For improving maths skills:

You must solve aptitude questions daily

* Practice one kind of problems again and again to master them, first by yourself and then take help from the solution. This will help boost your memory levels and will help you correct the mistakes.
* Solve brain teasers and puzzles, it will help improve your logical skills. This also helps your brain work faster and smarter.

Develop your aptitude to assess diverse areas such as problem solving, logic, and linguistic capacity

For vocabulary and writing skills:

A great vocabulary is just one essential tool in a writer’s toolbox, along with punctuation, grammar, and many others. Vocabulary can make your writing more powerful and more effective

Try to read a well-written and edited essay, magazine article, book or news article every day. Nonfiction and technical books will quickly teach you new ways to think and speak with words you may be unfamiliar with, but any type of reading will help you along.

Word puzzles in the newspaper or a magazine aren’t just a fun way to fill time, they’re also perfect for boosting your working vocabulary. Crossword puzzles are a challenge that get your brain working hard to search your memory for words you do know.

For improving time management:

Start improving your time management skills by organizing your days and weeks in advance

The second lesson in time management is learning how to prioritize. To efficiently execute any project, you need to decide which stages or components of the project are most important to your business and the impact of each stage/component in the short, medium, and long terms.

If there is a good side to distractions, there is also a bad side. If a distraction takes up too much of your time, you will find yourself greatly behind on work. So, get to know which distractions tend to drain too much of your time – and then make every effort to avoid these distractions.