

## Techniques for Time Management

### Set your priorities

Know the importance of urgent basis work. To complete tasks at the defined time for each activity, prepare a "To-Do" list or work plan. Write high-priority tasks on top and complete them as soon as possible. Ensure that you stick to your list of tasks.

### Finish your task in time

Now, once you make a To-Do list, it is time to do the tasks. Tick the tasks you have completed and gift yourself with something after you succeed.

### Take a break between tasks

Sometimes, burdening may result in loss of focus. So, it is better to stay motivated. Include short naps, walks, or meditation as a part of your time management schedule.

### Remove unnecessary tasks

Make a list of what is important and what is not. Remove any task that you think would waste your time. It would help you make plenty of time for important tasks/ activities.

### Be disciplined & punctual

Success comes to those who remain consistent and punctual. Waking up early and getting to your work place on time helps you focus better on your tasks.

### Make a habit of using organizers

Maintain a notepad and a convenient marker. Do not write email ids or phone numbers on loose papers. Make sure to keep an organized email. Don't disorganize your desktop.

# What is Time Management?

Time management refers to the appropriate organization and plan of dividing your time. This division of time is essential to perform certain activities. Proper time management is essential to succeed in any phase of life. It enables an individual to make the most efficient use of their time. Individuals must respect and devote an appropriate time to their tasks. The question arises here that everyone on Earth has the same number of hours in a day. Then why do some people achieve more while others do not? The answer lies in the importance of time. Hard work pays off more when we add time factors to it. It starts with making a commitment to follow a successful time management strategy. If you have many projects to do and think your task will stay incomplete, follow time management tips.



## Go for These Three Time Management Skills:

**Awareness:** Knowing your time is a finite resource.

**Arrangement:** Organize an optimal use of time for your goals, schedules, and tasks.

**Adaptation:** Track your time usage during your work. Make adjustments to change priorities or disruptions.