



Time Management

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PLAN

1. Definition of time management
2. Time management content
3. Myths about time management
 - 3.1. *No one can manage time*
 - 3.2. *Time management means working more and harder*
 - 3.3. *The use of time management turns a person into robot*
4. Principles of time management
 - 4.1. *Plan your actions*
 - 4.2. *Identify the desired result*
 - 4.3. *Commit your action plan*
 - 4.4. *Set your priorities*
 - 4.5. *Focus on the main*
 - 4.6. *Analyze your experience and create own rules*
 - 4.7. *Plan your holiday*

**DO LESS
GET MORE**

Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life.



Time management consist of:

- strict account of the time;
- optimization time resources;
- planning of the day (week, month and etc.);
- organization of motivation.



MYTHS

FACTS

Some believe that time management is needed only for work and in Russia it is ineffective

FALSE



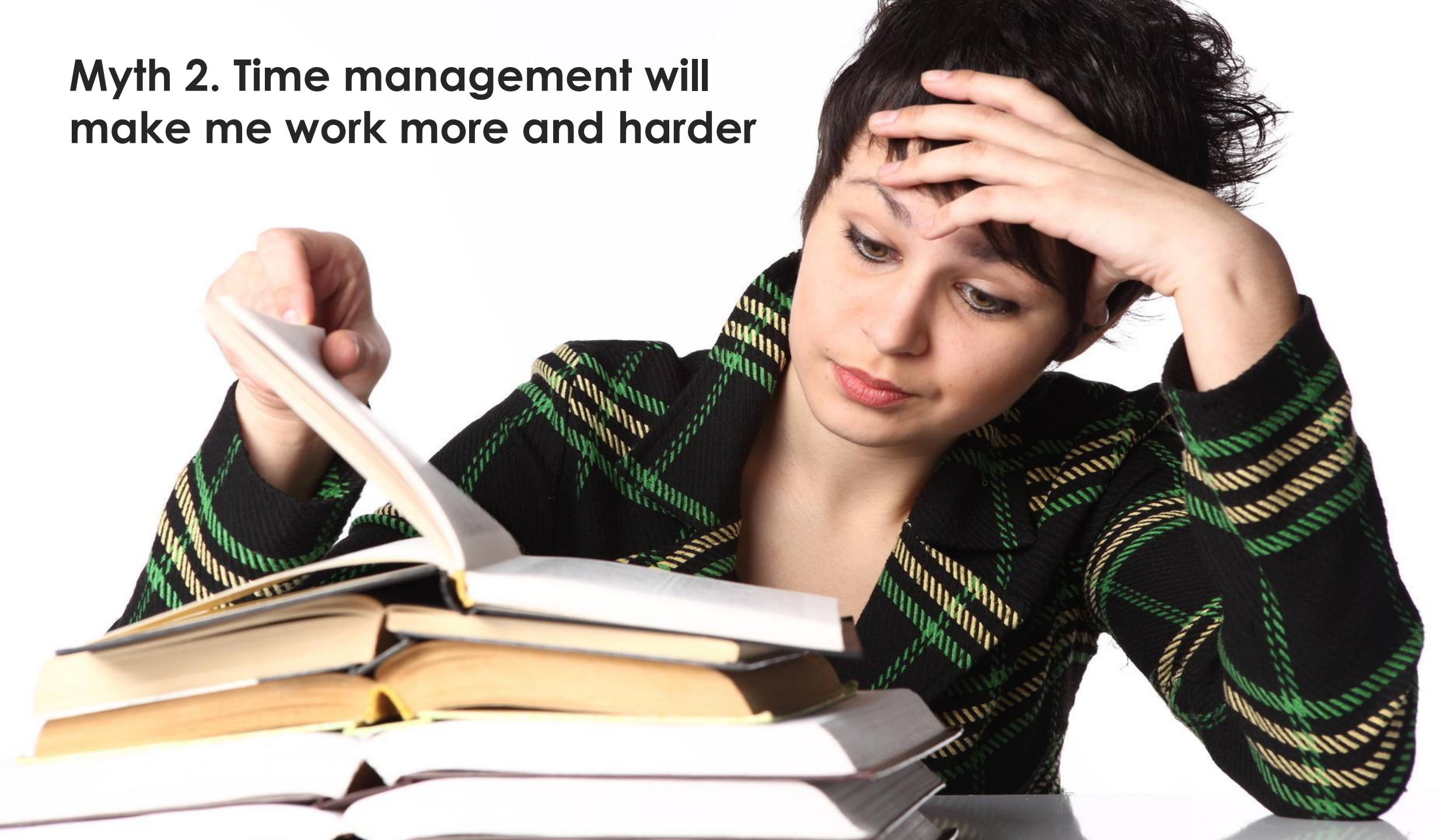
Myth 1. No one can manage time



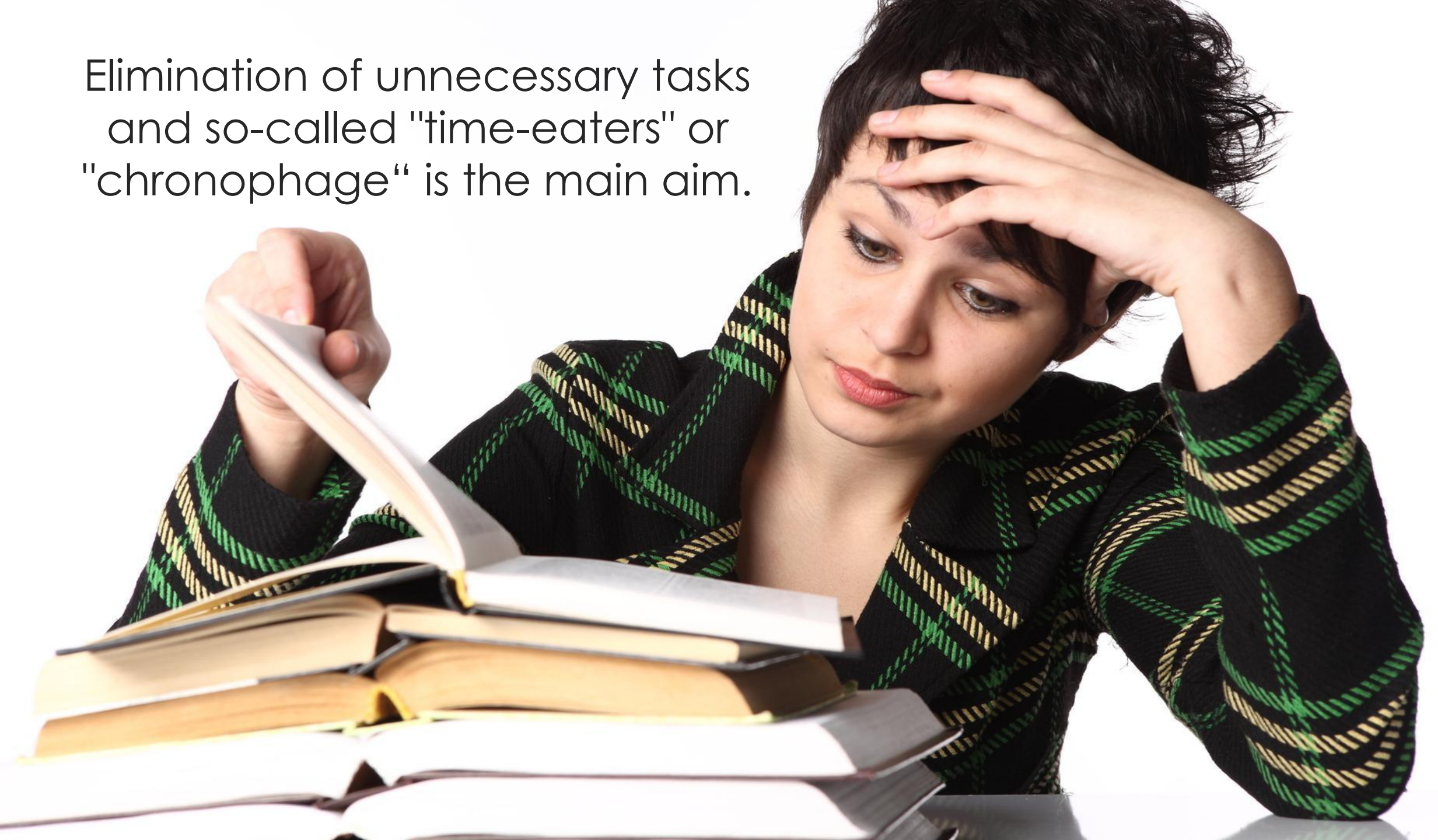
Time management is about managing your own life.

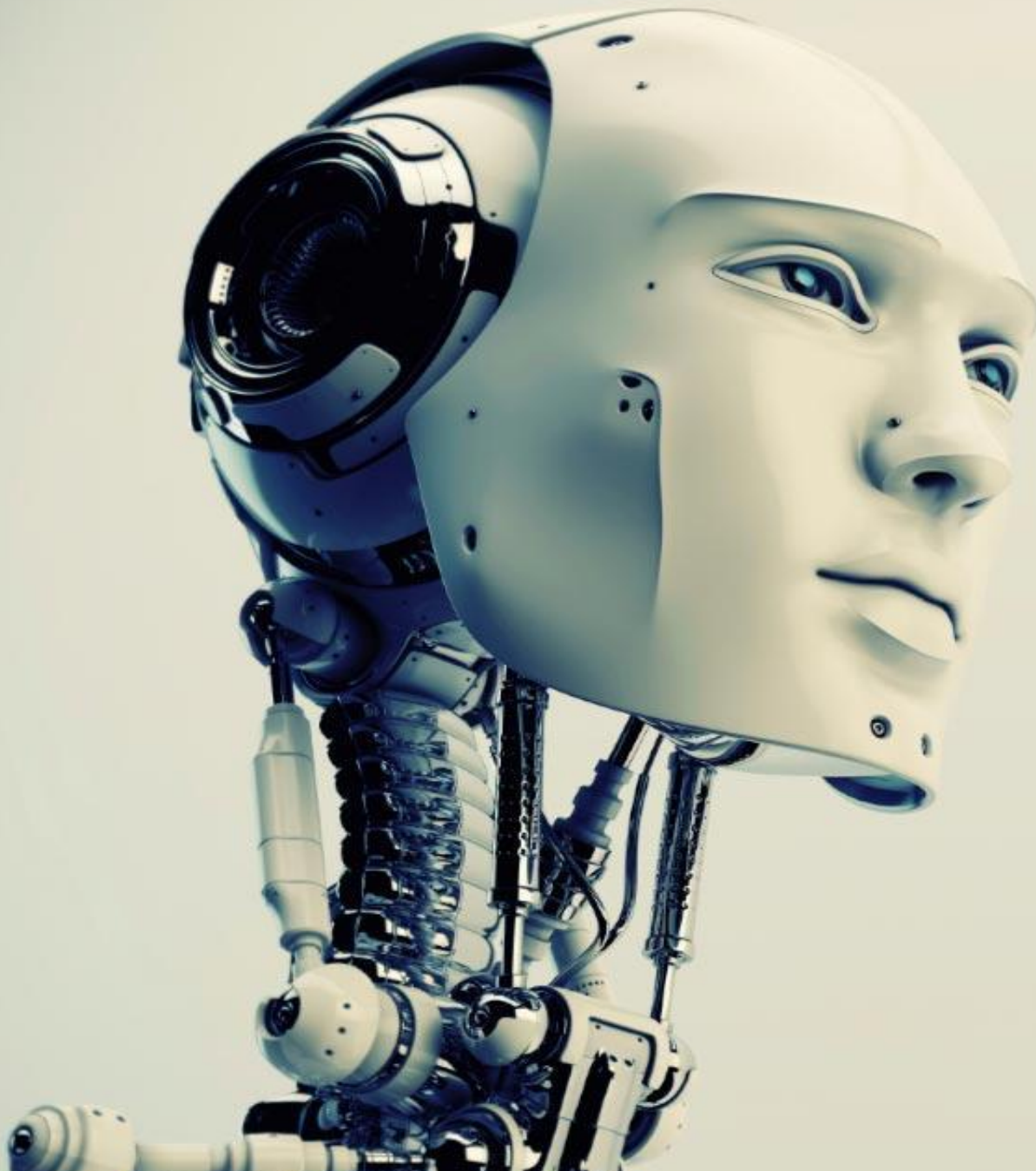
You will be surprised, how many minutes and hours are released, once you start to act more deliberately and consciously.

**Myth 2. Time management will
make me work more and harder**



Elimination of unnecessary tasks and so-called "time-eaters" or "chronophage" is the main aim.





Myth 3. The use of time management makes me a robot that will do everything according to the schedule, deprive me of freedom and choice

People are afraid to turn into robots, but in fact they already are.

Time management does not limit our freedom, but creates it.

Principle 1: Plan your action

PLAN:

1. Commit purpose in writing;
1. Plan your day;
1. Divide large tasks.



Principle 2: Identify the desired result in the specific goals and objectives



Principle 3. Commit your action plan

Gantt chart



Next

Tomorrow

Later

NOW

Principle 4.
Set your priorities

Principle 5. Focus on the main

**THE MAIN THING
IS TO KEEP
THE MAIN THING
A MAIN THING.**

STEPHEN R. COVEY

TIMEWISER.COM



outstanding!!

Very satisfied

Neutral

Unsatisfied

Principle 6:
Analyze your
experience
and create
own rules

Principle 7. Plan your holiday





Thanks for attention