## NOTES:

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| Chapter | | Name: Petar |
| Date:25.03.2004 |
| Section: | | Period: |
| Questions/Main Ideas/Vocabulary | Notes/Answers/Definitions/Examples/Sentences | |
| Importance of prioritizing tasks | Identify urgent vs. important tasks  Use techniques like Eisenhower Matrix or ABC prioritization | |
| Techniques for managing distractions | Minimize multitasking  Set boundaries with colleagues or family members  Utilize tools like noise-canceling headphones or website blockers | |
| Strategies for setting achievable goals | Break down larger tasks into smaller, manageable steps  Use SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound) | |
| Benefits of scheduling regular breaks | Pomodoro Technique: Work for 25 minutes, then take a 5-minute break  Helps prevent burnout and improves productivity | |
| Tips for maintaining focus and motivation | Find a conducive work environment  Practice mindfulness or meditation to stay present and focused  Reward yourself for completing tasks or reaching milestones | |
| Tools and apps for organizing tasks and schedules | Todoist, Trello, or Asana for task management  Google Calendar or Microsoft Outlook for scheduling  Time-tracking apps like RescueTime or Toggl | |
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| Summary: | | |
| Effective time management is crucial for productivity and success. By prioritizing tasks, managing distractions, setting achievable goals, scheduling regular breaks, maintaining focus, and utilizing tools for organization, individuals can optimize their use of time and accomplish more in their personal and professional lives. | | |
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