

Time Management! Is it really possible?



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Activity1!

What was said about time?

Time goes by so slowly for those who wait
No time to hesitate
Those who run seem to have all the fun

I know that you're still hesitating
Don't cry for me
'cause I'll find my way
you'll wake up one day
but it'll be too late

What is time?

Seconds?

Minutes?

Hours?

Days?

Months?

Years?

Money?

Success?

Limitations?

Freedom?

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.....

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Time management

It's a way of life...



Time management

- It depends on where you are



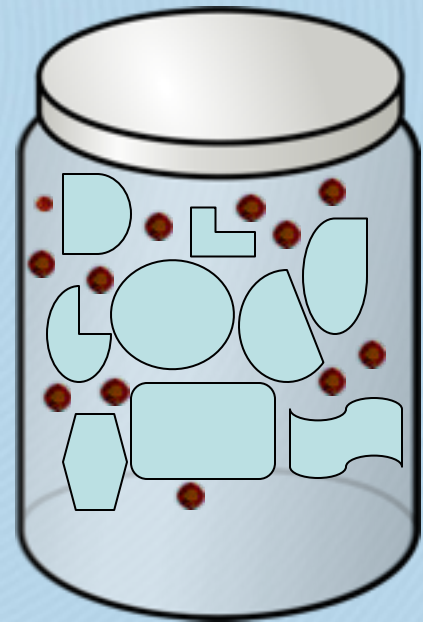
Time management

- It depends on who you live/work with....



Activity2!

Let's try this together.....



Wasting time.....

Normal People usually waste a lot of time on:

- Emails , faceook , and other internet surfing....
- Mobile talks , socializing , and other Non-study related activities.....

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Wasting time.....

What about **you**?

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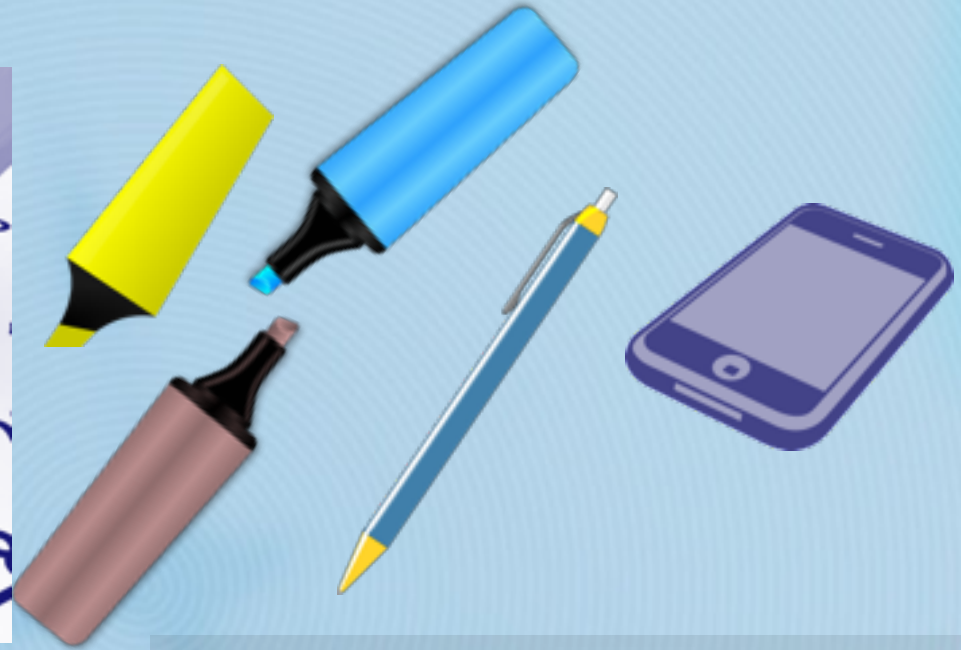
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Are you in control?

- Write down your tasks!**
- Prioritize! At least twice!**
- Plan your day, week, month, term, and year!**



You need some tools....



6 Week Long Range Planner

Date Range	Monday	Tuesday	Wednesday	Thursday	Friday



Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-13							
13-14							
14-15							
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8 Nov 2015
14 Nov 2015

Be SMART

S pecific

M anageable

A ppropriate

R elevant

T imely

Further readings.....

- Forsyth, Patrick. "Successful time management"-2nd ed. 2007. Kogan-Page, London, UK.
- Manktelow, James. "Mind Tools; Essential skills for an excellent career", 2003. Mind Tools Ltd. UK

Well.....

Thanks for your time 😊!

**Concentrate on results,
not on being busy**

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