



What is time management ?

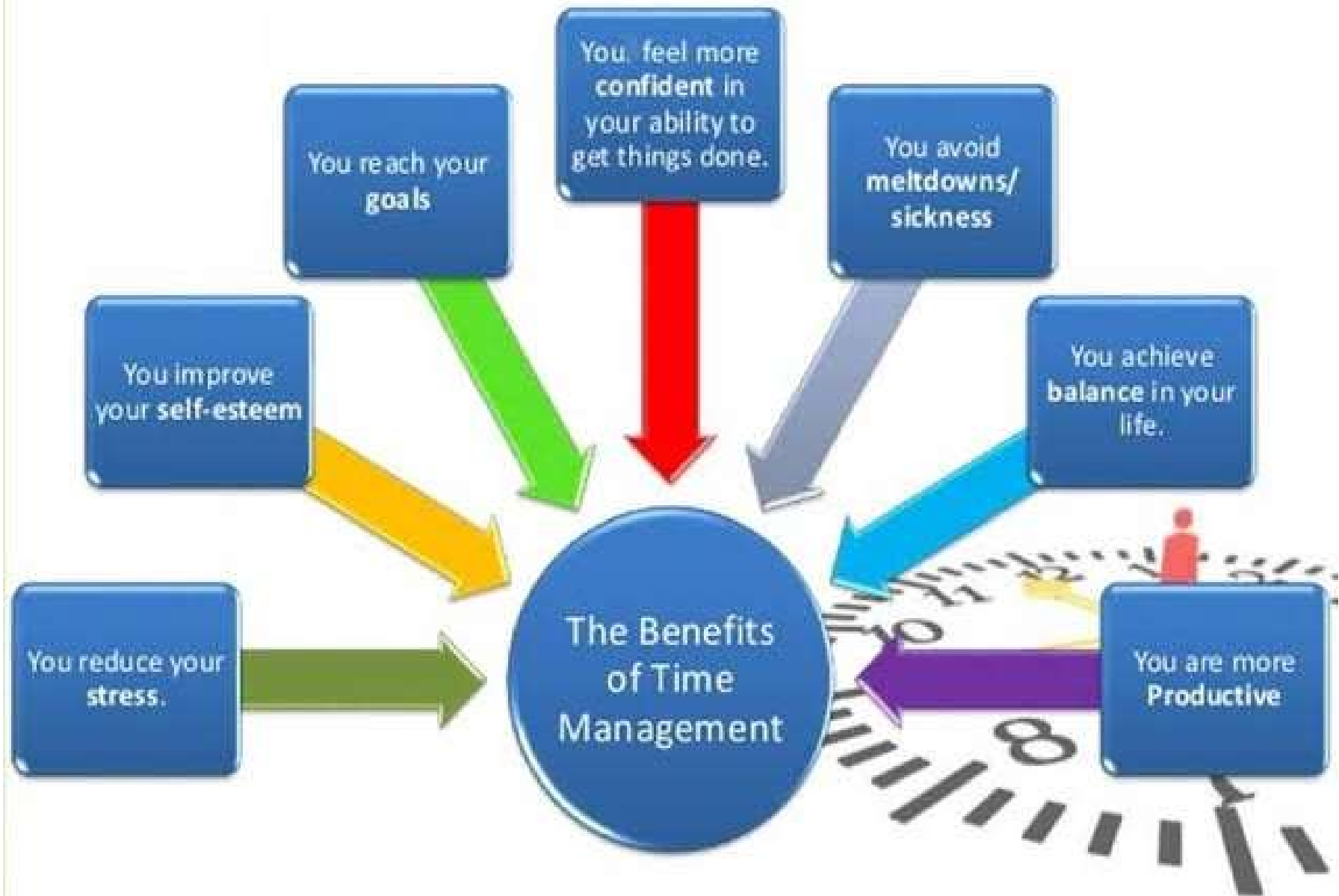
- *Time management means organising your time intelligently- so that you use it more effectively.*



Why do we need Time management ?

- ▣ To save Time
- ▣ To reduce stress
- ▣ To function properly
- ▣ To increase our work output
- ▣ To have more control on our lives

Benefits of Time Management



Tips for Time management

- ▣ Plan your day
- ▣ Write down your priorities
- ▣ Stop multitasking
- ▣ Break Tasks into Steps
- ▣ Remove distractions
- ▣ Set Reminders
- ▣ Have break and refresh your mind

Lack of Time management Results in :-

- ▣ Missed deadlines
- ▣ Poor work quality
- ▣ Higher stress level
- ▣ Work life imbalance

TIME MANAGEMENT

The POSEC Method of Time Management



Skills for better Time managemnt

- ▣ Staying organized
- ▣ Prioritizing what you need to accomplish
- ▣ Setting goals clearly
- ▣ Strong communication skills
- ▣ Don't just wish -Do
- ▣ Handling stress in a positive way

CONCLUSION :-

The final point about time management is the concept of Balance . In conclusion, time management is a very important skill to be learned and to be mastered to have better lifestyle .by managing well time, you will no longer suffer from stress and your tasks will be done on time and with great quality.

Thank you