**MASTER THE ART OF TIME MANAGEMENT**

**Time Management :**

*Time management is like being the boss of your own time. Imagine you have a day, and you need to get things done. It's about making sure you use your time wisely so that you can do all the important stuff without feeling stressed.*

A alarm clock with a red ribbon on it

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**QUOTE:**

“A plan is what, a schedule is when. It takes both a plan and a schedule to get things done.”- Peter Turla

A small blue alarm clock and small letters

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**EXAMPLE:**

*Think of your day like a pizza. You have different slices, and each slice represents something you need to do – homework, playing with friends, chores, watching TV, etc.*

*Now, you know you can't eat the whole pizza in one go. So, you decide which slices are the yummiest (most important) and which can wait. Maybe homework is a big, tasty slice because it helps you learn. Playing with friends is another delicious slice because it's fun and makes you happy.*

*But if you eat too much of the TV slice, you won't have room for the homework or friends slices. That's where time management comes in. It's like deciding how much time to spend on each slice of your day-pizza so that you get to enjoy all the tasty parts.*

A person writing on a bulletin board

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**Tips for Time Management:**

**1. Decide on Your Favorite Slices (Prioritize*):*** *Pick the most important things you want to do.*

**2. Divide Your Pizza (Time Block*):*** *Say, "Okay, I'll spend this much time on homework, this much on playing, and this much on chores."*

**3. Eat the Yummy Slices First (Do Important Things First**): *Start with the stuff that's most important. Once you've finished the homework slice, you can savor the playing-with-friends slice.*

**4. Watch Out for the TV Slice (Avoid Time Wasters):** *Be careful not to spend too much time on things that aren't that important, like watching too much TV.*

**5. Ask for Help (Delegate*):*** *If your pizza is too big, maybe your friend can help you with a slice, like sharing the chores slice.*

A close-up of a pen and a tag

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**Remember, it's your pizza (your time), so you decide how to slice it up. That's what time management is all about – enjoying all the good parts of your day without feeling stuffed or stressed!**

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