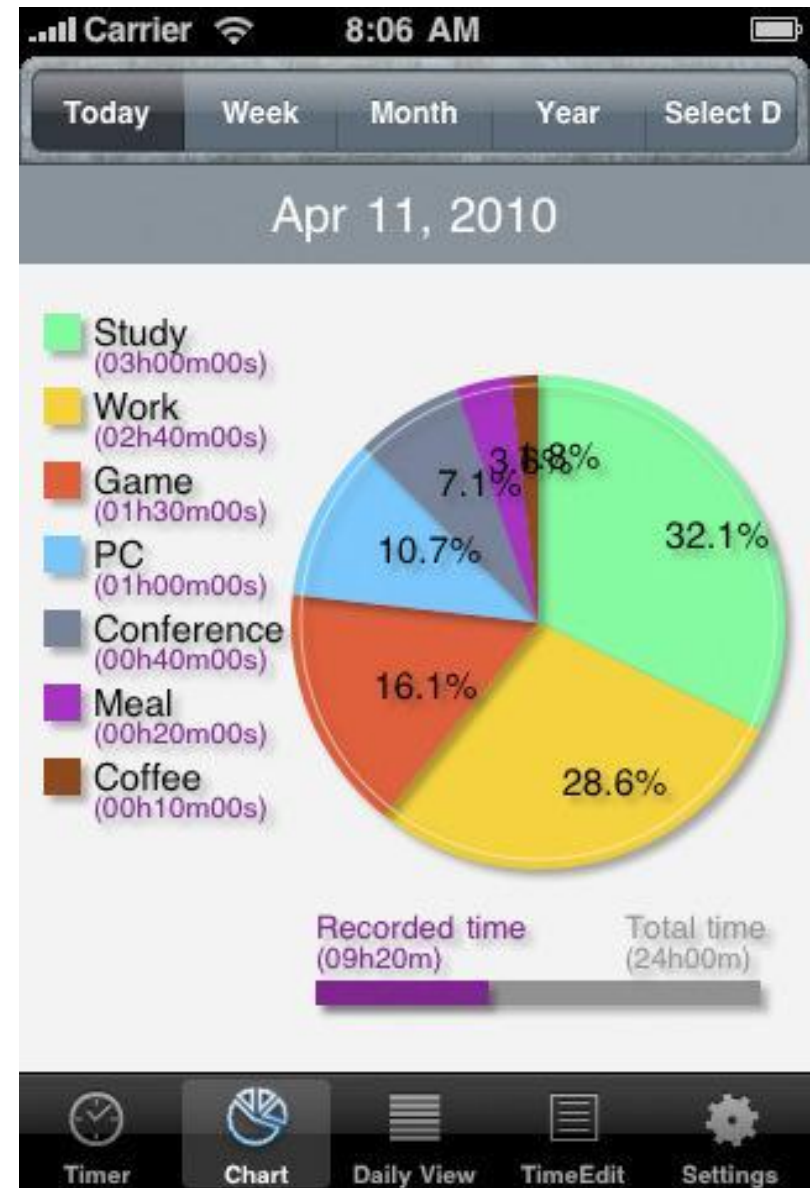
Day	Breakfast Total	Items
Saturday 07/01/06	600	<input type="checkbox"/> Cereal <input type="checkbox"/> Milk <input type="checkbox"/> Raisins <input type="checkbox"/> Almonds
Sunday 07/02/06	0	<input type="checkbox"/> Lean Cuisine <input type="checkbox"/> Carrot Sticks <input type="checkbox"/> Milk
Monday 07/03/06	0	<input type="checkbox"/>

1354



**I SAY
NO**

My mobile phone



FRANK
YOU