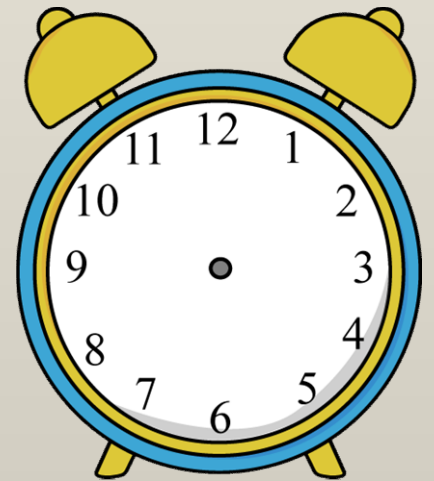
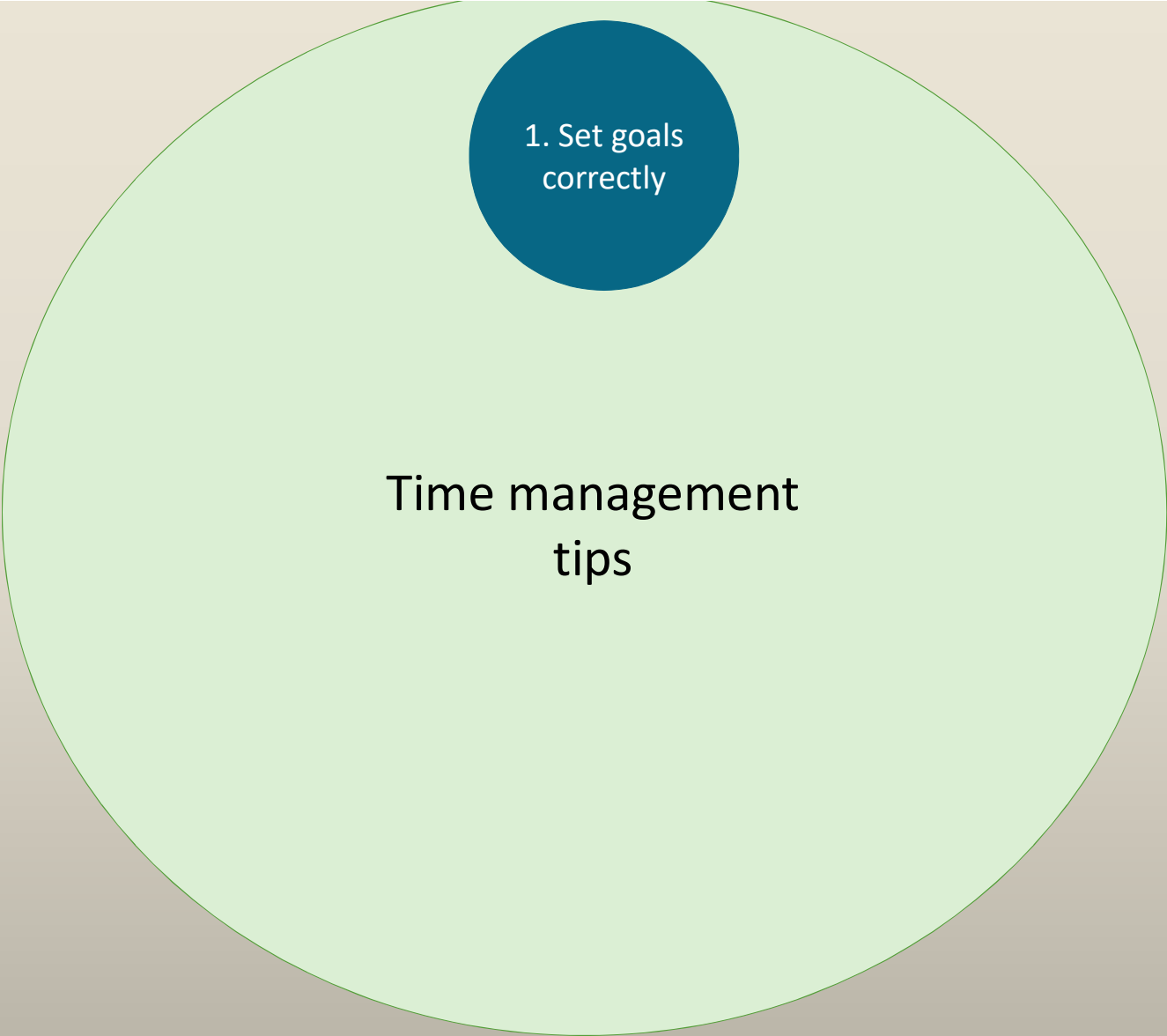


TIME MANAGEMENT

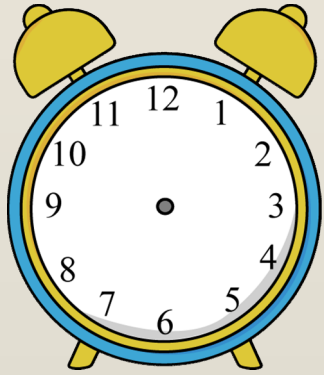
Tamara Kirakosyan





1. Set goals
correctly

Time management tips



SET GOALS CORRECTLY

Specific

What, Why, and How of the S.M.A.R.T. model

Measurable

You have tangible evidence that you have accomplished the goal

Achievable


Your goal also needs to be realistic and attainable to be successful

Relevant

Goals should measure outcomes, not activities

Timely

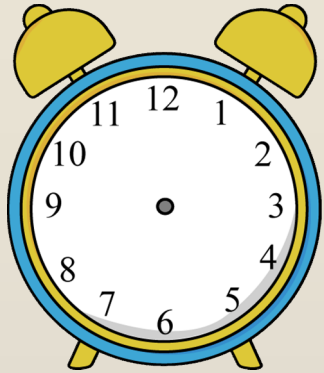
Every goal needs a target date



1. Set goals
correctly

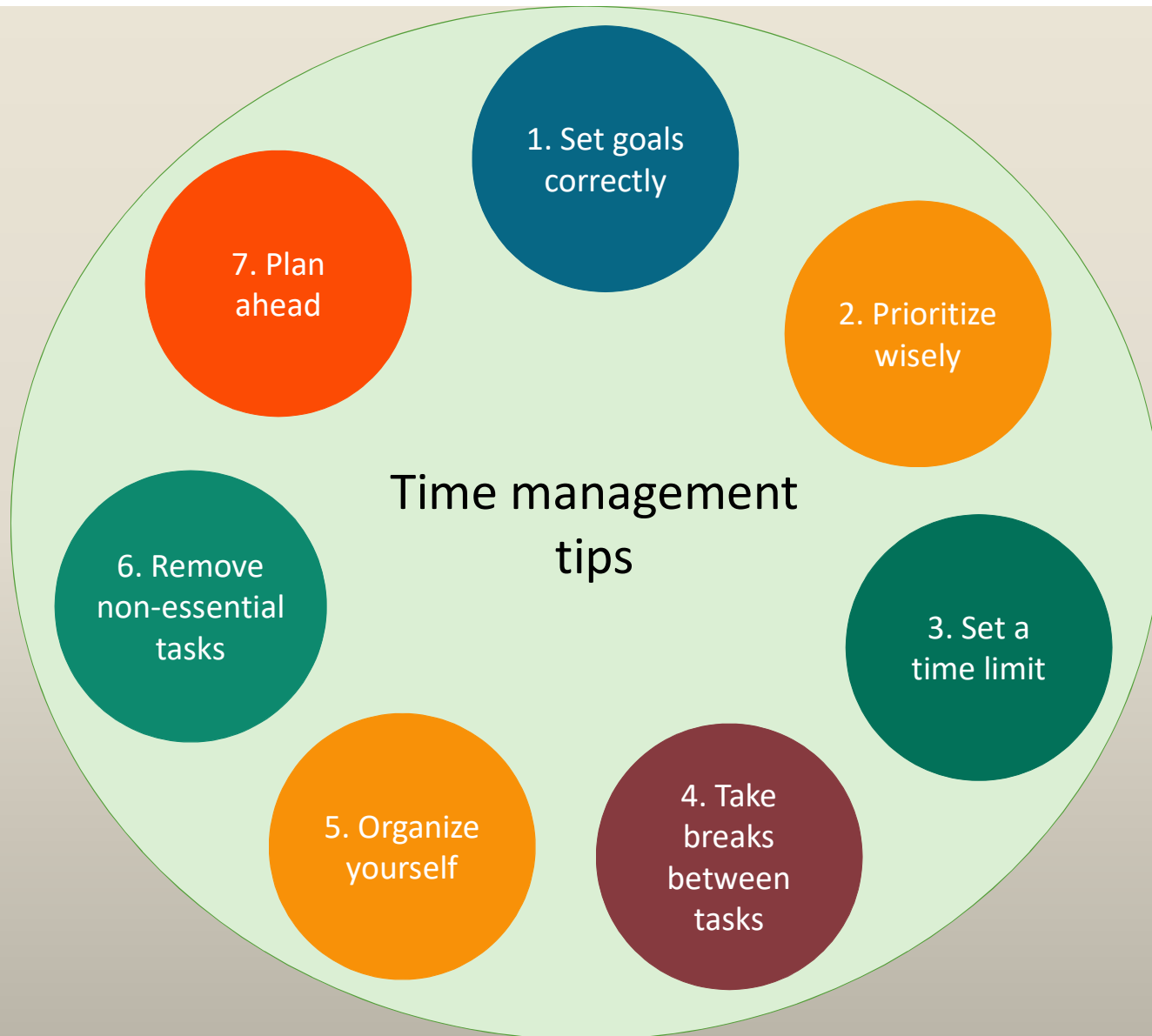
2. Prioritize
wisely

Time management
tips



PRIORITIZE WISELY

	Urgent	Not Urgent
Important	DO Important and urgent	SCHEDULE Important but not urgent
Not Important	DELEGATE Not important but urgent	ELIMINATE Not important and not urgent





“Time is money”
– Benjamin Franklin

THANK YOU