

WE MANAGE OUR TIME EFFICIENTLY!

- 1 Determine for yourself what exactly you are doing and for what. Motivation promotes more productive work.
- 2 Plan your tasks according to the approximate scheme: goal – tasks – result.
- 3 Try to prioritize correctly. The division of tasks into important and unimportant allows you to cope with them more effectively.
- 4 Structure both scheduled tasks and completed ones. This will allow you to track your own progress.

Time-management techniques

TO- DO LIST

Try to constantly record a list of your tasks (even the most insignificant ones) in a notebook or on your phone. Firstly, it will be easier to plan them and determine the deadlines for their implementation. Secondly, when you have free time, you can choose the most appropriate item from your list and proceed with its implementation.

THE "TIMEKEEPING" METHOD

The essence of the method is time accounting. For two weeks, mark all the things that you do for longer than 5 minutes. Record everything: from lessons to breaks and phone conversations. Analysis of the record will show how much time is spent on inappropriate actions.

With this technique, you will be able to adjust your plans and affairs.

POMODORO TECHNIQUE

