FW19\_1069 | TIME MANAGEMENT ASSIGNMENT

Q.1 What are your biggest time wasters?

* At the start of the day waking up late (at 8 : 00 AM).
* Not doing the work in correct time.
* Sleeping late at night due to completing pending assignments.
* Not having food on timely manner.
* Constantly checking on social media in between the work.
* Listening songs for more than enough time.
* Watching movies in the free time (rarely but only after work done).
* Spending too much time on assignments as it is leading to lack of sleep and to not being attentive in day-time.

Q.2 What are you currently doing to manage your time?

* Trying to do every assignment submission at the given time limit (in between the 2- 4 hours).
* Trying to get sleep as early as possible so the next day focus will be maintained during the lectures.
* Wake up early in the morning with fresh mindset and spend some time towards the exercise and after that for the pending assignments.
* Trying to have food on time.
* avoiding to use social media in between the work and only use after the completion of the work.

Q.3 What could you be doing better?

* I can make a to do list where all the daily routine activity will be mentioned.
* I will take care that all the work mentioned in the daily routine must be followed and not to remain anything at the end of the day.
* If in some case tasks left for today will add in tomorrow’s schedule.
* I will try to divide the assignments into the categories according to there difficulty and will give time to them respectively.
* If still end of the week some tasks are get left will try to recover them at the holidays.
* Routine plan will make the activities easy to get completed on timely manner.