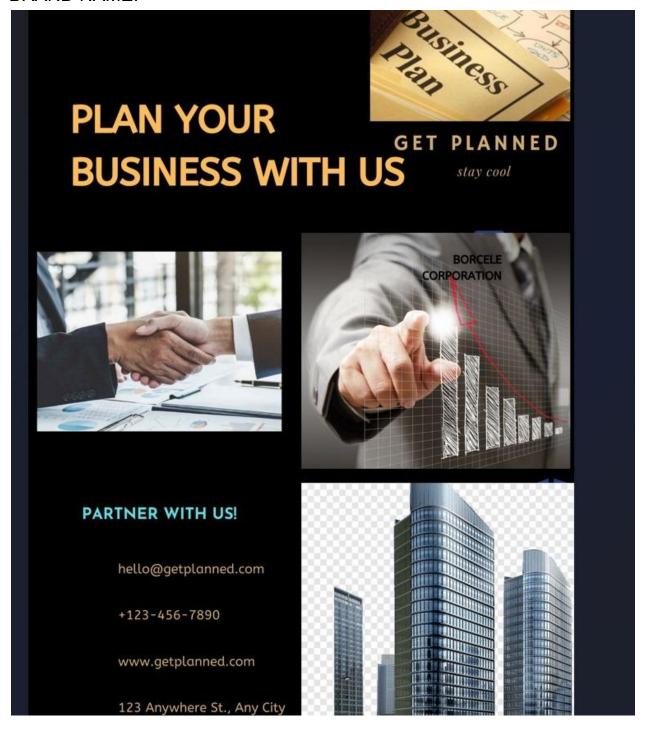
ASSIGNMENTS

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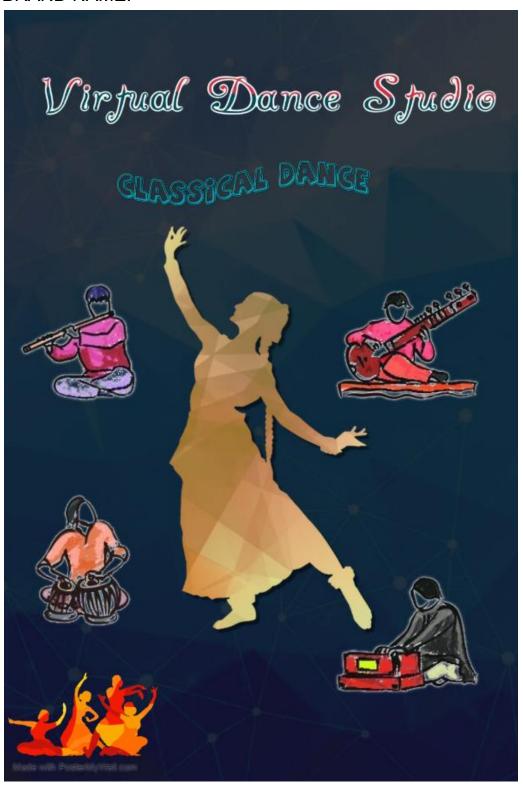




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Congratulations on joining [Historical Dancing Art]'s virtual dance studio! Get ready to dance, learn, and connect with our expert instructors and fellow dancers from the comfort of your home.

We can't wait to see you shine on the virtual dance floor!



JOIN NOW

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6 WAYS TO MANAGE YOUR TIME



PLANNING

Planning is the process of establishing the goals and objectives of a project and determining the resources and actions needed to achieve those goals. "Planning is setting an organization's goals and deciding how best to achieve them."

PRIORITIZING

To decide which of a group of things are the most important so that you can deal with them first.

You must learn to prioritize your work".



EAT THE FROG FIRST

The eat the frog strategy is a prioritization and productivity method used to help people identify difficult tasks. The idea is that you identify one challenging task (the frog) and complete the task first thing in the morning (eating it).



SET TIME LIMITS

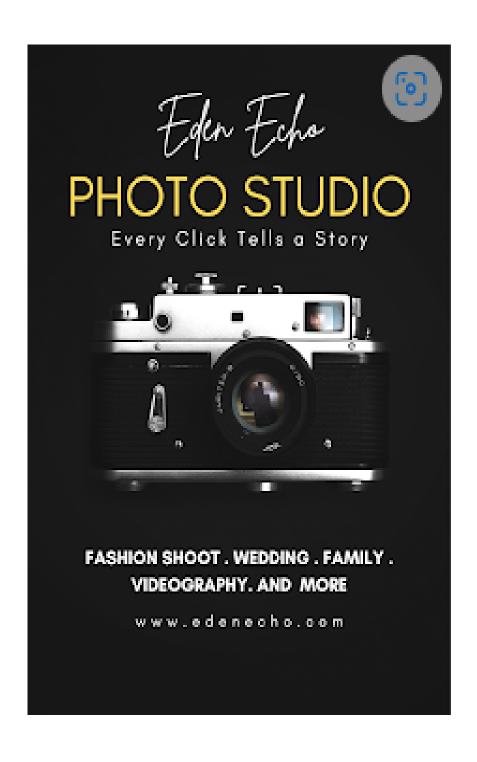
Parkinson's law states that, "Work expands to fill rarkinson's law states that, "Work expands to fill the time allotted to complete it." If you have a full day to complete two tasks that should take only three hours, you'll probably still spend the whole day on those two tasks. If you give yourself a smaller window, chances are you'll still meet the earlier deadline.

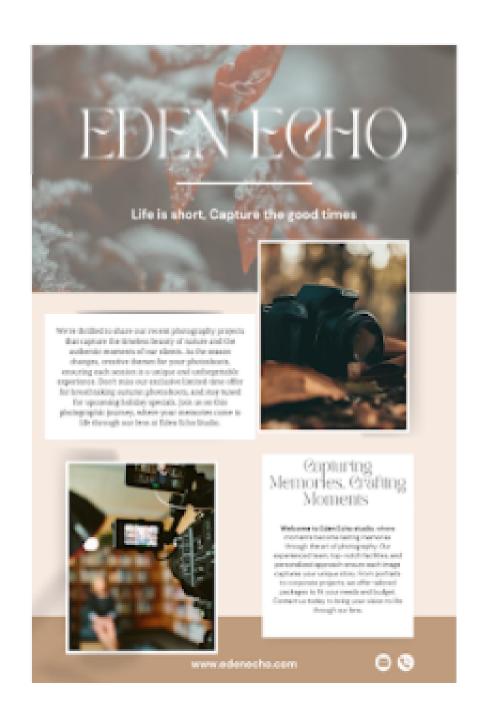


LEARN TO SAY

plate, you should learn to say "No" when it's appropriate. If you accept any non-priority tasks that are directed your way immediately, you won't be able to focus on your other , responsibilities

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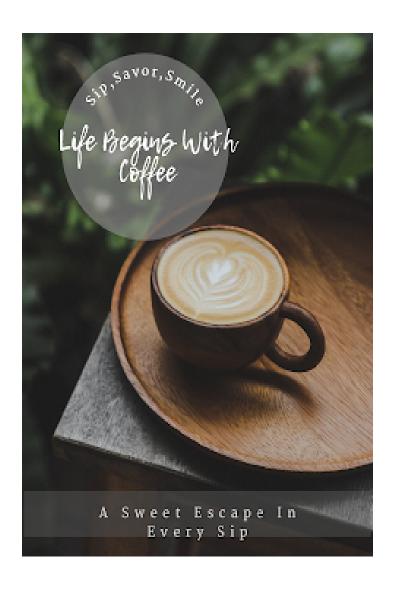


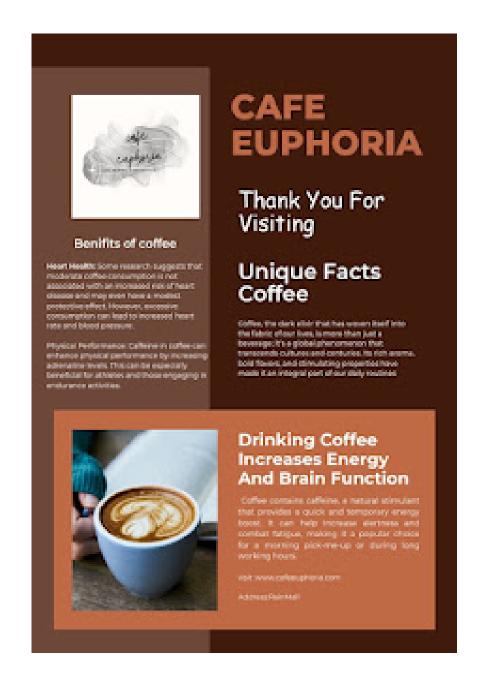


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