

TIME MANAGEMENT

WHAT IS TIME MANAGEMENT?

Time management is the practice of being able to plan and use the time that you have in an effective way

TIME MANAGEMENT STRATEGIES

- Use a to-do list or day planner
 - Writing out responsibilities can help you remember tasks and reduce stress by allowing you to drop your mental checklist
- Prioritize your tasks
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- Break larger tasks into smaller ones
- Limit distractions
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 - Create clear boundaries such as putting up a "Do Not Disturb"

