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Q1) How do you manage your time when you have multiple assignments, labs and project work?

1. planning and Listing Tasks :

I start by writing down all the assignments lab work and project deadline. This complete list helps me clearly understand what needs to be done and prevents me from forgetting any important task.

2. prioritizing based on urgency and importance :

After listing I prioritize the tasks by checking which ones have nearer deadlines or require more effort. This helps me decide which tasks to complete first so that I can manage my work effectively.

3. creating a Timetable or weekly Schedule :

I prepare a weekly plan where I allocate specific time slots for assignments, labs, studying and project work. By following this time table I can manage all tasks without rushing at the last moment.

4. Breaking large tasks into smaller steps :

Big projects ~~are~~^{or} lengthy assignments are divided into smaller, manageable parts. completing these smaller task step by step help me stay motivated, reduces stress and ensures that the overall work is completed on time.

5. monitoring progress and avoiding distractions:

I regularly track my progress to see if I am following my plan. I avoid distractions like mobile phones during study time and adjust my schedule if any unexpected work comes up. This helps me complete all tasks efficiently and within deadlines.

Q2) How do you handle stressful situation, for example when deadlines are very tight?

1. Staying calm and focused:

I first try to remain calm and avoid panic. Because a clear mind helps me think and work more efficiently under pressure.

2. Breaking Tasks into smaller steps:

I divide the large or urgent task into smaller, manageable parts so that I can complete each step steadily without feeling overwhelmed.

3. prioritizing important work:

I identify which tasks are most urgent and important and then complete them in the correct order to make the best use of limited time.

4. Avoiding distraction and improving focus:

During tight deadlines, I minimize distractions, maintain concentration and use techniques like short work sessions with small breaks to stay productive.

5. Seeking support or clarification when needed:

It required I communicate with teachers, mentors or team members to clarify doubts or align expectations, ensuring the work is completed correctly within the deadline.

Q3) How do you keep yourself motivated when working through long or repetitive tasks?

1. Setting clear goals:

I begin by setting small, achievable goals for the task. Having a clear target helps me stay focused and gives me a sense of direction throughout the work.

2. Breaking the task into manageable parts:

I divided long or repetitive tasks into smaller sections. Completing each part gives me a feeling of progress which keeps me motivated to continue.

3. Using short breaks to stay fresh:

I follow a structured work-break pattern such as the pomodoro technique. Short breaks help me stay refreshed, avoid boredom and maintain steady productivity.

4. Maintaining positive mindset:

I remind myself of the purpose or benefit of completing the task - such as learning something new or achieving a good result. This positive thinking helps keep my motivation strong.

5. Rewarding myself After Completion:

After finishing a major section or the entire task, I give myself a small reward, like relaxing for a while or doing something I enjoy. This makes the process more enjoyable and encourages consistent effort.