



Time Management

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Introduction

Time management is the process of planning and controlling how much time to spend on specific activities. Good time management allows an individual to complete more in a shorter period of time, lowers the amount of stress, and leads to career success.

Importance of Time Management

- Time is limited.
- You can accomplish more with less effort.
- Improved decision-making ability.
- Become more successful in your career.
- Learning opportunities are everywhere.
- Reduce stress.
- Free time is necessary.
- Self-discipline is valuable.



Methods of Time Management

1. Focusing on the important tasks.
2. Organizing a work environment.
3. Using time tracking software.
4. Training browser discipline.

Time Management Skills for Studying

1. Prioritize your assignments.
2. Find a dedicated study space.
3. Schedule activities for after your school work.
4. Use helpful resources.
5. Join a study group.
6. Get exercise.
7. Make the best use of your time.
8. Be flexible.

Summary

- Time management is the process of planning and controlling how much time to spend on specific activities.
- There are 8 types importance of time management to keep your time.
- If you want free time you have to follow the time management methods.
- You must follow the time management skills to succeed in your life and study.

References

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