

TIME MANAGEMENT



WHY I CHOSE THIS TOPIC

I chose this topic since time management has already been something I've been exploring throughout this semester. I want to be able to research more about time management so that I can improve how I spend my time.

WHY TIME MANAGEMENT IS IMPORTANT

- This skill is great throughout life
 - Carries over to employment as well as studies⁶
- Reduces stress⁵
- Allows for better academic success⁵

WHO BENEFITS FROM RESEARCHING TIME MANAGEMENT

- Students
- Parents
- Workers
- Everyone benefits from having time management skills!

WHY TIME MANAGEMENT IS SO IMPORTANT TODAY

- Managing time becomes more difficult as students go off to college⁷
- More time is being spent at home
- Employers commonly look for this skill⁶

TIME MANAGEMENT STRATEGIZE

- Long term: Doing lots of work at once over a long period of time¹
- Periodic: Switching between work and short breaks over a long period of time¹
- Revisiting: Longer breaks to give the brain more time for thinking¹



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TIPS ON TIME MANAGEMENT

- Take periodic breaks⁸
- Keep your tasks on a list⁸
- Prioritize what needs done first⁸



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CONCLUSION

- Time management is a great skill for everyone to learn
- There are many different methods for managing time that can be more beneficial to certain people
- Having better time management can help reduce stress⁵



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THANKS!