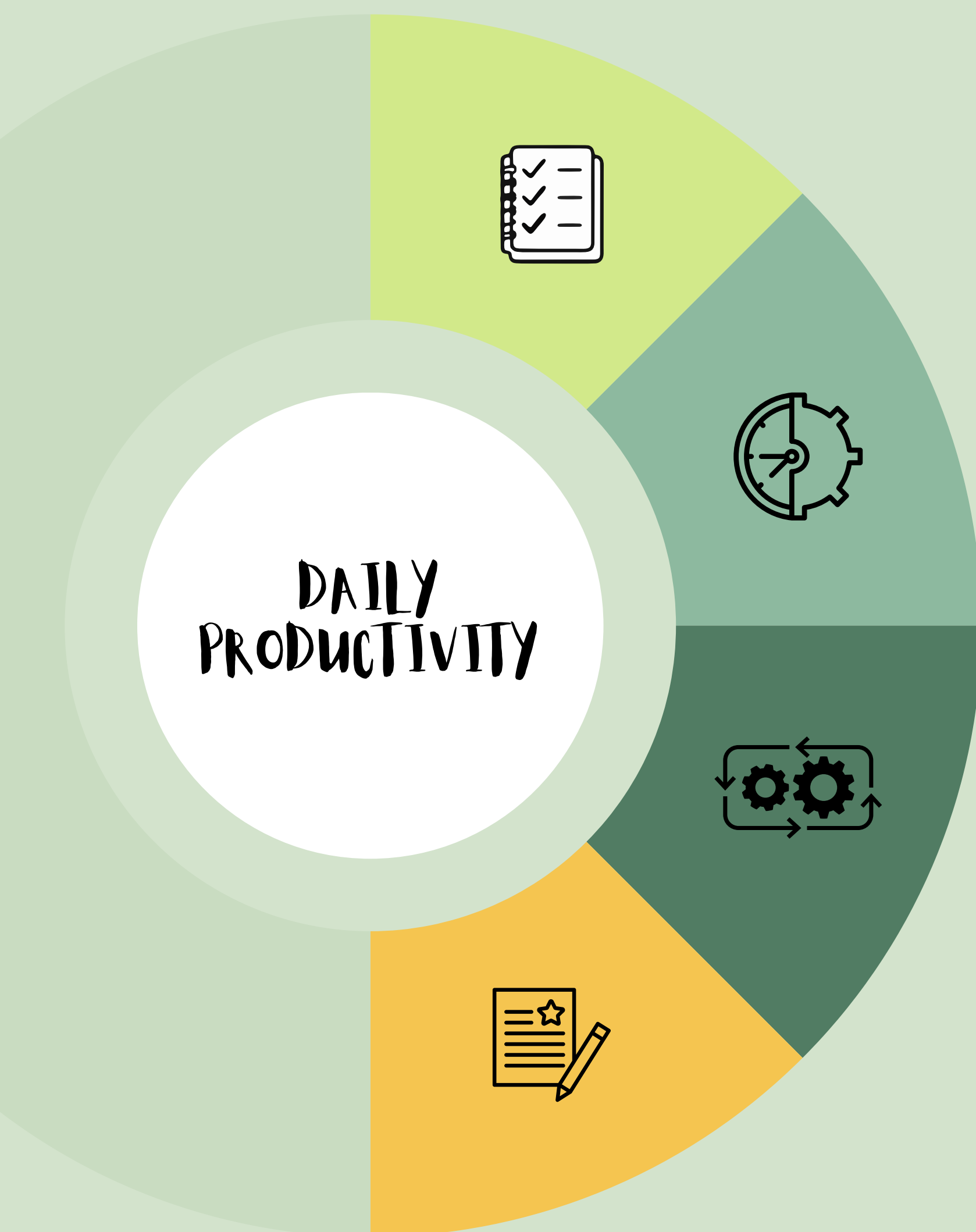


# Build Better Time Management

## DAILY HABITS FOR PRODUCTIVITY



### INSIGHTS

- People waste  $\approx$  2 hours daily due to poor planning
- Multitasking lowers productivity by up to 40%
- Students check phones 80+ times/day
- Only 20% plan their day ahead

### IMPACT OF THE PROBLEM

- Missed deadlines
- Increased stress
- Lower performance
- Poor work-life balance

### PROPOSED SOLUTION

- Set 3 daily priorities
- Use time blocks (25–50 min)
- Reduce distractions
- Review plans daily

### DAILY REVIEW

- Check completed tasks
- Note time wasted
- Adjust plan for tomorrow