

THINK



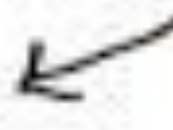
IDEA



TRY



DO



DO AGAIN



AND AGAIN



KEEP ON DOING



Success

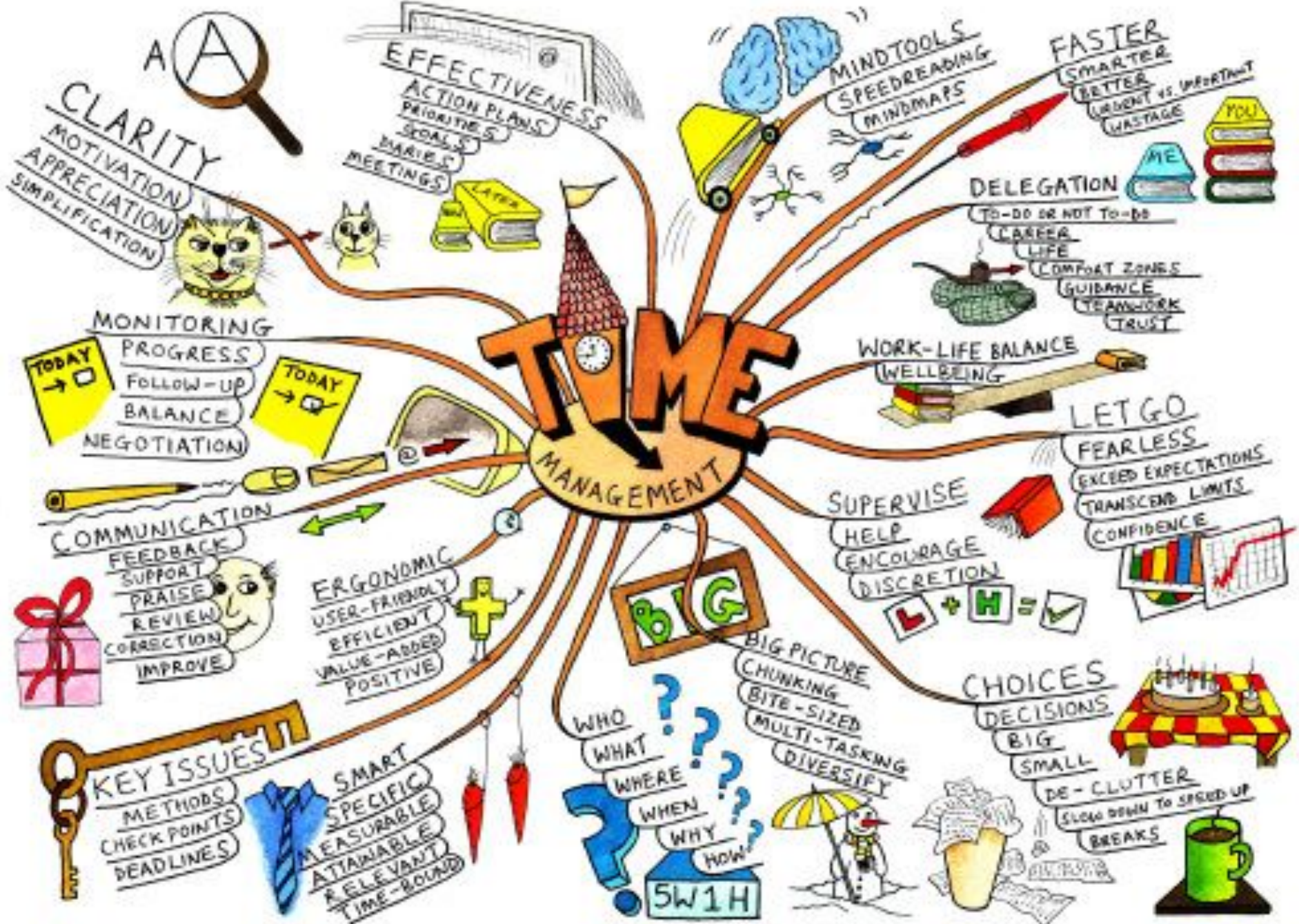




Time + Effort = Success














My to do list

- stare at the sun
- be nice to my friends 
- smell a flower
- hug him until he can't breath 
- eat a small chocolate



-listen my favourite song at least three times

-daydream about  tomorrow

-take a picture

-write a love note

-make someone laugh

-enjoy 5 minutes of silence



AKD

**15
TOP**

ONLINE TIME MANAGEMENT DISASTERS

WE ALL LOVE THE INTERNET, BUT SOMETIMES IT CAN BE OUR WORST ENEMY...AS IN, THOSE TIMES WHEN WE ACTUALLY WANT TO GET SOMETHING IMPORTANT ACCOMPLISHED, BUT QUICKLY GET SIDETRACKED BY AN ONLINE DIVERSION. AS A PUBLIC SERVICE, ONLINE CLOCK WOULD LIKE TO REMIND YOU TO SET AN ONLINE TIMER TO AVOID THESE COMMON PITFALLS.

2. I wonder what new videos they have on

1. I'll just check Facebook one last time!




45:00 spent
Uselessness

2. I wonder what new videos they have on Amazon...

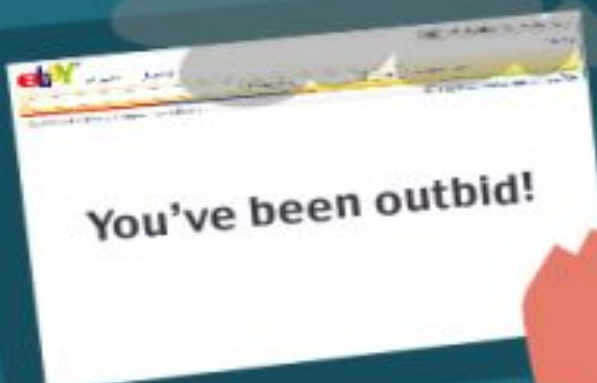


30:00 spent
Uselessness

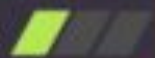
Uselessness 

3.

Am I still the highest bidder on eBay?



60:00 spent


Uselessness 

4.

I wonder if those new followers unfollowed me?



20:00 spent


Uselessness 

5.

That's it. Just one more quick game of Bejeweled



90:00 spent

Uselessness 

6. I'll just check to see who's online today playing Call of Duty

CALL OF DUTY



240:00 spent

Uselessness

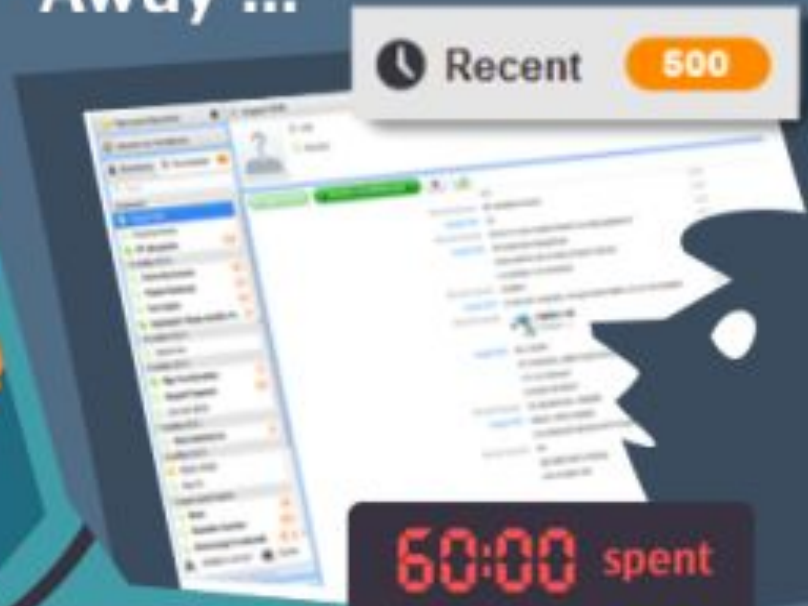
7. I wonder what's happening on Google News right now



45:00 spent

Uselessness

8. I'll go on Skype, but I'll set my status to 'Away'...

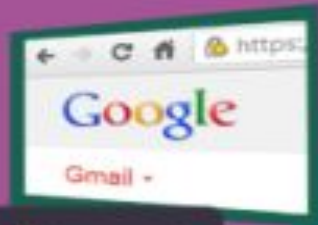


Recent 500

60:00 spent

Uselessness

9. I'll just check to see if I got a new Email



25:00 spent
Uselessness

Uselessness

10. Just give me 2 sec to check my Tumblr



40:00 spent
Uselessness

11. What's all the rage on Reddit right now?



60:00 spent
Uselessness

12. Did anyone new flirt with me on my online dating website?



60:00 spent

Uselessness

60:00 spent

Uselessness

13. Two words: Browser. Games



90:00 spent
Uselessness

14. Did I FINALLY get a plus on Google Plus?



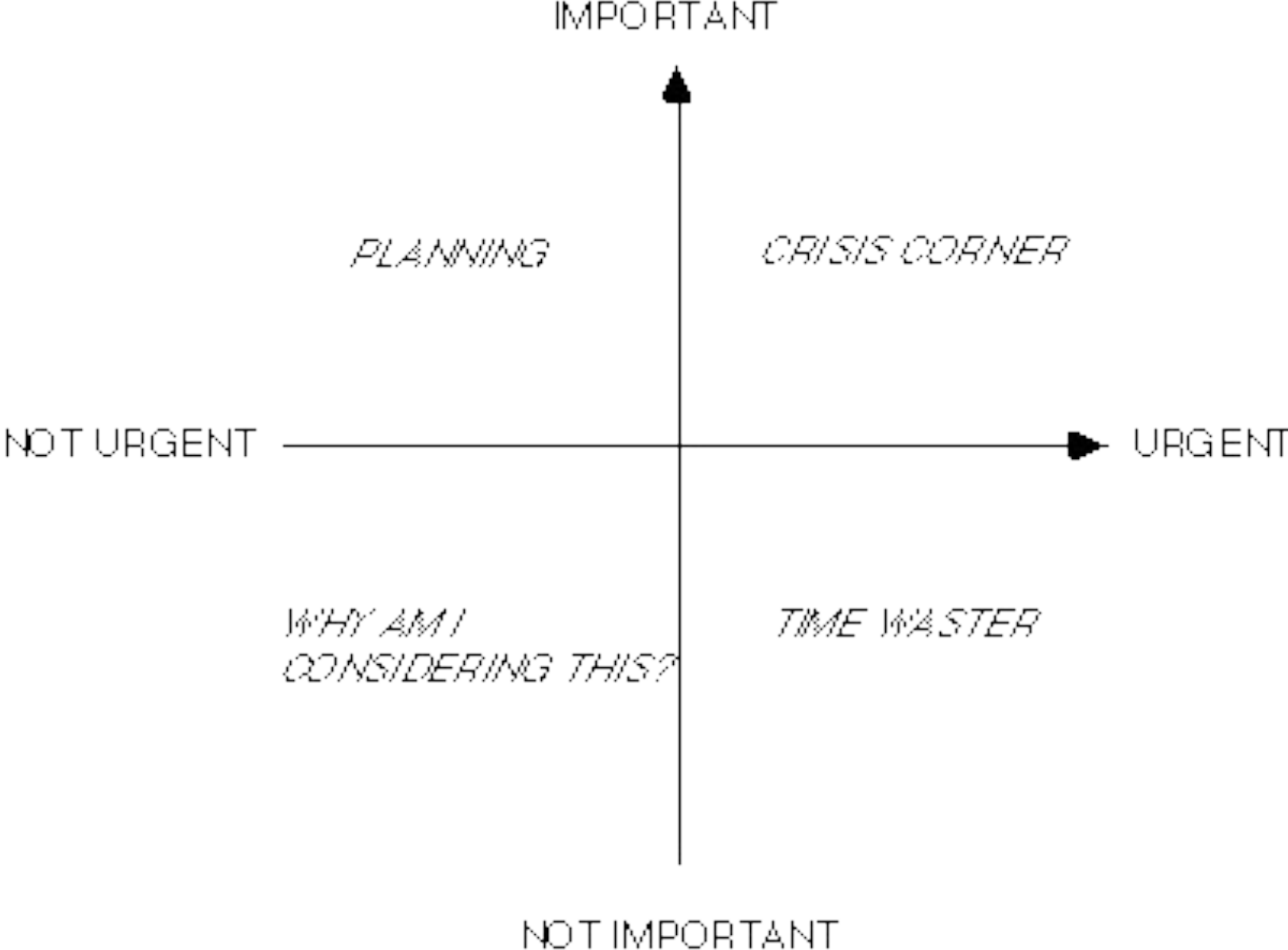
10:00 spent
Uselessness

15. YouTube (Enough said!)



120:00 spent
Uselessness





TO DO | DOING | DONE

Aktiel
subscribe

Seminare
vorbereiten

Schreibstil
aufpassen

Kapitel 2 & 4
Diss

Grafik für
Vortrag

Vorlesung
vorbereiten

Vorlesung
Diss

Blatt
ausstellen

Klausuren
vorbereiten

Konferenz
vorbereiten

Time Management Tips: Keeping On Top Of Your Day

■ Manage Your Inbox

Open your emails in the morning, scan them through for anything important and then leave them alone for a good few hours. If you spend all day looking at your emails and responding instantly to everything that comes through, you will waste so much time when you could be dealing with important tasks.

■ Categorise Your Tasks

Spend a few minutes in the morning categorising your tasks for the day in order of urgency and importance. By categorising them as either an A, B or C task you will find it easier to know what to work on first.

■ Plan Your Day

It's best to plan about 85% of your day so that you know what you're going to work on and deal with throughout the day. Don't plan 100% of your day though - you need to leave 2 short passages of time so that you can respond to incoming requests or demands.

■ Do Your Work!

At least 75% of your working day should actually be spent WORKING through the tasks you have set yourself for the day – so don't spend all day planning and end up running out of time to actually do the work you need to do!

■ Write Tomorrow's To-Do List

Do this at the end of the working day so that you can start afresh in the morning. This will help your mind and your body "go home" and "switch off" together - which will help your work/life balance and help you to relax when you actually get home.







TIME
IS

MONEY