

# Time management. How to do everything?

Подковырин Д

П-258

# Time management ?

- Time management is a pastime technology aimed at improving the efficiency of its use.



# The main tasks of time management



- Analysis of the time spent on specific tasks.
- Statement, formulation and definition of the goal.
- Making a plan to achieve the goal, as well as setting priorities.
- Implementation of the goal: hint what steps should be taken according to the plan.
- Making a list of things to do.
- Fixing time using timekeeping.

# Benefits of effective time planning

The person who mastered the art of time management:

- Able to achieve success in any field of activity.
- Has more time for rest, communication with family and friends.
- Can do a lot more things in a given period of time.



# Benefits of effective time planning



- Can increase their income and retire by properly distributing responsibilities between employees.
- Can get rid of chronic fatigue, not stressful.
- Always has a clear plan of action

# Time management types



- Personal time management. It is associated with a person's personal self-development. Ability to properly and fruitfully organize your day.

# Time management types



- Professional time management. Helps the person to do their job effectively. Organize your working hours correctly or intelligently distribute responsibilities in the team.

# Time management types



Social time management. Regulates interpersonal relationships or time management of several people, for example, corporate.



# Personal time management in time management

- Never take work home.
- Organize everyday life so that it takes a minimum of time.
- Plan your free time in advance. This should include emotional enjoyment: going to the cinema, theater, concert, museum. As well as physical exercise, dancing and the like.



# Personal time management in time management



- For relaxation, use not only the weekend, but at least one day in the middle of the week, for example, ride a bike after work or go to the sauna with friends.
- During vacation, restrict calls, Internet mail, in order to relax for real.

**The one who rules time - rules the whole  
world**