



**Time Management**

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# PLAN

1. Definition of time management
2. Time management content
3. Myths about time management
  - 3.1. *No one can manage time*
  - 3.2. *Time management means working more and harder*
  - 3.3. *The use of time management turns a person into robot*
4. Principles of time management
  - 4.1. *Plan your actions*
  - 4.2. *Identify the desired result*
  - 4.3. *Commit your action plan*
  - 4.4. *Set your priorities*
  - 4.5. *Focus on the main*
  - 4.6. *Analyze your experience and create own rules*
  - 4.7. *Plan your holiday*

**DO LESS**  
**GET MORE**

Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life.



## **Time management consist of:**

- strict account of the time;
- optimization time resources;
- planning of the day (week, month and etc.);
- organization of motivation.



MYTHS

FACTS

Some believe that time management is needed only for work and in Russia it is ineffective

FALSE



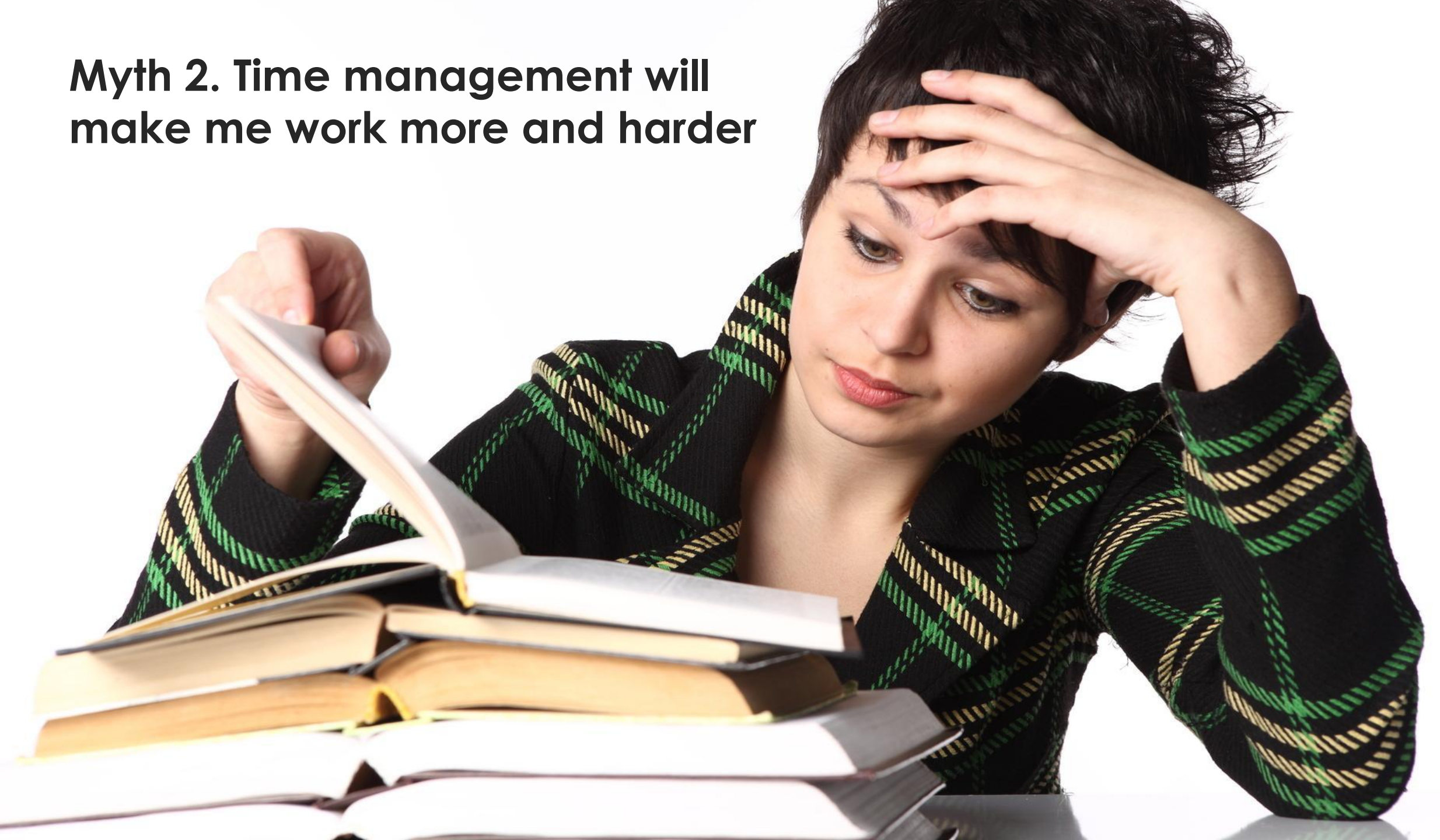
## **Myth 1. No one can manage time**



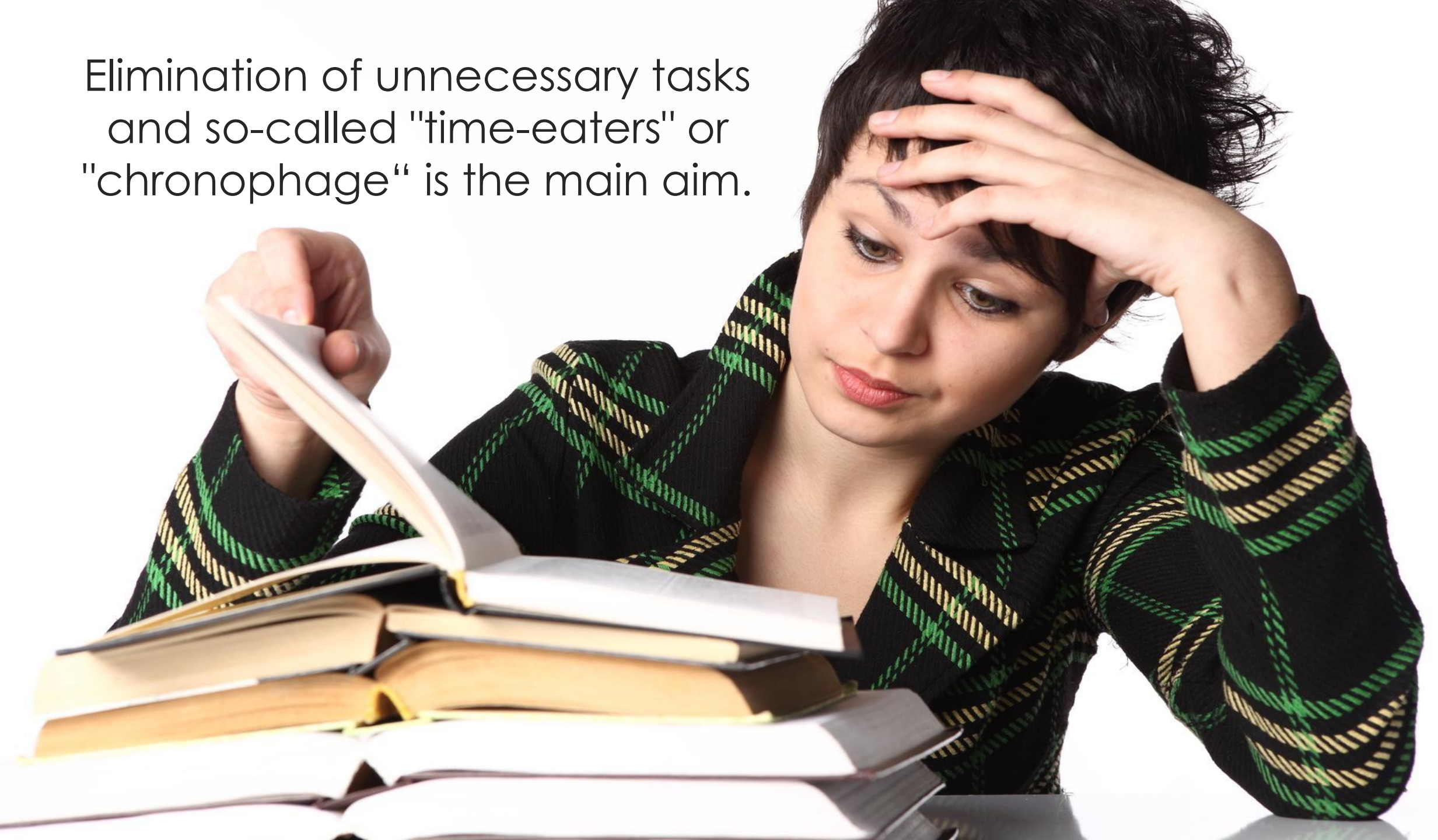
Time management is about managing your own life.

You will be surprised, how many minutes and hours are released, once you start to act more deliberately and consciously.

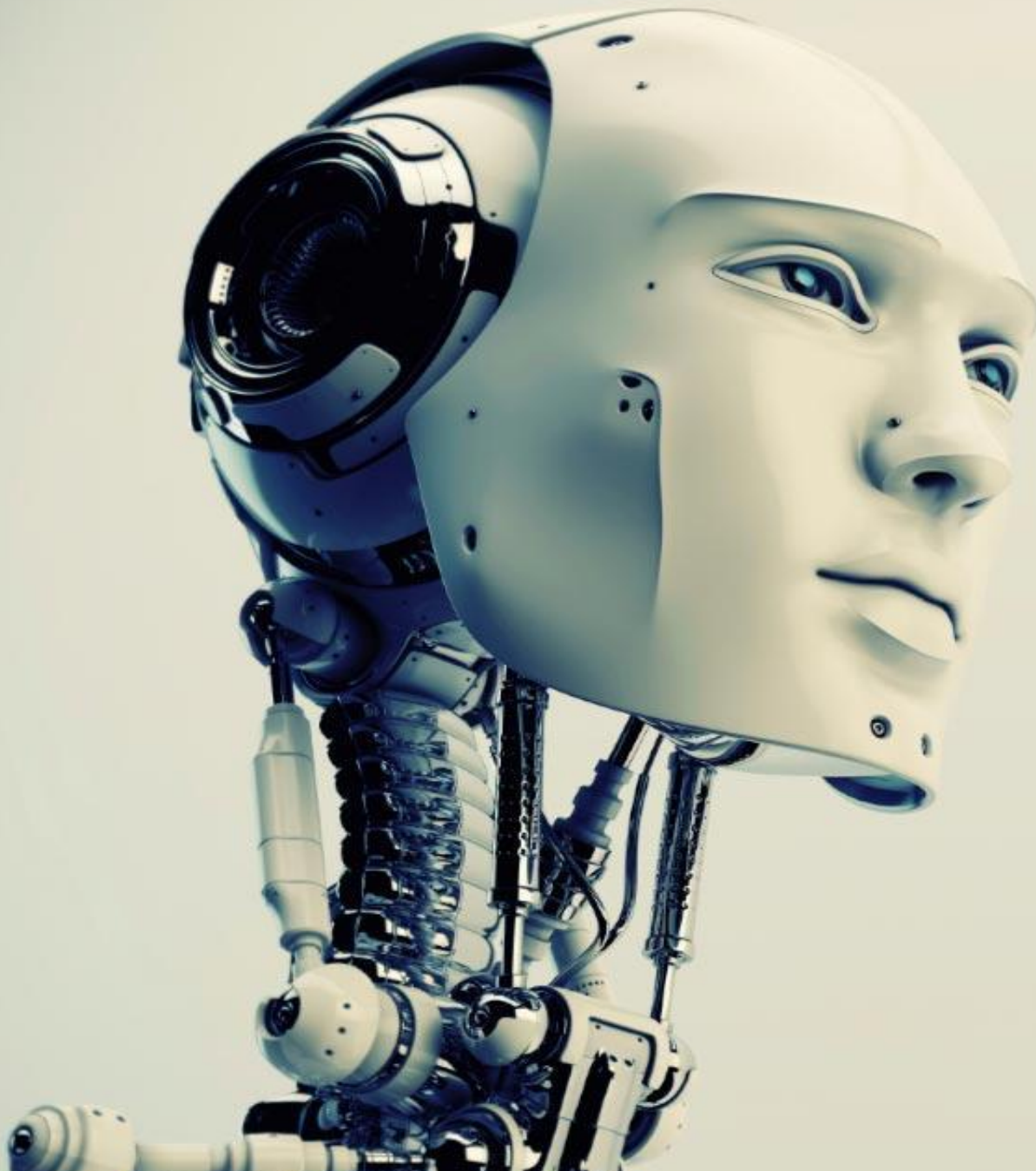
**Myth 2. Time management will  
make me work more and harder**



Elimination of unnecessary tasks and so-called "time-eaters" or "chronophage" is the main aim.







**Myth 3. The use of time management makes me a robot that will do everything according to the schedule, deprive me of freedom and choice**

People are afraid to turn into robots, but in fact they already are.

Time management does not limit our freedom, but creates it.

# Principle 1: Plan your action

PLAN:

1. Commit purpose in writing;
2. Plan your day;
3. Divide large tasks.

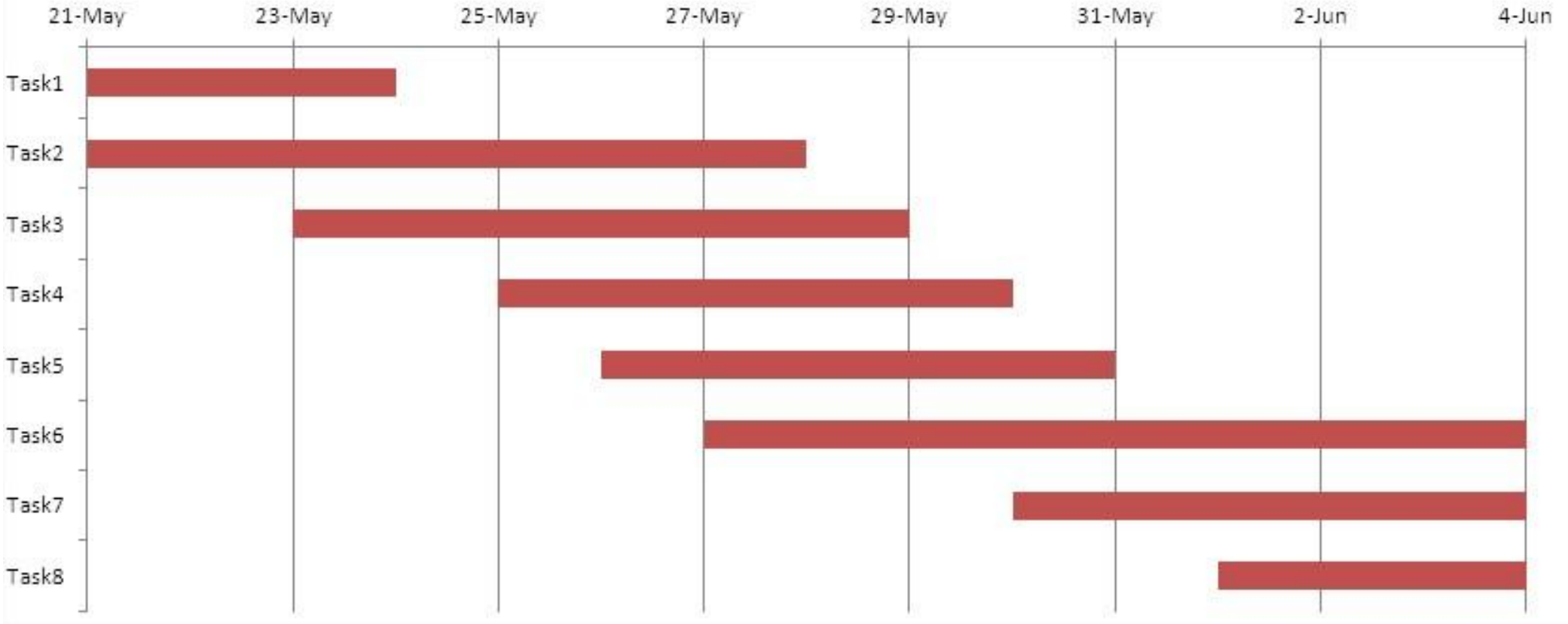


# Principle 2: Identify the desired result in the specific goals and objectives



# Principle 3. Commit your action plan

## Gantt chart



Next

Tomorrow

Later

NOW

Principle 4.  
Set your priorities

Principle 5. Focus on the main

**THE MAIN THING  
IS TO KEEP  
THE MAIN THING  
A MAIN THING.**

STEPHEN R. COVEY



*outstanding!!*

**Very satisfied**

**Neutral**

**Unsatisfied**

Principle 6:  
Analyze your  
experience  
and create  
own rules

# Principle 7. Plan your holiday







Thanks for attention