Neglecting to Effectively Manage **Your Time Will Lead To**



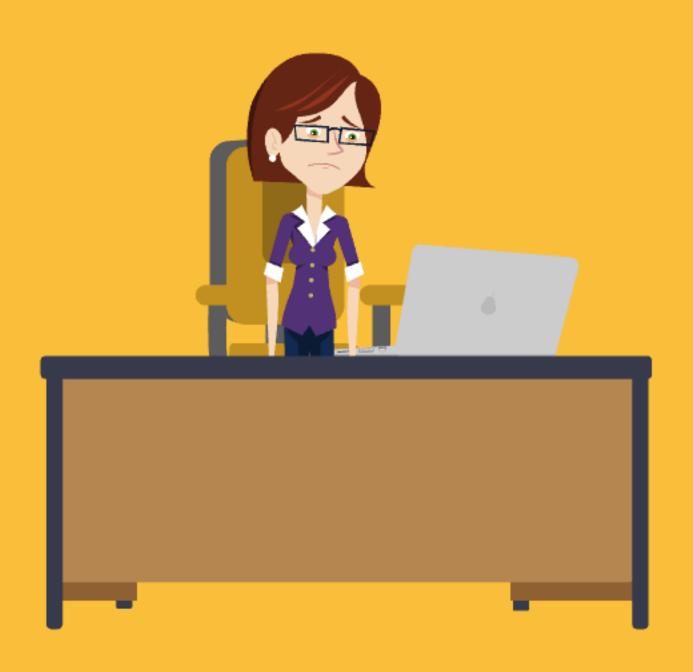
Inefficient and Stunted Work Progress



=▶ Problems in prioritizing the activities



Inefficient and Stunted Work Progress



- **Absent-mindedness**
- Unfinished projects
- **=**▶ A lack of reliability

Less Trust from Others

Others will be hesitant to come to you for help or important questions







Missing Important Deadlines







Missing Important Deadlines



- **=**▶ Harder to be productive
- **=** ► Missed deadlines
- **=▶** Disappointed bosses

Lower Quality of Work









- Can't produce as high of a quality of work as those who do
- **■** A person's partial attention shows in the final results

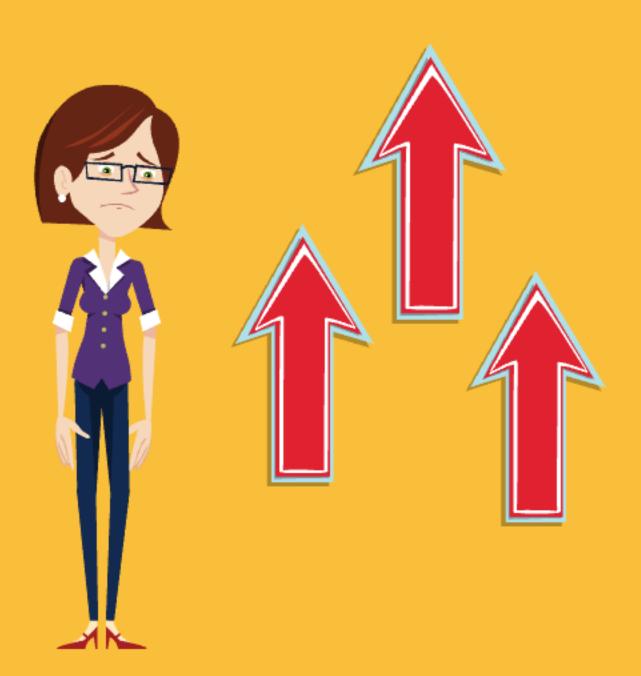


Higher Levels of Stress



- **=**▶ Producing lower quality work
- **=**▶ Being untrusted by colleagues
- **=▶** Missing deadlines
- All contribute to higher stress levels

Higher Levels of Stress



- Sense of lacking in a few departments, but often don't know why
- This only increases anxiety and worsens the situation

Luckily, this can be helped, and you will find out exactly how in this class





In Summary

Without good time management we have:

- 1. Inefficient and Stunted Work Progress
- 2. Less Trust from Others
- 3. Missing Important Deadlines
- 4. Lower Quality of Work
- 5. Higher Levels of Stress