

Principle of Managements

TAKE CONTROL
of your time



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Write down top 10 activities you spend your time on every day and how long each one takes. For example: Instagram - 2.5 hrs.

- ▶ Prayers- 2 hrs

▶ Sleeping- 7 hrs
- ▶ Spend time with family- 3 hrs

▶ Eating- 1.5 hrs
- ▶ Games- 20 mints

▶ Instagram- 50 mints
- ▶ Study- 6 hrs

▶ Facebook- 1.5 hrs
- ▶ House Cleaning- 2 hrs

▶

Write down your top 3 priorities for this month. How much time will they take on a typical day? For example: Studying - 3 hours a day.

- #1

Studying- 6 hrs
- #2

Keep good connection with others- 3 hrs
- #3

Health and self care- 2 hrs

Write down the things you currently do on a typical day, but want to stop doing & how you'll do that. You can also put a time limit on some of those tasks. For example: Netflix - unsubscribe, Instagram - 30 minutes a day.

- ✕ Facebook- 30 hrs

✕
- ✕ Eating- 0.5 hrs

✕
- ✕ Instagram- 30 mints

✕
- ✕

✕
- ✕

✕

Weekly Review

Did you achieve your goal this week?

☐ Yes - Good job! ☒ Nope - try again next week.

Write down 3 wins from this week.

1. Completed 3 assignments.
 2. Increase time spending with family.
 3. Decrease use of Facebook and Instagram
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What tasks did you procrastinate on & why?

I procrastinate on working final year project due to some interview test and semester assignments.

Did I stick to my habits or priorities this week?

No, I will try to do more work in less time.

How will I improve next week?

1. Will try to do more work in less time
2. By spending less time in sleeping
3. By spending less time on social media