**Please return this before Tuesday Sep. 27**

**This is your presentation topic for Week 3: Assignment 2**

**The importance of time management (at university/in the business world etc.).**

**Think about why time management is important. You should focus on the benefits of time management for college students. You might consider the following benefits:**

**1. Develops Responsibility**

**2. Leads to Effective Learning**

**3. Results in Efficiency Gains**

**4. Aids in Money Management**

**5. Prepares them for the Working World**

**Use this link for more details:** [**https://totallyuniquelife.com/5-important-benefits-of-time-management-for-students/**](https://totallyuniquelife.com/5-important-benefits-of-time-management-for-students/%20)

**You must have an effective opening and closing to your presentation. Watch the videos on opening and closing presentations from Week 1 and Week 2 as many times as you want. You should speak for at least 2 minutes.**

**You WILL be graded on this aspect of you presentation.**

**You must prepare visual aids such as a PowerPoint presentation or slide show to help you.**

**You must prepare at least 2 textual slides and follow the six –by-six rule for each one. Also, prepare at least one graph/chart to make your point(s) clearer.**

**Student Name: Jack Student Number: D1166506**

**What are you going to talk about in your presentation? Write down at least 3 ideas and give reasons why.**

1.According to the story, let audience know how important time management is.(Once the audience realize the importance of time management, they will wonder how to manage time.)

2.Tell about why time management can lead to efficiency gains. For example, time management can not only make you more productive and efficient but also deal with important and urgent tasks on time. (Link to previous story.)

3.list and sort each task by their importance and 80/20 principle

Deal with 20% of the problems, then 80% remaining can be solve.

(Give ways about time management to result in efficiency gains.)

Time management is important because it leads to improved efficiency and productivity. It helps you prioritize your tasks.

**How are you going to open and close your presentation?**

Tell a story about I almost ran out of time to do homework, but at the end, homework was well done because of time management.(e.g. Public speaking and physics pre-lab)

As a conclusion, give some practical ways to deal with time management.

**How many slides will you use? Give details (text-based, image-based etc.)**

13 slides, image-based