**TITLE - TIMES NEW ROMAN, 14PT, BOLD, ALIGN CENTER**

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Times New Roman 12 pt regular. Paragraph justified. No indentation. Use references only if extremely relevant; same goes for figures and tables. For equations please use the equation editor of MS word only. For best result take this template and modify it to suit your particular need by deleting and adding text and other objects to this document..

Sample text instead of *Lorem Ibsum*: Time management is a quality of character which a person needs to possess to accomplish goals and be successful in life. Time management is an art in itself as it is easy to understand but difficult to follow. In order to effectively manage time, a person needs to follow certain values and be disciplined in all activities [1]. Time Management is a process and it can be practiced in steps. Each step is a habit in itself and each succeeding step becomes more difficult as you move ahead. You can move to the next step only if you have well internalized the previous step in your daily life. The **first step** in this process is making a daily schedule [2]. Practitioners in time management need to chalk out all activities that need to be performed each day. By doing so a person can allot time slots for each activity. Making a daily routine or time table is considered a useful activity [3]. It is like planning out each task before actually executing it.

**Keywords:** Example, Time management, practitioner, etc (not more than 5 keywords)

**Acknowledgements**: (optional)

**References:** (example and only if required)

[1] Young D A 1958 Etching of radiation damage in lithium fluoride *Nature* **182** 375–7

[2] Silk E C H and Barnes R S 1959 Examination of fission fragment tracks with an electron microscope *Philos. Mag.* **4** 970–2

[3] L’An-nunziata M 2004 *Handbook of radioactivity analysis* (Academic Press, New York)