

## Task 4 :

"Mastering Time: Strategies for Effective Time Management" –

1. Due to the serious repercussions that might arise from missing a deadline, this is the most important task. It must be addressed very early in order to reduce the damage and win back the trust of your clients.
2. Promptly responding to criticism enhances the level of subsequent work. While still very important, this is not as urgent as missing a deadline.
3. While meeting this deadline is essential, there may be considerable leeway in comparison to missing one. Give finishing it as intended top priority.
4. Even though it's crucial, you can address this after finishing the more pressing duties. Demos are usually used for familiarization, so a small delay shouldn't have a big effect on the project's workflow.