

8 Time Management

How many times have you given up doing something even before you gave yourself a chance of doing it? Why? Is it because you have a fear of failure?

To be successful in life and to develop your personality, you need the following skills

- Time Management
- Energy Management
- Stress Management
- Personal Resources Management

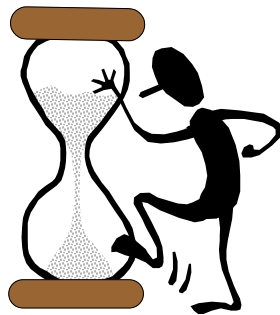
At this stage, we will address only two skills: Time and Stress Management

To “Manage” means to have the situation under control; to handle

Time Management – It means to manage the time. Doing more work in less time.

Tips for Time Management

1. Set goals
2. Plan your actions
3. Differentiate between urgent, important and not important
4. Schedule time for your tasks on the basis of importance (make time-table)
5. Monitor how you use your time
6. Learn more about Time Management



Benefits of Time Management

Better:

- Control on situations in life
- Sense of satisfaction
- Achievement in less time
- Results; less worry
- Confidence
- Efficiency in meeting goals
- Motivation
- Planning