

Benefits to Learning about Time Management



Less Anxiety and Stress



- **Not knowing how to organize our days**
- **Worrying about the way we're spending our time, instead of using it in the right way from the start**



Less Anxiety and Stress



→ **Learning to manage your time effectively will bring you more peace of mind**



Better Efficiency and Productivity

→ We all have goals, skills and heights we would like to reach

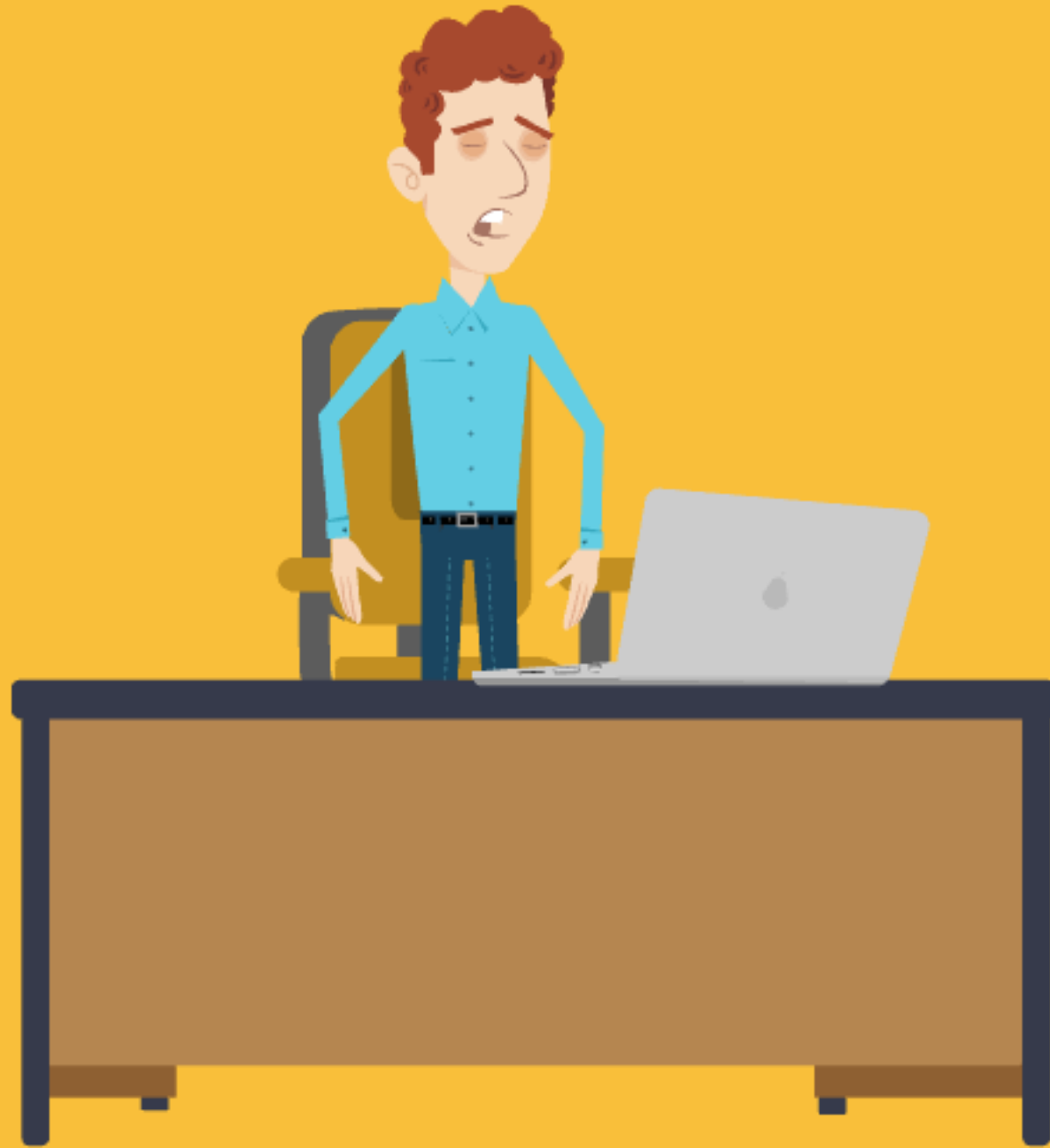


Better Efficiency and Productivity

- Achieving business goals
- Accomplishing personal wishes



Better Efficiency and Productivity



→ Being more productive helps with work, but can affect every aspect of life



Better Efficiency and Productivity



→ **More focus to family and other important areas of life**

A Better Reputation Professionally



→ Remember important things

→ Show up on time

→ Keep their promises

A Better Reputation Professionally



→ **Being someone reliable will give you a better reputation in your field of work**



More Advancement Opportunities



Trustworthy



Responsible businessperson

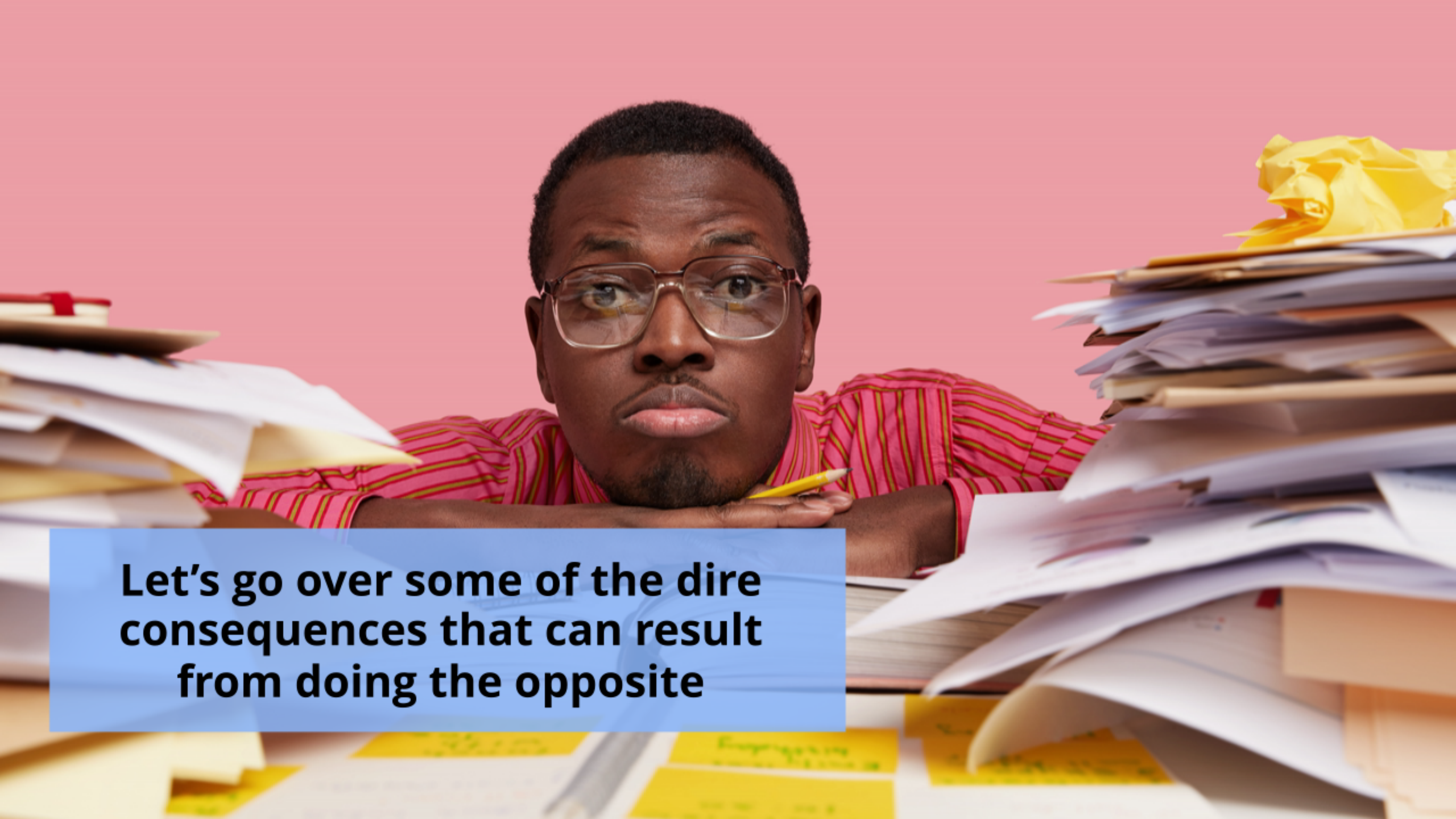


More chances to move up





**Now that we've gone over some of
the great benefits to learning to
manage your time effectively**

A man with short dark hair, glasses, and a pink and yellow striped shirt is looking directly at the camera with a weary expression. He is resting his chin on his hands, which are holding a yellow pencil. He is surrounded by large, messy stacks of papers and documents. A crumpled yellow paper ball is visible on top of one of the stacks on the right. The background is a solid light pink color.

**Let's go over some of the dire
consequences that can result
from doing the opposite**

In Summary

With good time management we have:

- 1. Less Anxiety and Stress**
- 2. Better Efficiency and Productivity**
- 3. A Better Reputation Professionally**
- 4. More Advancement Opportunities**