With the flourishing information and development of technology, a plethora of things just pour in our life and challenge us meanwhile. Though, it is widespread accepted that it is the various things engaging our time and consume our energy that make us fail to do many stuffs well, I believe that one can manage to do a bunch of things with some strong abilities, which I will specify in the following essay.

First of all, formulating a reasonable time schedule will contribute to make the usage of time effective, which lead to the succeeding in doing several tasks meanwhile. Multiple works with limited time is the character of life in this day and age, as a result of which, how we attribute our time into different jobs is the key of getting things done well. The experience of study when I was a freshman in university demonstrate it well. I was both a member of the art club and of the Talent Program at that time, engaged in classes, homework and laboratory stuffs at the same time, which almost drove me mad. With a large amount things popped into my head, I just confused about what I should do. Being late for the classes and forgetting to attend a meeting were happening everyday at first. After I took the advice from my roommate to drew up a time schedule, things became better. Evert morning I got up to write a time schedule on my computer with the contents of specific time, spots and how long it would take. So, every stuffs became clear for me and the things I did was just following the time schedule and make everything done, which lead me to a high grade in courses and good job in my clubs and laboratory.

Secondly, adjusting your time schedule and make the most important things done can help you with multiple tasks. The numerous things facing us usually weigh equally in our short-term and long-term destination, which reveals that learning to adjust your schedule flexibly plays a large role in multiple-takes situation. Just continue the example above. When I was in my junior year in university, the most important things as for me was facing the English test in the short-term. However, in order to keep my grades of academics, I distributed only one hour each day to my English study, which lead to the failure of getting an ideal grades in English test, which was quite important for my future career. And then, I learned to distinguish the most important things in a short-term. I just gave my priority to my English learning and engaged in it all the time of vocations, finding out my ability on English had improve. This experience demonstrate that serving your short-term purpose and then you will make a certain amount of things done well in different short terms.

All in all, with the help of the reasonable time schedule and try to do the important things first make you do things well in today's multiple-tasks environment.