



TIME MANAGEMENT

OBJECTIVES

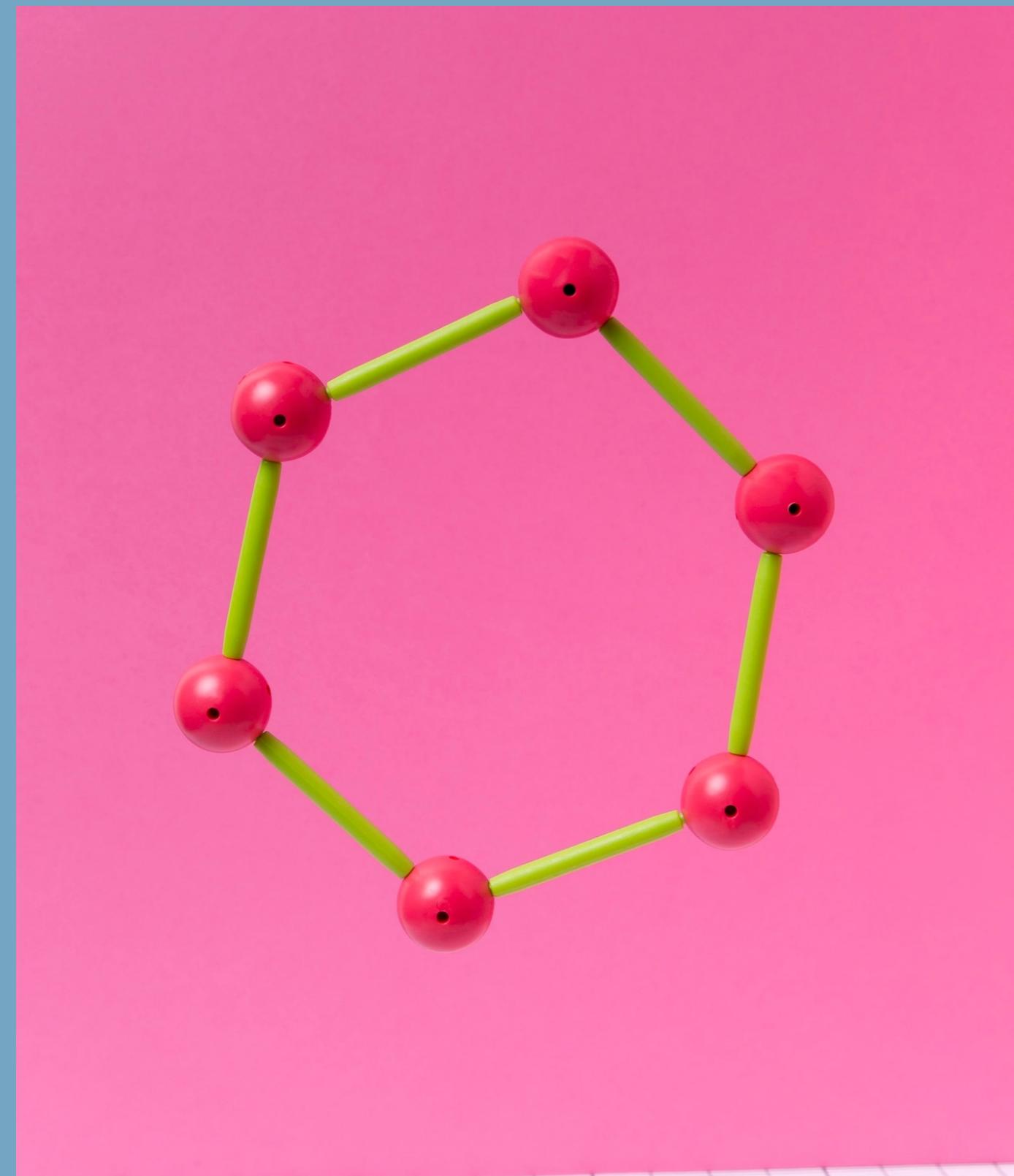
- Why Time management ?
- Prioritize tasks and set realistic deadlines.
- Optimize daily routines for efficient completion.
- Avoid Distractions and stay focused.

- 1. Introduction.**
- 2. Setting Priorities.**
- 3. Eliminating Time Wasters.**
- 4. Effective Planning.**
- 5. Managing Distractions.**



1. Introduction

In today's fast-paced world, **time management** is crucial for success. This presentation will provide **effective strategies** to help you **master your time** and achieve your goals.



2. Setting Priorities

Prioritize tasks by using the **Eisenhower Matrix**. Focus on important and urgent tasks first, then important but not urgent, followed by urgent but not important, and lastly, neither important nor urgent tasks.



3. Eliminating Time Wasters

Social media is commonly recognized as a prominent contributor to the squandering of time in the modern era. It is advisable to distance oneself from its grasp.

4. Effective Planning

Utilize **time blocking** to allocate specific time slots for different tasks. Use **to-do lists** and **planners** to organize and prioritize daily activities. This helps in avoiding procrastination and staying on track.





5. MANAGING DISTRACTIONS

Create a **distraction-free** environment by **turning off** notifications, finding a quiet workspace, and using tools like noise-canceling headphones. Mindfulness techniques can also help in staying focused and reducing distractions.

Conclusion

Mastering time management is essential for achieving work-life balance and reaching your full potential. By implementing the strategies discussed, you can take control of your time and increase productivity.

Thanks!

