Neglecting to Effectively Manage Your Time Will Lead To

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Less Trust from Others

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

Productive and successful people are the ones that we are drawn to, particularly in the business world

Missing Important Deadlines

Resistance to 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

Learning to focus your entire attention on a project will mean you always do it right the first time

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